



# **MUCH WENLOCK CHRISTMAS FAYRE** **STALL SPACE BOOKING PROCESS**



## **OVERVIEW**

The Much Wenlock Christmas Fayre is a very popular event for both stallholders and visitors so we recommend you book your stall space as soon as you can to avoid disappointment. The booking process is pretty simple. Bookings open Monday 17<sup>th</sup> July and close Tuesday October 31<sup>st</sup> or sooner if full, after which applicants names will be added to a waiting list if they wish.

To reserve your place just complete the online booking form and pay your fee. Please note that all applications are subject to the booking terms and conditions so please read them. October 31<sup>st</sup> is the deadline to provide any further information that may be required.

You can withdraw your application at any time up to October 31<sup>st</sup> and receive a full refund. If everything is in order, confirmations and stallholder packs are sent out in early November. These packs include an access pass, stall location and an entry time.

You then turn up at your appointed time on the day of the Fayre with your access pass, set up your stall and sell lots of lovely products to the hordes of people who usually turn up to celebrate the start of their Christmas festivities.

For most applicants it really is as simple as that!

Now to spell out the process a little more formally in greater detail.

## **RESERVING A STALL SPACE**

The easiest way to make a reservation is to complete an application using the online booking system at:

**<https://wenlockchristmasfayre.org.uk>**

In the 'Book a Stall' section of the website you will see the stall spaces on offer together with current prices. Simply follow the online system and your order will be placed on our register. An order acknowledgement including an order number will be sent to your e-mail address automatically by return. If you have any queries please contact the Booking Secretary at [stalls@wenlockchristmasfayre.co.uk](mailto:stalls@wenlockchristmasfayre.co.uk).

Orders can also be placed by using a hard-copy booking form which can be obtained from the Booking Secretary.

Both the website and hard-copy booking forms include details of how to pay. We prefer applicants to pay by bank transfer using the order number as a reference. Cheques are also acceptable. Cash payments can only be made with the express agreement of the Booking Secretary (please do not send cash in the post). Payments received will be acknowledged once funds have cleared our bank account.

Once you have placed your order, submitted your payment and received acknowledgments from the Booking Secretary your space is provisionally reserved. Reservations may be withdrawn by the applicant or cancelled by the Committee at any time prior to midnight on 31<sup>st</sup> October and any money paid will be returned.

In order for a reservation to become a confirmed booking some additional information will be required.

## **ADDITIONAL INFORMATION - PRECONDITIONS OF BOOKING**

### **ALL APPLICATIONS**

The Booking Secretary will review all orders and contact the applicant should further information be required. For most applications there is only one additional piece of information required and that is to provide proof of Public Liability Insurance (PLI) cover. Your PLI policy must be in force on the day of the Fayre. A copy of your PLI policy clearly showing your name, amount of cover and date of expiry should be sent to the Booking Secretary prior to the day of the Fayre (a scanned copy via e-mail is acceptable). If you are waiting for a renewal then simply let the Booking Secretary know and send the copy once you have it. If you are an occasional trader and do not have liability insurance please discuss your options with the Booking Secretary prior to submitting your application.

### **APPLICATIONS CONCERNING STALLS SELLING FOOD**

We are not experts in food hygiene law so it is totally the responsibility of all stallholders selling food to comply with English law and regulations regarding the preparation and/or selling of their foodstuffs. We do, however, require all such applicants to confirm that they have the relevant food hygiene certificates which show that they have received food hygiene training and/or certificates showing that the places where their food is prepared has passed a hygiene inspection. Copies of certificates should be available for inspection at their stall on the day of the Fayre.

### **APPLICATIONS CONCERNING STALLS SELLING ALCOHOL**

It is totally the responsibility of all stallholders selling alcohol to ensure that they comply with English laws and licensing regulations regarding these sales. All stallholders selling alcohol at the Fayre are required to ensure a copy of their Temporary Event Notice (TEN) is received by the Booking Secretary prior to the day of the Fayre and is also available for inspection at their stall.

## **CONFIRMATION OF BOOKING**

All applicants with reservations must submit any relevant additional information which are pre-conditions of booking, by midnight on 31<sup>st</sup> October. Most reservations will then become confirmed bookings and will receive stallholder packs including stall locations and access passes in early November.

In a small number of cases, **and only with the approval of the Booking Secretary**, applicants who cannot satisfy the additional requirements by 31<sup>st</sup> October but who commit to supplying them prior to the day of the Fayre, will be granted a conditional confirmed booking. This will usually apply to applicants whose PLI renewal falls between October 31<sup>st</sup> and the day of the Fayre and to applicants selling alcohol who need to apply for a Temporary Event Notice. In such cases stallholder packs will be issued in early November as usual but will be cancelled without refund should the additional requirements not be met prior to the day of the Fayre.

**BOOKING SECRETARY: KEN SHARMAN**  
**MOBILE No: 07791 665647**  
**E-MAIL: [stalls@wenlockchristmasfayre.org.uk](mailto:stalls@wenlockchristmasfayre.org.uk)**

**PLEASE NOTE THAT ALL RESERVATIONS AND BOOKINGS ARE SUBJECT TO THE BOOKING TERMS AND CONDITIONS PUBLISHED ON OUR WEBSITE AT <https://wenlockchristmasfayre.org.uk> BY SUBMITTING A BOOKING FORM EITHER ONLINE OR MANUALLY YOU ARE AGREEING TO THE BOOKING TERMS AND CONDITIONS IN THEIR ENTIRETY.**