

Kirton in Lindsey Christmas Festival and Lights Switch On Sunday 24th November 2019

Event: 3:30-7:00pm
Light Countdown: 5:00pm

Stall Hire costs

Option 1: Businesses

Indoor tables (table provided in Town Hall)

£25

Outside stall set up (limited number of outside market style stalls available, or you can bring your own if you prefer)

£25

Option 2: Kirton in Lindsey Community Groups and Charities

Suggested donation of £15 for either an indoor or an outdoor stall, to help with the costs of holding this community event.

Forms to be returned, completed with payment, by Friday 8th November 2019

If you would like to book a stall, please complete the attached form and send it to the

**Town Clerk, Kirton in Lindsey Town Council
The Town Council Office, Town Hall, High Street,
Kirton In Lindsey, North Lincolnshire. DN21 4LZ**

Please ensure that you have signed to accept our booking terms and conditions
(Electronic signatures are acceptable).

Bookings will NOT be treated as confirmed until a signed form and deposit have been received.

Cheques made payable to Kirton in Lindsey Town Council or for payment by bank transfer our bank details are - account name: Kirton in Lindsey Town Council, sort code: 40 13 30, account number: 41305484.

If you would like further information please feel free to contact the Clerk on 01652 648978 / 07518 284173 or email enquiries@kirtoninlindseytowncouncil.gov.uk



**KIRTON IN LINDSEY TOWN COUNCIL CHRISTMAS FESTIVAL BOOKING FORM
2019**

CONTACT NAME –

BUSINESS NAME, IF ANY –

DETAILS OF STALL including space requirements:

ADDRESS –

TELEPHONE - _____

EMAIL - _____

OUTDOOR STALL INDOOR STALL (PLEASE CIRCLE YOUR CHOICE)

TERMS AND CONDITIONS:

1. NO BOOKING WILL BE TREATED AS CONFIRMED UNTIL A SIGNED BOOKING FORM AND FULL PAYMENT RECEIVED.
2. THE BALANCE OF MONIES DUE SHOULD BE MADE NO LATER THAN 14 DAYS BEFORE THE DATE OF THE MARKET, IN THIS CASE BY 10TH NOVEMBER 2019. WE RESERVE THE RIGHT TO CANCEL BOOKINGS IF THE BALANCE IS NOT RECEIVED BEFORE THIS DATE.
3. INDOOR STALLS ARE ALLOCATED IN ADVANCE ON A FIRST COME-FIRST SERVED BASIS AND YOU WILL NOT BE ABLE TO SWAP YOUR STALL LOCATION ON THE DAY.
4. INDOOR STALL TABLES MEASURE APPROXIMATELY 6FT X 2.5FT. YOU ARE WELCOME TO ADD SMALL DISPLAYS TO YOUR STALL IN ADDITION TO THIS BUT PLEASE NOTE SPACE IS LIMITED. IF YOU DO REQUIRE EXTRA SPACE WE WOULD ASK THAT YOU CONSIDER BOOKING AND PAYING FOR TWO TABLES. TABLES WILL BE LOCATED EITHER UPSTAIRS OR DOWNSTAIRS IN THE TOWN HALL (THERE IS A LIFT AVAILABLE)
5. ALL OUTSIDE STALLS ARE LOCATED IN THE MARKET PLACE AREA.
6. SET UP TIME IS FROM 12 noon. LATEST SET UP TIME IS 2.15PM. WE RESERVE THE RIGHT TO RE-LET YOUR STALL IF YOU HAVE NOT ARRIVED BY 2.15PM AND HAVE NOT NOTIFIED US THAT YOU WILL BE LATE.
7. NO SHOWS WILL BE CHARGED THE FULL BOOKING RATE.
8. IN THE EVENT OF THE FESTIVAL HAVING TO BE CANCELLED DUE TO EXTREME WEATHER YOU WILL BE GIVEN THE OPTION OF ROLLING OVER YOUR BOOKING TO THE FOLLOWING YEAR OR RECEIVING A REFUND.
9. THE CLERK CAN BE CONTACTED ON THE DAY ON **07518 284173**. IF YOU ARE GOING TO BE LATE OR FIND YOURSELF UNABLE TO ATTEND FOR ANY REASON ON THE DAY WE WOULD ASK THAT YOU INFORM US AS SOON AS POSSIBLE SO THAT WE CAN PLAN ACCORDINGLY.

I ACCEPT THE TERMS AND CONDITIONS ABOVE AND CONSENT TO STORAGE OF THIS INFORMATION AND CONTACT FROM KIRTON IN LINDSEY TOWN COUNCIL IN RELATION TO EVENTS;

SIGNED _____ **BUSINESS** _____

DATE _____

