

# Haslemere Christmas Market 2018

Haslemere Events, 1 Hewshott Grove, Liphook, Hants GU30 7ST. 07771 922873

[events@haslemere.com](mailto:events@haslemere.com)

[www.haslemere.com/christmasmarket](http://www.haslemere.com/christmasmarket)

## Christmas Market Booking Form

Sunday 2<sup>nd</sup> December 2018

Haslemere Town Centre 10am to 4pm

Please read this form with care and complete all sections clearly. Zones are shown on separate map and prices reflect demand and preferences. The organisers reserve the right to give priority to applications from local vendors and that ensure a traditional mix of stalls

Zones	I wish to: -	Received Prior to 1 <sup>st</sup> Nov	Received After 1 <sup>st</sup> Nov	Catering Double pitch price	TOTAL £
<b>Yellow</b>	hire ..... space/pitch(es) (10'x10' or 3metre square) with <b>no</b> cover or table ( <b>Primary Zone - Yellow</b> ) – <b>see page 3</b>	£120 each	£140 each		
<b>Green</b>	hire .... space/pitch(es) (10'x10' or 3metre square)) with <b>no</b> cover or table ( <b>Secondary Zone – Green</b> ) <b>see page 3</b>	£100	£120 each		
<b>Orange</b>	hire ..... space/pitch(es) (10'x10' or 3m square) with <b>no</b> cover or table ( <b>Market entrance zones – Orange</b> ) <b>see page 3</b>	£80 each	£100 each		
<b>Yellow MM</b>	hire ...stalls(s) in a pop-up mini marquee (7.5'x10') No table. <b>Only 20 available in total. Yellow Zone only</b>	£120 each	£140 each		
<b>Museum and Farmers' Market</b>	hire ..... space in Haslemere Museum (8' x 6') with 1 table or in Farmers' Market 10' by 10'	£60 each	£80 each		
	hire an electrical hook-up (YES/NO) – lighting (NB Limited availability)	£60	£75		
	hire an electrical hook-up <b>for catering</b> (YES/NO) NB Limited availability	£120	£150		
	hire ..... table(s)	£10	£15		
	I require a van/trailer on or next to pitch ( <b>additional fee on top of pitch fee</b> ) NB. Very limited availability	£75	£100		
•	Grand total payable to Haslemere Events <b>NB Cheques must accompany booking form/application</b>				

I confirm I have read and understood the terms & conditions and enclose a cheque payable to Haslemere Events for the above booking. I agree to my details being kept on a database which may be used by Haslemere Events

Business Name:

Print name:

Status within company:

Business Address:

Telephone Numbers: 1) Business

2) Mobile

Contact Name and No for Market (if different)

Email:

Signed:

Date:

Please confirm you have enclosed a copy of your product/public liability insurance **YES/NO**

And a copy of your food hygiene certificate (if applicable)

**YES / NO / NOT APP**

### **General description of products to be sold at the market**

This information is needed to enable effective advertising of the market and to help minimise any potential conflict between producers caused by an overlap of products. Stalls will be allocated based on best combination of products to make for an interesting and varied layout.

### **Conditions of application (by applying you agree to the following)**

- Booking for the market does not guarantee acceptance at the market. Priority will be given to stallholders whose business is based closest to Haslemere.
- Full payment must be received prior to attending the market and before your booking can be confirmed. If payment is not received at the time of booking your application will not be processed. Booking fees are not refundable should a booking be cancelled after 1<sup>st</sup> November.
- If you are uncertain about any rule or whether any product meets the market criteria, please ring Melanie Odell (07771 922873) for clarification. You are responsible for meeting all environmental health and trading standards legislation (eg labelling and business name information) and for any licences (e.g. licence to sell alcohol) although we aim to have a temporary Event Licence. Ask for details.
- Waverley's Environmental Health team will be passed a list of producers attending the market. They may contact you or your local environmental health office to confirm you are following the appropriate health and safety standards for high-risk products. If you have any queries please ring Waverley's Environmental Health Office on 01483 523479.

- **All rubbish must be removed by stallholders before the end of the market or a charge of £100 will be levied.** Please note private commercial bins in the town must not be used by stallholders. Any spillage of oil or other products on roads or pavements must be cleared to highway standards by stallholders.
- The organisers reserve the right to cancel the event if extreme weather conditions persist or other unforeseen circumstances mean the running of the event would not be safe or appropriate. In these circumstances fees will not be refundable and by submitting this booking you accept these terms.
- In order to ensure that we can communicate with you your details will be held on a database. You can write and request that your details are removed at any time.
- This market is run by volunteers and stall holders are requested to respect this and deal with all queries and concerns with courtesy both before and on the day. Failure to comply may mean you are asked to leave the market.

Should you have any questions on any section of this form or have a query not covered here please do not hesitate to contact us.

To ensure prompt processing of your application please:

- complete **all** sections of this form
- enclose a cheque for the full amount made payable to Haslemere Events
- enclose a copy of your product/public liability insurance certificate
- sign and date below

#### Notes on terms used on this form

- **Space/Pitch only** - the area of the market which you will be allocated (based on a size of approximately 3m square (10' x 10'). This assumes you will bring your own stall and tables. If a larger space is needed (e.g. for a vehicle behind, or for a larger stall) please indicate and a higher rate will be charged pro rata e.g. double pitch = double fee. If a larger space is required but not booked you may not be able to use the allocated pitch and will be charged extra on the day.
- **Pop up Mini Marquee:** A gazebo style pop up marquee 15' by 10' (4.5 by 3m). Each mini marquee is divided into two and will include 2 stalls each 10' by 7'6". Only ten are available (20 stalls) and are located in the Yellow Zone
- **Haslemere Museum.** One of 20 spaces inside Haslemere Museum (High Street) 8'x6' with one 6' by 2' table
- **Van** - a motored vehicle of any size or trailer towed to the market site. Please note there are very few spaces available for vehicles or trailers and none adjacent to the marquee stalls. Vans/trailers will be located in West Street or in the High Street near the Museum. An additional fee on top of a pitch fee is payable
- **Farmers' Market is located in West Street** – Orange Zone
- **After 1<sup>st</sup> November pitches will attract a higher price.**



M section  
Museum



Stallholder  
Parking 5

Stallholder  
Parking 3

Stallholder  
Parking 4

G section

W section

T section

Stallholder  
Parking 1

Stallholder  
Parking 2

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**Property and Development**

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**Haslemere Christmas Market 2016**

**Code for location**

Dark Green. T = Town Hall end of High Street  
Yellow. G = High Street towards Georgian  
Pink/blue. W= West Street towards Charter Walk from High Street.



**NORTH**

1:1250

23/11/2007

SHEET: SU9032NW