



St Werburghs
Community Centre

St Werburghs Centre

Stall Booking Form

Over the year we have many events and we would love to invite you to be a part of them. This helps you to be a part of the community but also it helps us to bring everyone together.

Please indicate which type of organisation you are. This is reflected in the amount we charge:

- Local Resident Stall (£15)
- Organisational Stall/ Established trading Stall (£25)
- Large Organisation/Government groups (£50)
- Other (By prior arrangement)

Please indicate which event/s you would like to book a stall for:

- Picnic in the Park (September outdoor event in Mina Rd Park)
- Christmas Fayre (Late November/Early December)
- Open Day and Users Forum (Early Summer)
- A stall to have in our lobby to promote a local service/benefit (By agreement)
- Other St Werburghs Community Centre's organised event (TBC)

Name:

Trading name:
Address
Post code:
Telephone:
E-mail:

Please note you will have to supply your own table unless otherwise stated. All stalls are of a **table size** and will cost £X (see above) per table (approx. 2 meters per stall). If the event is held outside, please bring your own gazebo.

Please note that we will be selecting stalls to offer a variety to the community and not to repeat the arts/crafts/charities on offer to ensure business/access for the stallholders. This means that filling this form does not guarantee you a space. You will receive a confirmation from us. If you are to cancel the week of the event we will be unable to refund your stall booking fee.

Please indicate how many tables you will be using. The price is per table space, the space is limited.

Please note, you need to be able to **bring your own table**. (We have a limited number of tables at the Centre)

What are you selling/promoting:

Click or tap here to enter text.

Do you have any special requirements:

Click or tap here to enter text.

Please note: The Centre reserves the right to sell ALL food & drinks during the event.

Last Updated 3/10/23

Do you have public liability insurance for your stall?

Yes

No

If yes, please attach a copy of your certificate. Please apply anyway even if you don't have it, as this should not be a problem.

Please tick this box if you do NOT want us to contact you about future stall opportunities

I HAVE READ THE BOOKING INFORMATION AND WOULD LIKE TO BOOK A STALL

Signature

X

Date Click or tap to enter a date.

Amount to pay(if multiple events please add cumulative amount: £ Click or tap here to enter text.

Signature

X

Date Click or tap to enter a date.

Amount to pay(if multiple events please add cumulative amount: £ Click or tap here to enter text.

Confirmation will be sent when your booking form and payment is received. Please pay by card (in person or on the phone) or cash via the reception. We can also receive BACS transfers via an invoice on request

Once you have filled out this form. If you can return to events@stwerburghs.org.uk

Information for Stallholders

The St Werburghs Community Centre is hosting a community event. Thank you for getting involved and contributing to this event. Neck of the Woods will run a café/stall with food and drink. We wish to accommodate a good variety of stalls and will give priority to local traders and those who reflect our diverse and talented communities.

Booking Information

If you would like to book a stall space, please read the following notes and return the enclosed booking form with payment to the St Werburghs Centre office as soon as possible. Please note that this does not guarantee a space as we will try to select stalls so they complement each other and suit the event. You can pay by card, cash, or BACS before the date. Ring 0117 9551351 if you would like to make a payment by card on the phone.

Stall Rates

All local persons stalls cost £15.00. Organisational Stall/ Established trading stalls £25. Large Organisation/Government groups £50 and we sometime have other arrangements with some stall for various one off situations.

If you need a bigger space (for artwork or clothes rails, you might need to book 2 stalls. As it is a fundraiser we are happy to accept any donations from stallholders afterwards. Please contact us to confirm availability prior to sending in your payment.

Covid

If you have any symptoms of covid or have anyone in your household with symptoms, do not attend.

Notes for stallholders

- Please arrive promptly at the **prearranged time** in order to set up. (We often hire out rooms and have access issues if you arrive too early/late)
- Please bring your own table. Please let us know if you do not have one.
- We will have a take away cafe in the foyer area if in the Community Centre or Food Stalls at Picnic in the Park.
- Parking can be limited so arrive in good time.
- Please specify if you need wall space and bring a display board with you. We don't allow sticking things to the walls with blue tack or tape.
- Alcohol and food sales (for consumption on the day) are strictly prohibited.
- Please tell us if you have your own public liability insurance for your stall.
- Dogs are not allowed on or community center site.
We do expect the stallholders to **stay to the end of the event.**
- We welcome ideas for children activities or appropriate entertainment; please contact us prior to the event so we can arrange a dedicated space for them.
- For further information please contact us on 0117 955 1351 or e-mail events@stwerburghs.org.uk