



## SLEAFORD CHRISTMAS MARKET



**Sunday 1<sup>st</sup> December 2019**

### Indoor Stall and Outdoor Pitch Application Form

**Please complete:**

<b>Name</b>	
<b>Trading as (if applicable)</b>	
<b>Contact Address</b>	
<b>Telephone Numbers</b>	<b>Home:</b> <b>Mobile:</b>
<b>Email Address</b>	
<b>Description of nature of goods/products/services</b>	
<b>Requirement of vehicle on your pitch (if you are booking an outside pitch)</b>	<i>(please give details &amp; reasons if/why your vehicle will be required to be on your pitch throughout the Market)</i>

Pitch Sizes & Prices	Number Required	Total Cost	Pitch Measurements
Regular Pitch - 10ft pitch (3mx3m) @ £20.00 each (Bring your own table/trailer/gazebo)			
Charity - 10ft pitch (3mx3m) @ £15.00 each (Bring your own table/trailer/gazebo) 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) or small transit van size @ £35.00 – please specify your measurements (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 – please specify your measurements (Bring your own table/trailer/gazebo)			

<p><b>**HMS Sheldrake Room and Community Room are now sold out!**</b></p> <p><del>Indoor stalls in the HMS Sheldrake Room &amp; Community Room in the Town Hall:</del>  <del>Community Room &amp; HMS Sheldrake Room: 6ft x 2ft @ £20.00 each (a table &amp; chairs are provided). These are available on a limited basis — maximum of two tables per booking). There are 12 tables available overall in this size, across the two rooms.</del></p> <p><b>**Council Chamber is now sold out!**</b></p> <p><del>Indoor stalls in the Council Chamber in the Town Hall:</del>  <del>4.5ft x 2.5ft @ £18.50 each (7 available overall)</del>  <del>6.5ft x 2.5ft @ £20.50 each (2 available overall)</del>  <del>A table &amp; chairs are provided. These are available on a limited basis — maximum of two 4.5ft tables per booking &amp; maximum of one 6.5ft tables per booking).</del></p> <p>Upstairs Function Room of the Sleaford Legionnaires Club (14 available) – free of charge: 3 tables pushed together to make each stall. The Legion has stairs and a lift. Fast booking is advised, on a first come, first served basis.</p>			
<b>Total Amount to Pay</b>			

- 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](http://www.n-kesteven.gov.uk) or by calling the NKDC Licensing Team on 01529 414155.
- I have enclosed full payment for my pitch.

• Signed: ..... Date: .....

Please return this form before 1<sup>st</sup> October 2019 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](mailto:christmasmarket@sleaford.gov.uk)

For any queries about your application, please contact the Sleaford Town Council office on 01529 303456 or email [christmasmarket@sleaford.gov.uk](mailto:christmasmarket@sleaford.gov.uk)



**Sleford 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.**