

MUCH WENLOCK CHRISTMAS FAYRE 2019

Application for a Stall

[BLOCK CAPITALS PLEASE]

Please Check If You Will Be Selling Alcohol

Name: Business Name:	Stall will be selling:
Address (inc postcode):	Tel. No: Mobile No: Email:

YOUR REQUIREMENTS * please tick as appropriate

INSIDE Stall Marquee 2m wide x 6 ft deep - £70 Priory Hall 6 ft wide x 6 ft deep - £70 (you may book more than one pitch to run consecutively. Additional pitches are £70 each)	OUTSIDE Stall 3m wide x 3m deep** - £55 (pitch-only) Additional space is available for £27.50 per each additional 1.5 m width
Priory Hall <input type="checkbox"/>	Marquee <input type="checkbox"/>
*Street Stall <input type="checkbox"/>	
*Church Green <input type="checkbox"/> (NB: no vehicular access)	
Please state exact size of gazebo/trailer here in (m)	

ADDITIONAL ITEMS	NUMBER REQUIRED	TOTAL £
6' trestle table @ £10 each		

Cost of Hire of Stall Space £	Total Cost of Additional Items £
TOTAL BALANCE DUE: £ CHEQUE <input type="checkbox"/> CASH <input type="checkbox"/> BACS <input type="checkbox"/>	Cheques payable to: 'Much Wenlock Christmas Fayre' Post to: Lesley Ingram, 6 High Street, Much Wenlock, Shropshire, TF13 6AE Preferred but not essential: Bank Transfer: Sort Code 20-53-22 Account No. 23973247
Cash payments only by prior arrangement	

AGREEMENT

- I / we confirm the details in this Application for a Stall booking form are correct.
- I / we have read and agree to the Terms and Conditions enclosed.
- I / we enclose Public Liability Insurance documentation where applicable.
- I / we enclose a Food Hygiene Certificate where applicable.

Signed

Date

DATA PROTECTION (See the Terms & Conditions for our Data Privacy policy)

- I/we agree for our company details to be used for advertising purposes for the Christmas Fayre (Please tick box if you agree)
- I/we agree for our contact details to be passed to other Much Wenlock event organisers. (Please tick box if you agree)

IMPORTANT NOTES:

By submitting an application you are deemed to have accepted our Terms & Conditions in their entirety. Terms & Conditions are included with hard copy applications, can be obtained from The Copper Kettle, 61 High Street, and are also available on our website, <https://www.wenlockchristmasfayre.org.uk/>.

- If you are paying by BACS, please include your Business Name or Surname in the Remarks field so we can associate the payment with your booking.
- The fee for Charity Stalls will be £42, a 28% discount off the set outdoor stallholder fee. This applies only to pedestrianised streets and the Church Green. Charity stalls may be booked for indoor occupation, but no discount will apply.
- Outside pitches on the streets must not exceed 3m depth to allow for Emergency Services' access.
- The Fayre is open to the public between 10am and 5pm. Road closures are in force.
- This is a popular event. Bookings are on a first come, first served basis, within specific categories, after which a Waiting List will be in effect. We will notify you of your application's status, via email or telephone.
- Requests for specific pitch locations are subject to size and availability. We will try to honour them as best we can.
- **Bookings will not be finalised without a proof of Public Liability Insurance and Food Hygiene Certificate and/or License to sell alcohol as applicable.**
- Vendors opting for an outside stall will need to bring their own shelter and lighting. We recommend you provide lighting for winter daylight hours.
- Shop entrances must remain accessible at all times. Do not block them.
- We ask for the size of your gazebo / trailer in order to position you responsibly.
- In fairness to existing businesses, we all backs on gazebos must be either transparent or removed to ensure full visibility is given to all shop windows situated behind street stalls.
- Indoor stall pitch allocated space is limited to 2m x 2m in the Marquees and 6 ft x 6 ft in the Priory Hall. This allows for one table per pitch. If you require additional space or tables, you will be required to book additional pitches.
- If you have ordered a trestle table, please collect it from the marquee area on arrival.
- No naked flames allowed on indoor pitches.
- You must state at the top of the Application Form if you will be selling alcohol, and provide a brief description of the beverage type(s). Our Premises Licence covers "Much Wenlock Town Centre streets and event fields" but you will still need your own personal licence (**and provide us with a copy**) to enable you to sell alcohol.
- If you are selling alcohol, you must provide drinking water.
- Vendors must not pack away before 4:30pm.
- All vendors must leave pitches clean and tidy and remove waste.

PLEASE, PLEASE, PLEASE ADHERE TO YOUR STATED SET-UP TIME – ALLOCATIONS ARE DONE FOR A REASON!

We will send you your booking information pack in November. The confirmation will serve as your receipt of payment.

**If you have any queries, please contact the Bookings Secretary,
Email: stalls@wenlockchristmasfayre.org.uk**

Data Privacy Policy Summary

What the Much Wenlock Christmas Fayre Organising Committee Does With Your Data

We use the data you supply to the Much Wenlock Christmas Fayre (the Fayre) to allocate stalls/pitches to traders for the Fayre and for other administrative purposes.

We use your data to be able to communicate with you regarding your participation in the Fayre.

We will not share your data with any third parties without your consent.

We have no arrangements for data sharing with any entity outside the United Kingdom.

You have the right to withdraw consent for the Fayre to use your data at any time. If you do withdraw your consent, this may result in our inability to allow you to participate in the Fayre as a Trader.

We retain your data for ease of administration from year to year. We retain your data for 20 months at which point it is deleted (if held electronically) or destroyed (if it is held on paper).

You can find our full Data Privacy Policy at:

<http://www.wenlockchristmasfayre.org.uk/privacy-policy>

The Fayre's Bookings Secretary is the Much Wenlock Christmas Fayre's Data Privacy Officer. You can reach the DP Officer at:

data.privacy@wenlockchristmasfayre.org.uk .