



Edenbridge Town Council

Town Clerk: Caroline Leet



CHRISTMAS ON THE HIGH STREET Saturday 28 November 2020 ~ 9.00 am to 4.00 pm BOOKING FORM

| CONTACT DETAILS | |
|-----------------|--|
| Name | |
| Address | |
| Email | |
| Telephone | |

| STALL DETAILS | |
|---|---|
| Type of stall | Crafts <input type="checkbox"/> Cards <input type="checkbox"/> Jewellery <input type="checkbox"/> Plants <input type="checkbox"/> Books <input type="checkbox"/> Clothes (adult) <input type="checkbox"/> Children's clothes <input type="checkbox"/> Kids Activities <input type="checkbox"/> Artwork <input type="checkbox"/> Other <input type="checkbox"/> Or/ Food <input type="checkbox"/> type of food..... |
| Details of products / service you will be selling | |
| Pitch size | Up to 2 metre ² (Location of stalls to be confirmed after booking) |
| Special requirements | <p><i>Please note all stall holders will be expected to provide their own table and gazebo, and copies of Public Liability certificates.</i></p> <p><i>Covid-19/Coronavirus Guidelines: Stall holders must provide hand sanitiser for customers and provide their own instructions for social distancing around their stall.</i></p> <p><i>Not all pitches have vehicle access and unloading/loading would need to be done prior to the event opening. If you require a site/pitch with vehicle access please indicate below:</i></p> |

| | | |
|------------------------------------|---|---|
| Pitch required with vehicle access | YES <input type="checkbox"/> NO <input type="checkbox"/> | Details: (Special requirements will be accommodated if possible) |
|------------------------------------|---|---|

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm Tel: (01732) 865368

Email: townclerk@edenbridgetowncouncil.gov.uk Web: www.edenbridgetowncouncil.gov.uk

| | | |
|--|---|---------------|
| Do you hold Public Liability Insurance? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Details: |
| IF YOU ARE PROVIDING FOOD AND/OR DRINK | | |
| Are you selling Food or Drink? | YES <input type="checkbox"/> NO <input type="checkbox"/> | FOOD DRINK |
| Do you hold a valid Food Handling certificate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Details: |
| <i>Copies of certificates will be required</i> | | |

Pitch fees £15 per up to 2 metre² pitch

| | |
|--|---|
| PAYMENT DETAILS – indicate how you will pay – all payments are to ‘Edenbridge Town Council’ | |
| Cash <input type="checkbox"/> | Cheque <input type="checkbox"/> BACS <input type="checkbox"/> |
| BACS payments to | Account no 23881989 sort code 20-76-55 |

Date completed: _____ Signature: _____

Deadline for returning forms: Friday 13 November 2020, 5.00 pm

Forms should be returned to: Edenbridge Town Council, Doggetts Barn, 72A High Street, Edenbridge, TN8 5AR,
Or email cllr.baker@edenbridgetowncouncil.gov.uk

For office use only

| | |
|--|---------------------|
| Details confirmed <input type="checkbox"/> | Date: |
| Certificates received <input type="checkbox"/> | Details: |
| Pitch offered <input type="checkbox"/> | Pitch accepted Y /N |
| Payment received <input type="checkbox"/> | Date and method |
| Notes | |

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