



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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### SUMMER FETE APPLICATION - PRIVATE/COMMERCIAL STALL

**SATURDAY 10<sup>TH</sup> AUGUST 2024 | 11AM – 4PM**

Tables/chairs/gazeboes are not provided by the Town Council and stallholders must provide their own tables/chairs etc. If gazeboes are used next to, rather than over, a stall (for weather protection) they count as a second stall. If your gazebo is larger than 4m you will need to book two pitches. **Please check before booking.**

**Please note: under no circumstances can we guarantee that you will be the only stall holder selling your type of products or goods.**

**Name of Organisation (if applicable):**

**Type of Stall: Jewellery/Cards/Promotion etc**

**Your Name:**

**Address:**

**Postcode:**

**Telephone:**

**Email Address:**

**Number of Pitches Required:**

**PRIVATE/PROFIT-MAKING STALLS £20 PER PITCH (Approximately 4m wide)**

- **PAYMENT FOR THE PITCH MUST ACCOMPANY THIS FORM – A PITCH WILL NOT BE RESERVED WITHOUT PAYMENT**  
(Cash, cheques payable to Braunstone Town Council, debit/credit card)

- **DEADLINE FOR STALL BOOKINGS IS 10th JULY 2024**
- **75% OF NET PROCEEDS RAISED AT THE EVENT WILL BE DONATED TO THE TOWN MAYORS CHARITY**
- **STALLS ARE ALLOCATED ON A FIRST COME FIRST SERVED BASIS**

**TOTAL AMOUNT PAID £**

**RECEIPT NUMBER**

Notes/Comments

## **FURTHER INFORMATION**

**Car Parking** – Cars may be parked behind stalls unless otherwise notified

**Set up** - stall holders can set up from 8.30am

**Pitches** – pitches for tables will be marked out on the grass and numbered. A letter will be sent near to the date of the fete with a layout of the park and your allocated plot number. The plot will be approximately 4m wide – please ensure you book and pay for sufficient pitches for your activity.

**Power** – please note that there will be NO power available on the park. If you require power for your activity you will need to provide your own generator. Please indicate on the Notes/Comments section of the form if you are bringing a generator.

**Health & Safety** - All Stallholders are responsible for and must comply with all Health & Safety and Licensing restrictions. If necessary, attractions / Stallholders must carry their own insurance. If you are running a food outlet, please forward Basic Food Hygiene Certificate with booking form and payment as this need to be forwarded to Blaby District Council Environmental Health. Stallholders will also be responsible for complying with any Covid-19 restrictions in place with regards to their produce, stall and social distancing.

**Clean up** - Stall holders are requested to help clean up around their stall after the event. Black bags will be available on the day if required.

**DATA PROTECTION:** by applying for a stall at the Summer Fete 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, are available from Reception or the Council’s website.

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Your Signature: ..... Date .....

Please return to: Customer Services, Braunstone Town Council – [Enquiries@braunstonetowncouncil.org.uk](mailto:Enquiries@braunstonetowncouncil.org.uk)

Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP | 0116 2890045

For any event enquiries please contact:

Scarlett Myers – Communications and Events Officer, Braunstone Town Council, Kingsway, Braunstone Town, Leicester, LE3 2PP | 0116 2899270 | [Scarlett.myers@braunstonetowncouncil.org.uk](mailto:Scarlett.myers@braunstonetowncouncil.org.uk)