

St Clements Church Mayfair Booking Form



Monday 27th May 2019, Leigh Library Gardens from 10am until 4pm

How to Apply for a Stall:

If you would like to book a stall at St Clements Mayfair please complete the information below and return with payment to the address at the bottom of this form along.

We also require a copy of your Public Liability Insurance Certificate (Covering the period of the 27th May 2019) which must be for £5,000,000 or above

Please note the **deadline for completed applications is Wednesday 20th March 2019.**

Any applications after this date will not be accepted.

Stall Fees:

The cost of a stall is

- £30 (Non-Refundable) for one table which is 6ft wide by 3ft deep.
- £25 (Non-Refundable) if bringing you own table

Payment is either Cash or Cheques payable to St Clements PCC

Stall Information:

Name of the Stall:			
Type of Stall / Activity:			
Number of tables Required:		Confirm if you are bringing a Gazebo:	YES /NO
Please state any Special Requirements:			

Stall Holder Contact Details:

Contact Name:	
Address (For receipt and other details):	
Contact Number:	
Email Address::	

Signed: _____ (Via Email) _____ Date: _____

Please return forms to: Mr Ian McLernon, email: mac@mac-jude.uk or post 31 Quorn Gardens, Leigh-on-Sea, Essex. SS9 2TA

Further Information

Why do I need Public Liability Insurance of £5million? And Why are you asking to see it?

The event is held in Leigh Library Gardens, which is Council Land. Southend Borough Council require all stall holders to have £5million public liability insurance. We have to provide evidence to the Council that all stall holders have valid insurance for the date of the event.

Why are there two fees?

We have a shortage of tables available and are therefore having to hire additional tables, if you are unable to provide your own table, we are asking for a £5 contribution to the hire of tables.

What size are the pitches?

The maximum footprint is no larger than a 3m x 3m Gazebo – and can easily accommodate a 6ft x 3ft table and have space around it. If you require additional space, we can provide double pitches, but you will be charged for each pitch that you require. i.e. if you need two pitches the cost is £50

How can I promote my business?

We will have on Maps round the gardens (on the day), and in the programmes for sale a map showing the location of your stall and the name of the stall (providing you have given me that information)

Advertising – we also have for sale ½ and full-page adverts in the May Fair Programme, which are available if you are interested. This is an A5 publication, which has a print run of 250
£20 for a full-page advert and £10 for a half page advert

Prizes – We also run a grand draw, if you would like to donate a prize please let us know. Sponsors of the prizes will be named both on the draw tickets and in the May Fair Programme

Will there be duplicates of what I sell?

Wherever possible we try to avoid duplication of stalls, and if the products/stall is too similar to an existing booking then we will reject that application. Bookings are on a first come first served basis (being secured with Payment and Evidence of Insurance)

Any Further Enquiries:

Closer to the event we will send out further information including, location of stall, access, set-up and clearing up instructions. But please in the meantime if you have any further enquiries please don't hesitate to contact Ian McLernon at mac@mac-jude.uk