

Haslemere Christmas Market 2011

Haslemere Events, 1a Causewayside Haslemere, GU27 2JZ

events@haslemere.com

www.haslemere.com/christmasmarket

Christmas Market Booking Form Sunday 4th December 2011 Haslemere Town Centre 10am to 4pm

Please read this form with care and complete all sections clearly.

I wish to: -	Reevd Prior to 16th Sept	Recvd After 16 th Sept	TOTAL £
hirespace/pitch(es) (10'x10') with no cover or table	£75 each	£90 each	
hire.....pitch(es) with Zapp canopy provided (10'x10') with no table	£90 each	£105 each	
hire ... stalls(s) in a pop up mini marquee (7.5'x10'), 1 table	£90 each	£105 each	SOLD OUT
hirestall(s) in marquee (10'x10') with lighting, 1 table	£160 each	£190 each	
hire ... space in the Haslemere Hall (8' x 6') with 1 table	£60 each	£75 each	SOLD OUT
hirespace in Haslemere Museum (8' x 6') with 1 table	£40 each	£50 each	
hire an electrical hook-up (YES/NO)	£60	£75	
hire an electrical hook-up for catering (YES/NO)	£120	£150	
hire extra table(s) to those mentioned above	£6	£10	
I require a van/trailer on or next to pitch (additional fee) NB. limited availability not available for marquee hire	£50	£75	
Please note there are only a limited number of stalls available in each category.			
• Grand total payable to Haslemere Events NB Cheques must accompany booking form/application			

I confirm I have read and understood the terms & conditions and enclose a cheque payable to Haslemere Events for the above booking.

Signed: Date:.....

Print name:..... Business Name:.....

Status within company:.....

Business Address:.....

.....

Contact Name for market (if different).....

Contact Telephone Number:...1) Business.....2) Mobile.....

Email Address:.....

Please confirm whether you have enclosed a copy of your product/public liability insurance with the application **YES/NO** (delete as applicable).

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.

Empty box for general description of products to be sold at the market.

- 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 1st November.
- If you are uncertain about any rule or whether any product meets the market criteria, please ring Melanie Odell (01428 644858) 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.

- 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

- **Marquee** one of 46 spaces (10' by 10') in a marquee erected in High Street and West Street. These spaces have lighting (one main 400w floodlight inside the marquee for six stalls) and a table and have side walls on three sides. The stalls are grouped in groups of 6 or 12 stalls. There is one run of ten stalls along the edge of the Green in front of the Town Hall, opposite the White Horse.
- **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.
- **Zapp Canopy Umbrella** – a basic umbrella style canopy offering limited protection from the elements with pitch as above (no table supplied). *There will be approximately 12 zapp umbrellas available for hire*
- **Pop up Mini Marquee:** A gazebo style pop up marquee 15' by 10'. Each mini marquee is divided into two and will include 2 stalls each 10' by 7'6 and with one table each. *There will only be around 12 spaces available..*
- **Haslemere Hall.** One of 24 spaces inside Haslemere Hall – end of West Street (8' by 6') with one 6' by 2' table
- **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.