

BRAUNSTONE TOWN COUNCIL'S
CHRISTMAS CRAFT FAIR 16th NOVEMBER 2024

11:00am – 3:00pm

BOOKING FORM

FULL NAME:

ADDRESS:

_____ POSTCODE _____

TELEPHONE NUMBER:

EMAIL:

PLEASE STATE YOUR EMAIL CLEARLY AS THIS WILL BE THE WAY YOU RECEIVE FURTHER INFORMATION CONCERNING YOUR BOOKING!

CHARITY/ORGANISATION (If applicable)

GOODS TO BE SOLD:

PLEASE ONLY BRING GOODS TO SELL WHICH ARE LISTED.

PLEASE TICK WHICH ROOM YOU WOULD PREFER:

	First Choice	Second Choice
MILLFIELD HALL (Main Hall)	<input type="checkbox"/>	<input type="checkbox"/>
COUNCIL CHAMBER	<input type="checkbox"/>	<input type="checkbox"/>

(Please note rooms are allocated on a first come first served basis and first choice cannot be guaranteed this is just a preference)

IS POWER POINT REQUIRED? (Please tick)

(Please note, power cannot always be guaranteed and is granted on a first come first serve basis)

IF YOU ARE PLANNING ON SERVING ANY KIND OF FOOD, (SWEETS, BAKED GOODS, OR OTHER) PLEASE

ADVISE IF YOU ARE ABLE TO OFFER FOOD SUITABLE FOR:

LACTOSE
INTOLERANCE

GLUTEN FREE

VEGETARIAN

VEGAN

NUT
INTOLERANCE

PLEASE LIST WHAT TYPES OF FOOD YOU PLAN TO SELL:

A CURRENT FOOD HYGIENE CERTIFICATE MUST ACCOMPANY THIS FORM IF PROVIDING ANY CAPACITY OF FOOD IN ORDER TO CONFIRM BOOKING.

PLEASE TICK HERE IF CERTIFICATE HAS BEEN SUBMITTED AT THE TIME OF BOOKING:

OFFICE: DO NOT ACCEPT BOOKING FORM WITHOUT THIS!

NUMBER OF TABLES REQUIRED? _____

PAYMENT ENCLOSED £
(£12 Per table)

Cheques made payable to: Braunstone Town Council

Please do not post cheques as we cannot always guarantee this will reach us. In the event it doesn't you will not receive a table at the Craft Fair. We advise calling our Customer Service Team on: 0116 2890045 and pay for your table over the phone.

Can we pass your contact details on to customers who are interested in your products?

YES

NO

DATA PROTECTION: By applying for a stall at the Christmas Craft Fair you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, is available from Reception or the Council's website.

Signed _____ **Dated** _____

For further help and advice please contact our Customer Service Team on 0116 2890045 or Enquiries@braunstonetowncouncil.org.uk

CLOSING DATE FOR BOOKING FORMS: 16th October 2024

Table allocations and further information regarding the event will then be sent to our successful vendors by the 6th November 2024.

FOR OFFICE USE:

Receipt Number: _____

Booking Form & Payment received on: _____ **NOW FULLY BOOKED**



BRAUNSTONE TOWN COUNCIL CRAFT FAIR
SATURDAY 16th NOVEMBER 2024, 11:00am – 3:00pm.
BOOKING INFORMATION

Thank you for your interest in holding a stall at Braunstone Town Council's Christmas Craft Fair 2024! To apply to be a stall holder please complete the attached form and return with your payment. **PLEASE NOTE – NO STALL WILL BE ACCEPTED WITHOUT PAYMENT AND FORM BOTH COMPLETED AND GIVEN IN WHEN BOOKING (This also includes Food Hygiene certificate if you are selling any capacity of food or sweets)** The tables are 6ft by 2.5ft and cost £12 each.

If you intend to have extra display items such as, tables, racks, boxes and rails in your stall area and these will not fit directly behind your table then please consider that you may need to purchase the two tables. Even if you weren't to use the other table, we would be able to take it down for you (on the day of the event) if you just need the space/area for your own displays. **We cannot permit display items in front of your stall table as this is a matter of health and safety.**

For reference, please consider if our standard table area of 6ft by 2.5ft is large enough for your display and if not, please consider that you will need to purchase two tables, again we are happy to remove a table if you would just like the extra space for your own display items. We will have to ask stall holders to remove parts of their displays if we deem this to be unfair/dangerous. So please consider how much space/how many tables you will need prior to the event in order to avoid disappointment on the day.

The Craft Fair will take place in both the Millfield Hall and Council Chamber. Please indicate which room you would prefer to be in on the form however, this cannot be guaranteed. Booking of tables is on a **first come first served basis** and **no table can be booked without payment.**

Due to the nature of the event, we receive bookings for tables that are selling similar items, for example, cards and jewellery are very popular. To avoid having too many stalls selling the same goods **we may have to limit the number of stalls selling similar products.**

When completing your booking form please indicate exactly what goods you are selling. To be fair to all stall holders **please DO NOT** bring items to sell that are not indicated on your form. We do have to ask that stallholders stick to this rule. If necessary, you can email myself, the event organiser, on the lead up if you decide or plan to add to the items you are selling with something different. I can then give you an answer depending what is already booked for the event. Customer Services will be happy to provide you with this email address if necessary.

Under no circumstances can we guarantee that you will be the only stall holder selling your type of product, goods or franchise item.

Power points are in short supply so if you do require power for your goods, please indicate this on the booking form. Allocation of tables with a power point are, again, on a first come, first served basis.

All Stallholders are responsible for and must comply with all Health & Safety and Licensing restrictions. If necessary, stallholders must take out their own insurance.

Stallholders may set up from 8.30am. Please do not arrive before then as the Centre will not be open.

Light refreshments will be available on the day to purchase.

Thank you for your interest/booking a table at Braunstone Town Council's Christmas Craft Fair 2024! Further and final Stall Holder correspondence will be sent out in the weeks leading up to the event as stated above.