



22nd WOODLEY XMAS EXTRAVAGANZA

Organised by W.T.C.M.I

www.woodleytowncentre.co.uk
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SUNDAY 2 DECEMBER 2018

Please note that cancellation cannot be re-funded

STALL PITCH APPLICATION FORM for this Year's Christmas Extravaganza.

Please fill in and return the strip below as per instructions

You will be allocated an area with a maximum width of 3m x 3m, **if you need more, you must book two pitches.** STALLS WILL NOT BE ALLOWED TO ENCROACH AND MUST NOT PITCH UP ANYWHERE OTHER THAN THE PITCH ALLOCATED. Most pitches are in the open air, there are a limited number of spaces under cover so specify if this is preferred (1st come, 1st served for cover). If you are allocated an under cover position you **must not** put up a gazebo. Tables are not provided.

Conditions can be windy and we recommend strong well secured gazebos

If you have any questions, please call or email:

Jacques Lherbier, Town Centre Manager on: 0118 921-6920 or tcm@woodley.gov.uk

You will be contacted with stall details week starting 19th of November **and NOT before**

PRIZE of a Bottle of Champagne to the Most Attractive & Festive Stall

(But no one dressed as Father Xmas please)

Make sure to display the name of your organisation very clearly

Please Note: You must ensure your stall complies with the current health, safety and Public Liability insurance requirements, particularly relating to the sale of food. Woodley Town Centre Management Initiative does not accept any responsibility for any personal injury, loss of life, damage or loss of whatsoever nature however arising or in consequence of the Christmas Extravaganza.

Organisations and persons participate entirely at their own risk.

Tear off strip and keep details above for your record-----

Please return by Post this Strip complete to: Jacques Lherbier,
Town Centre Manager, Oakwood Centre, Headley Road, Woodley RG5 4JZ with:

- (1) **Cheque payable to 'Woodley T.C.M.I' : (Cheques will be banked upon receipt)**
 - (2) **A Stamped addressed envelope for your confirmation (VERY IMPORTANT)**
- Cash or Cheque Payments accepted only. NO BACS transfer**

Applications without a stamped addressed envelope ARE NOT ACCEPTED

Contact Name: _____ Tel _____

Address: _____

Description of Stall Wares: _____

No of Stalls required: _____ Registered Charity: _____

Email address: _____ @ _____

Business or Charity Name: _____

FEES: Charity Stall: £30 per pitch. Craft Stall: £45 per pitch. Trade Stall: £60 per pitch.