

Arts & Crafts Fairs 2020

BOOKING FORM

NE48 2AA

Northumberland

CONTACT PERSON	
BUSINESS NAME	
WHAT DO YOU SELL?	
TEL & MOBILE NO.	
EMAIL ADDRESS	
ADDRESS	
POST CODE	

WHAT DO YOU REQUIRE? *Please select your requirements

EVENT DATES	TIMES	SELECT
Saturday 4 th April	11am-2pm	
Saturday 4 th July	11am-2pm	
Wednesday 9 th Dec	5-8pm	

COSTS £15 (per table per event)	
Total No. of Events	
Total No. of Tables	
FEE TOTAL	

Refreshment facilities may be available on the day.

I REQUIRE?	HOW MANY	I REQUIRE?	Yes/No?
Table		Floor Space	
Chair		Wall Support	
Electric Supply	Please note there are very limited places for electric supply & your equipment will need to be PAT tested.		

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. **REFUND** only paid if a MAX 3 weeks' notice is given to have time to find replacement stall holders.
- Hire Fee is **£15 per table per event (£12 per table and £3 towards advertising costs)** All fee goes towards Town Hall maintenance funds and advertising.
- Direct Payments can be paid into Bellingham Town Hall account. Please use your name/business name as ref. so we can trace your payment.
BANK Lloyds **Acc No.** 00636023 **Sort Code** 30-94-19
Or Cheque made payable to **Bellingham Town Hall** & post to % 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 supplied on the day and return it to the organisers or main hall bar.
- 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.

Email: admin@bellinghamtownhall.org.uk

www.bellinghamtownhall.org.uk