



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456  
Email: [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

Mr Kevin Martin  
Clerk to the Council

**1940s Day Event**  
**Sleaford Town Hall and Navigation Yard**  
**Saturday 22<sup>nd</sup> June 2019 – 1.00pm to 5.00pm**

Thank you for your interest in the 1940s Day event, which will be taking place on Saturday 22<sup>nd</sup> June 2019 in Sleaford Town Hall and Navigation Yard (and possibly also some of Eastgate Car Park), from 1.00pm to 3.00pm.

We have three rooms in the Town Hall to use for the event (one on the ground floor and two on the first floor) and we will provide a table and as many chairs as you wish. Tables are £10 each to hire (maximum of 2 tables per booking). The Town Hall has a lift as well as stairs to the first floor, together with public conveniences and a disabled toilet. Stalls will be issued on a first come, first served basis, bookable in advance with the attached form, payment and your public liability insurance. Please note that the indoor stalls get booked up very fast, so we advise you to return your paperwork and payment to us as soon as possible, to avoid disappointment.

We are also taking bookings for a few pitches outside the Town Hall, in Navigation Yard. The pitches will be free of charge, but we will require a £10 deposit (this will be refundable the week after the Market through the Town Council office, provided that you attend the event). You would be required to bring your own tables/chairs/gazebo. We are unable to allow vehicles to stay next to your pitch in Navigation Yard, due to space, but Eastgate Car Park is only a very short walk away, which has a pay and display ticket machine. Please return your paperwork to us as soon as possible, to avoid disappointment. Spaces will be limited and you will be notified upon receipt of your form if you are successful in your application.

We have enclosed a booking form, the Code of Practice and the Sleaford Town Council's Market Regulations. Please complete the attached booking form and return it to us with your public liability insurance and payment. We accept cash, cheque (made payable to 'Sleaford Town Council') or bank transfer – Sleaford Town Council, HSBC, Sort Code: 40-22-19, Account No. 41889168. Please put your reference as '1940s Day.'

We will inform you nearer the date of the event of the times that inside and outside traders can arrive from to set up.

To fit in with the theme of the event, we would like all traders to dress their stalls up in 1940s style decorations. The Town Hall will also be decorated.

For any queries or to make a booking, please contact the Sleaford Town Council office on 01529 303456, message the Facebook page – Sleaford Town Council or email [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

The address for Sleaford Town Hall is: Sleaford Town Council, The Town Hall, Navigation Yard, Sleaford, Lincs, NG34 7TW. It is situated opposite the National Centre for Craft and Design, just off Eastgate Car Park.