



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 - Charities, Non-Profit and Community Organisations

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?).

Outdoor stalls must have **public liability insurance**. Contact us if you don't have it. Please send a copy or scan of your certificate, or link to the appropriate website, with your booking form, or as soon as possible afterwards if you are awaiting renewal.

You are welcome to campaign and raise funds at your stall, including shaking a bucket, but we ask that you do this either from behind your stall or immediately in front of it.

You can sell cakes, biscuits or preserves, but we would prefer that you do not give away such items, as we wish to also support the small businesses who sell home-made cakes etc at the event.

Second-hand goods should only be sold with the agreement of the organisers.

The sale or distribution of alcohol, including mulled wine or cider, requires agreement from the organisers and a licence from Barnet Council.

The Christmas Courtyard will this year be focusing on children and young people. So if charities or community organisations wish to be on the Courtyard they will need to sell Sweets, Toys, Decorations, or provide some Games or Competitions.

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

Indoor Craft Market is for the sale of gifts only.

Charities are welcome, but promotional literature should not take up more than 20% of the stall space.

No bric-a-brac or second-hand goods should be sold. Games, tombolas, raffles etc. are also excluded.

Food items should be Home Made and suitable to give as gifts.

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, insurance certificate and cheque payable to Barnet Borough Arts Council to:

Ros Staines, 141 Fitzjohn Avenue, EN5 2HR, 020 8441 1359 By Friday 10th November 2017.

Contact name _____

Organisation 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* £50
- A Double Stall on the High Street is available At the full commercial rate of £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) £10
- Up to 20ft x 10ft (Nothing provided by the Fayre) £20

A Table in the Indoor Craft Market, 12.00noon – 4.00 p.m.

Church House, 2 Wood Street, EN5 4BW

- 4ft table (chairs and electricity provided) £20
- Two adjoining 4ft tables £30



*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.*

Activities Stall or Type(s) of Product For Sale

I agree to the above terms. Signed

(Acknowledgement will be by email. Invoice or Formal receipt available on request)

Date