



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
Sleaford Town Hall and Navigation Yard
Saturday 27th April 2019 - 10.00am to 3.00pm

Thank you for your interest in the St George's Day Market, which will be taking place on Saturday 27th April 2019 in Sleaford Town Hall and Navigation Yard, from 10.00am 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. 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 with the attached form 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 pitches outside the Town Hall, in Navigation Yard. The pitches are free of charge, with a £10 refundable deposit (providing you attend on the day) and 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. If required, we can also have the outdoor pitches in the part of the Car Park that is nearest to Navigation Yard. Please return your paperwork to us as soon as possible, to avoid disappointment. Your deposit will be available from the office in the week after the Market, not on the event day itself.

If you apply for an indoor stall and are unsuccessful due to the bookings being full, please indicate on the booking form whether you would like a free outdoor pitch instead. If you do not wish to have an outdoor pitch, we will refund you in full.

We have enclosed a booking form, the Code of Practice, together with 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 (if applicable). 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 'St George's.'

On the day of the Market, traders can arrive from 8.45am to set up goods at their table inside the Town Hall or at their pitch outside in Navigation Yard. If you require more time to set up, please let us know. You will be allowed to pull up close to the Town Hall to unload. Parking will be available in Eastgate Car Park, which is adjacent to the Town Hall and Navigation Yard. The first hour is free with a ticket from the ticket machine and after that, you will be required to pay at the machine for a new ticket.

Teas and coffees etc will be available to purchase from a trader outside the Town Hall.

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 stephanie.goodland@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.