



Council Offices • Pine Grove • Crowborough • East Sussex TN6 1DH
Telephone 01892 652907 email: events@crowboroughtowncouncil.gov.uk
VAT No: 210 4938 90

Summer Fair - Saturday 12th July 2025 Goldsmith's Recreation Ground

CHARITY BOOKING FORM

- 1) Answer all questions completely.
- 2) List all of products you plan to sell at the event.
- 3) Please ensure that you have carefully read all the information on this form prior to submitting your booking.
- 4) To secure your booking, please return this **booking form together with your Public Liability Insurance** to: events@crowboroughtowncouncil.gov.uk, **no later than 18th May** and make your deposit payment of £30 to Crowborough Town Council by cheque or by using the bank details below. (Please ensure you provide your full name and organisation name as your reference). You will receive a confirmation email to confirm your booking. **If you do not receive this email confirmation, please let us know, your booking is NOT confirmed until you have received this from us.** Nearer the time, you will be sent an access pass, directions to the site and a map showing the layout of the area. Pitches may be restricted to one pitch per company /organisation and will be allocated on a first come, first served basis.
- 5) Please note that you will have to **bring your own gazebo (3mx3m), tables and chairs** to the event.
- 6) Each pitch will have an allocated space for **one** car during the event. Please note, if you wish to remove your car after you have set up, this needs to be done prior to the opening at 13:00, as no cars will be allowed to move after this.
- 7) No electricity will be provided; however, you can supply your own in form of generators on certain pitches. **Please let us know if you wish to do so.**
- 8) Water cannot be provided to pitches.

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

Your Details

Business Name:

Full Name:

Address.....

.....

Telephone Number:

Email address.....

DESCRIPTION OF PRODUCTS/SERVICES BEING SOLD:

ECO hub

Any stall wishing to be included within the ECO Hub marquee must inform us by ticking the below box. Stalls within the ECO hub are limited and must be selling or providing information in line with climate change or environmentally friendly solutions. Non-charity stalls within the ECO hub will be subject to the normal commercial pitch fee.

I wish to be included in the ECO HUB (please tick)

EVENT DETAILS

Event Date: Saturday 12th July 2025

Time: Gates open to the public at 13:00 and close at 18:00

Location: Goldsmith’s Recreation Ground – Eridge Field. (Next to carpark)

Pitch Fee: £30 deposit per pitch, paid to Crowborough Town Council by cheque or BACS transfer.

If you pay by cheque, this will be handed back to you on the event day once you have taken the pitch. If you do a BACS transfer, this will be returned after the event. ***Please note, if you cancel within one week to the event, your deposit will not be returned.***

Car Park: Main leisure centre car park (just off Eridge Road on your left-hand side). Each stall holder will be allocated one car parking spot behind the pitch. (Unless you are inside the ECO HUB) No cars to be moved once the event is open.

IMPORTANT EVENT INFORMATION

Setup: With your access pass, you can drive up to the event site, up to your pitch where you can leave your car during the event. **(If you are located inside the ECO HUB, your car must be parked up at the main car park)** You will be allocated to a zone and simply take the next available pitch. You will also receive an allocated time slot for setting up in a separate email from this. Vendors are responsible for setup and taking down their gazebos. Any vendors who have not paid by 18th May, will lose their space (no refunds/no rain checks will be given).

How the information you provide on this form will be used:

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than legally required or to communicate with emergency services for health and safety reasons, described in our privacy notice, with your prior permission or if we are required to do so by law.

Film and photo permission:

I DO/DO NOT (please delete as appropriate) agree and give my permission for Crowborough Town Council to record, film or photograph my stall and any of my stallholders and to display publish or distribute this material for the purpose of publishing, posting on the Crowborough Town Council website and posting on the Crowborough Town Council social media sites as appropriate.

Signed

Dated

