



SLEAFORD CHRISTMAS MARKET



Sunday 2nd December 2018
Stall Application Form

Please complete:

Name	
Trading as	
Contact Address	
Telephone Numbers	Home: Mobile:
EMAIL	
Description of nature of goods/products/services	
Requirement of vehicle on your pitch	<i>(please give details & reasons if/why your vehicle will be required to be on your pitch throughout the Market)</i>

Pitch Sizes & Prices	Number Required	Total Cost
10ft pitch (3mx3m) @ £20.00 each (Bring your own stall, table/trailer/gazebo-self build)		
Charity - 10ft pitch (3mx3m) @ £15.00 each (Bring your own stall, table/trailer/gazebo-self build) You will need to provide a letter of confirmation from the charity, with your application, stating that you are raising money for that charity.		
Commercial outdoor food &/or drink vendors 10ft pitch (3mx3m) gazebo or small transit van size @ £35.00. (Bring your own stall, table/trailer/gazebo-self build).		
Commercial outdoor food &/or drink vendors larger than Transit size or bigger than 10ft (3x3m) @ £60.00 each (Bring your own stall, table/trailer/gazebo-self build)		
Indoor stalls in the Town Hall - 6ft x 2ft @ £20.00 each (A table & chair is provided). These are available on a limited basis.		
Use of a Gazebo (limited numbers available) £5 each to hire (these will be taken to your pitch on the day of the Market)		
Total Amount to Pay		

- I enclose a copy of my Public Liability Insurance (which needs to cover the date of the Christmas Market).
- I have read and understood the Market Regulations.
- I have enclosed catering/licensing certificates (if applicable).
- I have enclosed a risk assessment if I am using a generator (if applicable).
- I have enclosed my alcohol licence (if applicable). If you are selling alcohol, you will need to apply to North Kesteven District Council for a Temporary Event Notice (T.E.N). Please put 'Sleaford Christmas Market' on your application for the T.E.N). Information can be found at www.n-kesteven.gov.uk or by calling the NKDC Licensing Team on 01529 414155.
- I have enclosed full payment for my pitch.
- I have enclosed a £5 payment for the hire of a gazebo (if applicable).

• Signed: Date:

Please return this form before 1st September 2018 to:
 Christmas Market Bookings, Sleaford Town Council, The Town Hall,
 Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW

Telephone 01529 303456 Email: christmasmarket@sleaford.gov.uk

For any queries about your application, please contact the Sleaford Town Council office on 01529 303456, message the Sleaford Town Council Facebook page or email christmasmarket@sleaford.gov.uk



Sleaford Town Council are registered under the Data Protection Act 1998, so any personal data that you supply to us will only be used for the purpose for which it is given.