**Nailsea Crown Glass Christmas Fair 2019 Stall booking form for Friday, 29th November**

The event is from 5-9pm please. Set up is from midday. Stalls to be cleared by 9.30pm. There will be a rubbish/recycling collection point. Parking will be available.

Please complete and return this form to the **Crown Glass Management Centre, ground floor The Sion, Crown Glass Place, Nailsea, Bristol BS48 1RD** or email as below.

If you need further information, please email [Kerry.simpkins@cbre.com](mailto:Kerry.simpkins@cbre.com) or [Martin.Nelmes@cbre.com](mailto:Martin.Nelmes@cbre.com)

Please keep a copy of this booking form for your own records.

|  |  |
| --- | --- |
| Contact name: |  |
| Company/Business/Charity/Community name:  Registered charity Number |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Details of person(s) on the night that will be overseeing the stall running. |  |
|  |
|  |
|  |
| Tell us about your stall or any other comments:  Please include if you are using your own power/generator and minimum pitch size required. |  |

Stallholders will **NEED** to bring their own tables/covers/gazebos/lighting and they will be responsible for setting up, dismantling and clearing their area.

We have limited space for those stall holders wanting to use their own generators and power. Pitches are first come first served. Sizes are 3x3 3x5, 4x4, 6x9, 3x3.5, please state required minimum size.

The charge is **£15** for local charity / community stalls and **£40** for commercial stalls and **£60** for food venders

Please be aware all participants need to provide proof of public liability insurance, food safety and hygiene certificate and TENs (if applicable) with this stall booking form.

**For online banking payment use the account sort code 30-91-91 account number 43493960 or by cheque made out to Crown Glass Shopping Centre.**

No responsibility is accepted by the Crown Glass Shopping Centre for stands or their contents.

I/We declare that the information given on this application is true.

Signed …………………………………………………………………………………………. Date ……………………………………………………..

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**FOR OFFICE USE:**

DATE STALL BOOKING FORM RECEIVED: ……………………………

PITCH ALLOCATION: ……………………………………………………………….

PAYMENTS

Rates **£40** commercial, **£15** community/charity, Food Vender **£60**

Online payment Cheque/cash Insurance certificate Food hygiene TENs licence