



Petworth Town Council

STALL HOLDER INFORMATION SHEET 2018

PETWORTH CHRISTMAS EVENT SATURDAY 1st DECEMBER 2018

The following information is designed to answer any questions you may have regarding being a stallholder at our annual Christmas event. Should you have any further questions please do not hesitate to contact the Petworth Town Council office on 01798 344883 or email the clerk at clerk@petworth-tc.gov.uk.

Costs

Leconfield Hall: Exhibitors are provided with a table sized 6ft x 2ft 6" (1.8m x 0.75m). One of these tables constitutes one pitch. Electricity is provided free of charge. **The cost per table is £45.**

Market Square: Stallholders are required to provide their own gazebo and table. Each pitch is 9ft 10 inches x 9ft 10 inches (3m x 3m). Alternatively, you can book a pitch for a mobile unit for Market Square, but please state the size of the unit on the application form. Any units bigger than 3m x 3m will be charged as 2 pitches or more. **The cost per pitch is £55.**

Lombard Street: Exhibitors are provided with a stall that comprises one table sized 6ft x 3ft (1.8m x 0.90m) with a small roof covering and string of lights (see photo attached). One of these stalls constitutes one pitch. Stallholders are not allowed to add their own table to a stall. **The cost per stall is £45.**

The High Street: Stallholders are required to provide their own gazebo and table. Each pitch is 9ft 10 inches x 9ft 10 inches (3m x 3m). Any units bigger than 3m x 3m will be charged as 2 pitches or more. **No electricity** can be provided by us for High Street pitches. **The cost per pitch is £45.**

If electricity is required for Lombard St or Market Square this will be charged at an additional cost of **£5 per pitch**.

We welcome registered charities and stalls for these are **charged at £25**. Please provide your registered charity number on the application form. **Please note that the Market Square and Lombard Street are unavailable for charity stalls. Should you wish to take a place in either location you will be asked to pay the full amount.**

Payment –

Payment **MUST** be made at the time of applying.

Payment can be made by cheque or electronic transfer.

(A) Please make your cheque payable to **Petworth Town Council** and post or hand deliver to:

Petworth Town Council, The Old Bakery, Golden Square, Petworth, West Sussex, GU28 0AP.

(B) Payment by electronic transfer to the following account:

Petworth Town Council, NatWest Bank, Account No: 89087291, Sort Code: 60-16-27

For the reference – please quote your name and / or business name.