



Council Offices ▪ Pine Grove ▪ Crowborough ▪ East Sussex TN6 1DH
Telephone 01892 652907
VAT No: 210 4938 90

Booking form for Charity organisations

1st September 2023

Crowborough’s Christmas Fair

Crowborough’s Christmas Fair is scheduled to take place on Friday 24th November. Booking is now open for pitches, the cost of which is £20.00 per pitch.

Crowborough Town Council, in supporting Charitable organisations, will refund the £20.00 paid **subject to those organisations taking up their pitch on the day. Charities that fail to attend after booking a pitch will forfeit monies paid as the pitch fee will be donated to the Mayor’s charities.**

For those wishing to participate, subject to weather conditions, we will be able to offer undercover stalls with 6ft table which will be situated in the High Street. Although stalls will be supplied with overhead lighting, it is advisable to bring another form of lighting for your stall by way of light strings or other battery driven lamps, as well as chairs if required. Please note, you cannot enter the stall from the rear and the trestle tables are part of the structure. To be able to get behind the trestle table you will need to be able to bend under it which may be problematic for some. Please consider this before you proceed with the booking. Alternatively, you may decide to remove the table in front and place your own table, inside the marquee, against the back wall. This would allow you to get access in and out of the marquee without bending down.

As we have a limited amount of pitches available to us, they will be allocated on a “first come, first served basis”.

Please make cheques payable to Crowborough Town Council. Alternatively, please use the BACS details below and transfer the money, if you choose to do so, please inform us of the account details you wish the money to be returned to.

Please return the booking slip with together with a copy of your public liability insurance, by **October 4th, 2023**, if you wish to participate in the event. Please find payment details below.

VAT Reg Number: 210 4938 90

BACS information

Bank: National Westminster (NatWest)

Sort Code: 60-06-27

Account Number: 60803959

Account Name: Crowborough Town Council

Please note that NO water or electricity will be available.

CHRISTMAS FAIR 2023

Name of Organisation:

Full Name:

Address.....

.....

Telephone Number:

Email address.....

Signed.....

Dated.....

Mia Kelly

events@crowboroughtowncouncil.gov.uk

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