



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

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Mr Kevin Martin
Clerk to the Council

St George's Day Market
Saturday 21st April 2018
9.00am to 3.00pm

Thank you for your enquiry into the St George's Day Market for 2018, Sleaford's ninth year of holding this special Market.

The Market will be free for all traders, charities, groups and individuals. Pitches must be booked in advance and all stall holders must provide proof of valid Public Liability Insurance.

A £20 deposit will be required in advance for your Market pitch. This will be refundable upon your attendance at the Market (this will be issued back to you in the week after the Market from the Sleaford Town Council office). It will be non-refundable if there is a 'no show'. Please note Sleaford Town Council do not provide labour, stalls, clips or covers.

Gazebos will be available to hire by pre-booking. These will be on a first come, first served basis and are £5 to hire, with a £20 deposit also payable. The £20 will be refunded in full after the Market, providing there is no damage. The gazebos will need to be paid for prior to the Market. Hirers will be responsible for erecting the gazebos on the morning of the Market, but assistance can be requested where necessary.

We are pleased to be able to enclose a copy of the St George's Day Market booking form and the Code of Practice, together with the Sleaford Town Council's Market Regulations and a Regulations letter.

Please return the booking form, together with the signed regulations letter and a copy of your public liability insurance, plus your £20 deposit (and £5 for a gazebo if you wish to hire one, subject to availability) and any relevant certificates. We accept cash or cheque (cheques to be made payable to 'Sleaford Town Council' please), or payment by Bank transfer (please ask if you require these details).

If you will be selling food, please supply us with a copy of your catering certification gained from NKDC.

Please note that stallholders selling alcohol are required to apply separately for a Temporary Event Notice from North Kesteven District Council, see www.n-kesteven.gov.uk or call the Licensing Team on 01529 414155. We will require a copy of the Notice.

There will be marshals on site from 7.30am on the day. Trading will be from 9am to 3pm.

The Market will be officially opened on the morning by the Mayor of Sleaford. On your arrival. Please report to a marshal, who will show you to your pitch. There is to be no vehicle movement after 8.30am, due to safety reasons.

There will be no parking on the Market Place during the Market, but you will be permitted to bring a vehicle on to unload. Vehicles should be removed as soon as possible after unloading. All day parking is available in nearby Eastgate Car Park and there are other car parks within Sleaford town centre. Stall holders that require their vehicle on the Market with them, must give a valid reason, eg. for fridge/catering purposes.

Please feel free to contact the Sleaford Town Council office for further details or if you have any queries, at The Town Hall, Navigation Yard, Sleaford, Lincs, NG34 7TW (opposite the National Centre for Craft and Design, just off Eastgate Car Park).

Message our Facebook page, or call 01529 303456 or email enquiries@sleaford.gov.uk