

**BRAUNSTONE TOWN COUNCIL'S**  
**CHRISTMAS CRAFT FAIR 18<sup>th</sup> NOVEMBER 2023**

**11.00am – 3.00pm**

**BOOKING FORM**

**FULL NAME:**

**ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **POSTCODE** \_\_\_\_\_

**TELEPHONE NUMBER:**

**EMAIL:**

**CHARITY/ORGANISATION (If applicable)**

**GOODS TO BE SOLD:**

**PLEASE ONLY BRING GOODS TO SELL WHICH ARE LISTED.**

**PLEASE TICK WHICH ROOM YOU WOULD PREFER:**

	First Choice	Second Choice
<b>MILLFIELD HALL (Main Hall)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COUNCIL CHAMBER</b>	<input type="checkbox"/>	<input type="checkbox"/>

(Please note rooms are allocated on a **first come first served basis and first choice cannot be guaranteed**)

**IS POWER POINT REQUIRED? (Please tick)**

**NUMBER OF TABLES REQUIRED? \_\_\_\_\_**

**PAYMENT ENCLOSED                      £**

**(£12 Per table)**

**Cheques made payable to: Braunstone Town Council**

**Can we pass your contact details on to customers who are interested in your products?**

**YES                       NO**

**DATA PROTECTION:** By applying for a stall at the Christmas Craft Fair you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

**Signed \_\_\_\_\_ Dated \_\_\_\_\_**

For further help and advice please contact the Communications and Events Officer on 0116 2899270 or [Scarlett.Myers@braunstonetowncouncil.org.uk](mailto:Scarlett.Myers@braunstonetowncouncil.org.uk).

**CLOSING DATE FOR BOOKING FORMS: 27<sup>TH</sup> October 2023**

**FOR OFFICE USE:**

**Receipt Number:** \_\_\_\_\_

**Booking Form & Payment received on:** \_\_\_\_\_ **NOW FULLY BOOKED**

**BRAUNSTONE TOWN COUNCIL CRAFT FAIR**

**SATURDAY 18th NOVEMBER 2023, 11.00am – 3.00pm.**

**BOOKING INFORMATION**

Thank you for your interest in holding a stall at Braunstone Town Council's Christmas Craft Fair 2023! To apply to be a stall holder please complete the attached form and return with your payment. **PLEASE NOTE – NO STALL WILL BE ACCEPTED WITHOUT PAYMENT AND FORM BOTH COMPLETED AND GIVEN IN WHEN BOOKING.** The tables are 6ft by 2.5ft and cost £12 each.

The Craft Fair will take place in both the Millfield Hall and Council Chamber. Please indicate which room you would prefer to be in on the form however, this cannot be guaranteed. Booking of tables is on a **first come first served basis** and **no table can be booked without payment.**

Due to the nature of the event, we receive bookings for tables that are selling similar items, for example, cards and jewellery are very popular. To avoid having too many stalls selling the same goods we **may have** to limit the number of stalls selling similar products. When completing your booking form please indicate exactly what goods you are selling. To be fair to all stall holders please **DO NOT** bring items to sell that are not indicated on your form. **Under no circumstances can we guarantee that you will be the only stall holder selling your type of product, goods or franchise item.**

**Power points are in short supply** so if you do require power for your goods, please indicate this on the booking form. Allocation of tables with a power point are, again, on a first come, first served basis.

All Stallholders are responsible for and must comply with all Health & Safety and Licensing restrictions. If necessary, stallholders must take out their own insurance.

Stallholders may set up from 8.30am. Please do not arrive before then as the Centre will not be open.

Light refreshments will be available on the day to purchase.

**Thank you for your interest/booking a table at Braunstone Town Council's Christmas Craft Fair 2022! Further and final Stall Holder correspondence will be sent out in the weeks leading up to the event.**