# Christmas Craft Fair booking form & information

**Saturday 23rd & Sunday 24th November 2019
10.30am - 3.30pm**

Stall holders information

Inside the Countryside Centre with a table and chairs provided. Access to free tea and coffee throughout the day.

### Single pitch

* 1 table 1.5m x 0.75m (5ft x 2ft). Height 0.75m. (more than one table can be purchased)
* Positioned either with wall behind or in the middle of the room.
* Some pitches have access to electricity if required.
* Free tea/coffee during the day and food is available at the café

### Prices:

* Single pitch £20 per day
* Single pitch both days £33

Please return your form to Hinchingbrookecountrypark@huntingdonshire.gov.uk and we will process it and send you confirmation details.

### Terms & Conditions:

1. Completion of a booking form does not automatically mean a pitch will be allocated.
2. You will get a parking pass for free parking and will be able to park close to the venue for unloading.
3. Hinchingbrooke Country Park reserves the right to decline stallholders if their products are not suitable for the event.
4. Allocation of pitches is on a first come first served basis.
5. A layout of the room is available on request.
6. Other requirements– if you complete this box on the form, it does not automatically mean your requirements will be granted although organisers will try and accommodate your requests.
7. Free parking – we will issue you with a permit so that you can park free all day. You will be able to park in the Countryside Centre Car Park for easier unloading/loading access.
8. You will have access to the venue to set up on Friday between 4pm to 6pm and/or on Saturday morning from 8am.

### Christmas craft stall booking form

| Name |       |
| --- | --- |
| Company Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| Types of items for sale |       |
| Range of prices of items |       |
| Requirements | How many tables?       (Pitch = 1 table)Saturday pitch (= 1 table) @ £20 ☐Sunday pitch (= 1 table) @ £20 ☐Both day pitch @ £33 ☐ |
| Total  |       |
| Other requirements/information/requests |       |
| Payment method | Cheque advance payment ☐Cheque on day ☐Cash on day ☐Card payment on day ☐ |

Please email your completed form to Alex at: hinchingbrookecountrypark@huntingdonshire.gov.uk

For office use:

| ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Suitable for event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| Pitch Allocation \_\_\_\_\_\_\_\_\_\_\_ | Confirmed booking \_\_\_\_\_\_\_\_\_\_ | Payment method\_\_\_\_\_\_\_\_\_\_\_\_ | Paid ­\_\_\_\_\_\_\_\_\_ |