



**Arts & Crafts Fairs 2018  
BOOKING FORM**

|                             |  |
|-----------------------------|--|
| <b>CONTACT PERSON</b>       |  |
| <b>BUSINESS NAME</b>        |  |
| <b>WHAT DO YOU SELL?</b>    |  |
| <b>TEL &amp; MOBILE NO.</b> |  |
| <b>EMAIL ADDRESS</b>        |  |
| <b>ADDRESS</b>              |  |
| <b>POST CODE</b>            |  |

**WHAT DO YOU REQUIRE?** \*Please select your requirements

| EVENT DATES   | TIMES    | SELECT | I REQUIRE?   | YES/NO | HOW MANY |
|---|----------|--------|--|--------|----------|
| Saturday 7 <sup>th</sup> April                                | 11am-3pm |        | <b>Table</b>   |        |          |
| Saturday 1 <sup>st</sup> Sept                                 | 11am-3pm |        | <b>Chair</b>   |        |          |
| Wednesday 5 <sup>th</sup> Dec                                 | 5-8pm    |        | <b>Floor Space</b>   |        |          |
| <b>COSTS £15 (per table per event)</b><br>Total No. of Events |          |        | <b>Wall Support</b>  |        |          |
|   |          |        | <b>Electric Supply</b>   |        |          |
| Total No. of Tables   |          |        | Please note there are very limited places for the electric supply and your equipment will need to be PAT tested. |        |          |
| <b>FEE TOTAL</b>  |          |        |  |        |          |

**Refreshment** facilities will be available on the day.

**PLEASE READ OUR TERMS AND CONDITIONS**

In completing this form, you have agreed to the terms and conditions set out below

- Tables/Spaces are allocated on a first come first served basis and secured on receipt of payments. There are limited places available so please book early to avoid disappointment.
- Hire Fee is **£15 per table per event** (£12 per table and £3 towards advertising costs)
- Direct Payments can be paid into Bellingham Town Hall account. Please remember to use your name as ref. so we can trace your payments  
**BANK** Lloyds                      **Acc No.** 00636023                      **Sort Code**                      30-94-19  
 Or Cheque made payable to **Bellingham Town Hall** & post to C/o 27 Hillside, Bellingham, Hexham Northumberland NE48 2DF
- All stall holders must be set up and ready for the public before the specified start time and must not leave until after the specified closing time.
- All stallholders are to complete a risk assessment form and return it to the organisers.
- The Bellingham Town Hall committee and event's organiser will not be held responsible for any loss or damage to items left unattended.
- The organiser has the rights to cancel any events due to unforeseen circumstances if it is deemed necessary. 50% of the fee will be refunded in this case. If you have any questions please **call Joanne on 01434 220326**

**Data protection law**

Please be aware that by completing this form you are giving permission for us to hold your contact details for as long as required. This is in line with the new data protection law.