

INFORMATION SHEET *for non-catering stalls*

You are welcome to take part in the Hilly Fields Midsummer Fayre, which is organised every year by the Brockley Society. The Fayre is the biggest annual community event in the area, with a wide range of entertainments, activities and stalls. Approximately 3,000 people come to the Fayre, and stallholders have found that they have benefited from good publicity and takings.

PITCHES:

Pitches are available in the open air or under cover in the marquee, which also houses the tea and cake stall, encouraging plenty of customers.

COST:

£20 for a single pitch outside (approx 8ft wide x 4ft deep) – Bring your own table(s) and chair(s).

£40 for a double pitch outside (approx 16ft wide or space for equivalent size gazebo) – Bring your own table(s) and chair(s).

£45 for a stall in the Marquee – (Owing to the limited space we do not have bric-à-brac stalls in the marquee and give priority to arts and craft stalls). The price includes a table and a chair.

Please note that Charities and Community groups receive a **free mention** in the fair programme.

BOOKING AND PAYING:

Because bookings are accepted on a first come, first served basis it is important to COMPLETE and RETURN your application early and no later than the 3rd June 2011. Health & Safety regulations require us to restrict the number of stalls.

Please send your application form with a stamped addressed envelope and your **cheque to 'Brockley Society'**, PO Box 63473, London SE4 9AZ.

Bookings are non refundable.

A receipt with your booking confirmation will be sent back to you before the Fayre and often within 2 weeks.

Please keep this safely as it will be requested by Fayre officers to get access to your stall.

SOME ADVICE:

There is no power supply. Selling food or alcohol, broadcasting music or using amplifiers are strictly prohibited. Since no equipment is provided YOU MUST BRING WHAT YOU NEED FOR YOUR PITCH, including BIN BAGS to tidy up your pitch at the end of the day.

For outdoor pitches, an umbrella can be advisable if it's very hot.

The Brockley Society reserves the right to refuse access to the site.

SETTING UP & TAKING DOWN:

Set up: 9.30-11.30am

The **access** is from Hilly Fields Crescent at the junction with Tyrwhitt Road.

Pitches are allocated on arrival by the Brockley Society stewards, usually to the next available space.

The stewards' decision is final. You will need to **show your receipt** to the Site Co-ordinator.

Caution: When driving through the field, please switch your car's warning lights ON, follow the officers' instructions and drive no faster than 5mph.

Please be set up and move your car to the free car park by 11.30am.

The Fayre **starts at 12 noon** and **ends at 5pm**,

You will be required to collect and take away all your belongings and remove all the rubbish from both your pitch and its surrounding area.

HILLY FIELDS MIDSUMMER FAYRE

Saturday 18th June 2011, 12 noon to 5pm

STALL BOOKING APPLICATION FORM (see www.brockleysociety.org.uk)

THIS APPLICATION FORM IS NOT FOR CATERING STALLS

IMPORTANT - PLEASE RETURN YOUR FORM NO LATER THAN **3rd June 2011**

Bookings are accepted on a first come, first served basis.

Health & Safety regulations require us to restrict the number of stalls.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM in BLOCK LETTERS

Please select either and give us your Name	
<input type="radio"/> Private Name	
<i>or</i>	
<input type="radio"/> Organisation Name	
Is your organisation a charity or community group?	(if YES, please tick) <input type="checkbox"/>
Do you want your organisation name to appear Free in the Fair programme?	<input type="checkbox"/>
In either case, are you a business?	Yes / No (please circle)

Please give a brief description of what you plan to sell on the day:

*Contact information is mandatory
Contact Name*
Postal Address*
Email Address*
Telephone*
Mobile if available*

I/We agree to abide by the conditions on the information sheet	
Signed	Dated

<i>BrocSoc Use only</i>				
		£ each	How many?	Cost
Single outdoor pitch	approx 8ft wide x 4ft deep	£20	x	£
Double outdoor pitch	approx 16ft wide or equivalent for gazebo	£40	x	£
Stall in the marquee	one table & chair included	£45	x	£
I have enclosed:				
<input type="checkbox"/>	A cheque payable to the Brockley Society for the sum of			£
<input type="checkbox"/>	A stamped addressed envelope			
<input type="checkbox"/>	This completed booking application form			
POST before the 3rd June 2011 to Brockley Society, PO Box 63473, London SE4 9AZ				