Barnet Borough Arts Council

www.barnetarts.org.uk Registered Charity No. 249275

In partnership with **The Bull Theatre, 68 High Street, Barnet EN5 5SJ**

Supporting the Mayor's Charity: Housing Action in Barnet

3rd December 2017

Stall Booking Form - Craft and Business Stalls

Your stall should be festively decorated (at least tinsel round the stall poles please !).
Outdoor stallholders are also asked to wear something Christmassy :- (Santa Hats ? Christmas Jumpers ? Tinsel ? Garlands ?).

All Stalls should sell gifts, seasonal food, cards or decorations. No second-hand goods please, except by agreement with the organiser.
Outdoor Stalls - Must have **public liability insurance**. Please send a copy or scan of your certificate with your booking, or as soon as possible afterwards if you are awaiting renewal. We can advise you how to obtain this insurance if you haven't got it.

The Christmas Courtyard *(Where Santa is based)*, will this year be focusing on children and young people, so stalls should sell sweets, toys or decorations.
The Indoor Craft Market - Food items must be home made and suitable to give as presents.The sale of alcohol, including mulled wine or cider, should be agreed in advance with the organiser and requires a licence from Barnet Council.

(Please note that,for safety reasons, in exceptionally windy conditions it may be necessary to remove the High Street Stall covers).

All Stalls Selling Food - Must be registered with their local authority. Please send evidence when you book.
Stalls Selling Hot Food - Need to complete a different booking form and pay a higher fee.
Phone 020 8441 1359 or email rosstaines@yahoo.co.uk.

The Fayre - Will be held regardless of weather conditions, unless there are safety issues.
We regret that **we cannot normally offer refunds of stall fees**, even in the unlikely event of the Fayre being cancelled.

Barnet Borough Arts Council will not take any responsibility for goods, money or personal possessions that are lost, stolen or damaged, nor for any products or equipment which may cause harm to the public.

Please return form, and cheque payable to Barnet Borough Arts Council and insurance certificate, to
Ros Staines, 141 Fitzjohn Avenue, EN5 2HR, 020 8441 1359 **By Friday 10th November 2017.**

Contact name _____

Business name _____

Address _____

Phone numbers _____

Email and website _____

I wish to book (please tick):

An outdoor covered stall on Barnet High Street, 12.00 – 5.00 p.m.

- Single stall with table size 7ft x 3ft £ 65 ☐
- Double stall with table size 14ft x 3ft £125 ☐

A Pitch on the Children's Christmas Courtyard, 12.00 – 4.00 p.m.
Barnet & Southgate College, Wood Street, EN5 4AZ

- 10ft x10ft *(nothing provided by the Fayre)* £20 ☐
- Up to 20ft x 10ft *(nothing provided by the Fayre)* £35 ☐

A Table in the Indoor Craft Market, 12.00 noon – 4.00 p.m.
Church House, 2 Wood Street, EN5 4BW

- 4ft table *(Chairs and Electricity is provided)* £20 ☐
- Two adjoining 4ft tables £35 ☐
- Extra adjoining 4ft table(s) @ £15, Quantity: _____ ☐

I will be selling:

High Street Stalls come as double units
Single Stalls have a wooden table area of 7ft x 3ft, with a 7ft wide cover, giving 2ft overhang at the front and back.
Weights are provided.
Chairs are not.

I agree to the above terms. Signed ..... Date .....
Acknowledgement will be by email. *(Invoice or formal receipt available on request)*