

BROCKLEY SOCIETY



General Stalls information sheet (Non-catering stalls)

Please read this General Stall Information sheet **BEFORE APPLYING**

Brockley Society welcomes you to the 48th Hilly Fields Midsummer Fayre,

The biggest annual community event in the area. We are developing a green and sustainable policy, using paper instead of plastic and drinks in cans, **not plastic bottles. We do not allow** helium balloons or "Silly String" to be sold.

STALL CATEGORIES

Stalls will be grouped into categories based on what they offer:

| | |
|-------------------------------|---|
| 1) Community & Services (C&S) | 2) Arts & Crafts (A&C) (both outside and in the marquee) |
| 3) Bric-à-Brac (BB) | 4) Food-related (F) Pre-packed only (NOT catering or cake stalls) |

PITCHES AND COST

| Pitch/Stall | Size | Location | Cost | Amenities |
|----------------|--------------------------|----------|-----------|---------------------------------------|
| Single pitch | approx 3m x 3m | Outdoors | £25 (£20) | None – bring your own table and chair |
| Double pitch | approx 6m wide x 3m deep | Outdoors | £50 (£40) | None – bring your own table and chair |
| Marquee stall* | approx 2.5m (6ft) wide | Marquee | £60 (£55) | Table (6ft) and chair provided |

*Marquee stalls are only for Arts & Crafts (A&C) NB: Prices in brackets are Early Bird rates, valid until 30/4/24

BOOKING AND PAYMENT - ONLY PREPAID STALLS WILL BE ADMITTED.

1. Email your General Stall Application Form **NO LATER THAN** Friday 14 June 2024 to: stalls@brockleysociety.org.uk
2. You will receive an email containing your online invoice* + payment details
3. When you make your payment, you must include the invoice no. & your name as reference **NO LATER THAN** Wednesday 19 June 2024
4. *Once payment has cleared, your online invoice will show as PAID. The Fayre is organised entirely by volunteers. Please give us time to process your application.
5. In order **to gain entry onto the field, proof of invoice payment is required**, so don't forget to bring a printed copy or have your phone charged up!
Bookings are accepted on a **first-come, first-served basis and are non-refundable**.

We will adhere to GDPR guidelines with regard to your personal data.

SETTING UP: 9.30-11.30am

- Access is from Tyrwhitt Road. Queue down Tyrwhitt Road, SE4 1QA. **Only 1 car per stall**
- Marquee stalls are pre-allocated.
- Pitches are allocated on arrival by stewards to the next available space in your pre-selected category.
- The stewards' decision is final.
- You must unload and move to the free car park before you set up your stall. Stewards will watch your goods.
- All cars must be off the field by 11.30am
- **CAUTION: FOR SAFETY REASONS** When driving through the field, switch your **warning lights ON**, drive no faster than 5mph

TAKING DOWN: 5pm onwards

- Although the fayre ends at 5pm, for safety reasons, you **CANNOT BRING CARS ON SITE UNTIL 5.30PM**
- Please take away all your belongings and rubbish from both your pitch and the surrounding area

GUIDE

- There is **no power supply** or equipment provided.
- **BRING WHAT YOU NEED:** water, sunscreen, bin bags.
- Selling food or alcohol, broadcasting music or using amplifiers or generators are **strictly prohibited**.
- Outdoor pitches: an umbrella or gazebo can be useful.
- A single pitch size is equivalent to a standard gazebo.
- The Brockley Society reserves the right to refuse access to the site.

BROCKLEY SOCIETY



HILLY FIELDS MIDSUMMER FAYRE, SATURDAY 22 JUNE 2024, 12 - 5PM



The Fayre has no paid staff and is run entirely by volunteers.

Could YOU or someone you know be one of the team?

See www.brockleysociety.org.uk/volunteer/ for more about how to get involved.

APPLICATION FORM: GENERAL STALL BOOKING

IMPORTANT:

- **BEFORE APPLYING** please read the General Stall Information sheet (previous page)
- This application form is **NOT** for catering stalls
- Complete all sections of the application form in **BLOCK LETTERS**
- You can email your **completed** application.
- Only prepaid stalls will be admitted to the field, and are limited to **ONE VEHICLE PER STALL**

STALL NAME (to go on your invoice):

YOUR NAME (if different):

Please give a brief description of what you plan to sell on the day:

Tick which category you want to be placed in:

- 1. Community & Services (C&S)
- 2. Arts & Crafts (A&C) (both outside and in the marquee)
- 3. Bric-à-Brac (BB)
- 4. Food-related (F) NB: Cold pre-packed food & drinks only. NO HOT FOOD OR CAKES

Contact Name*

Postal Address*

Email Address*

Telephone / Mobile*

*Mandatory contact information. We will adhere to GDPR guidelines with your personal data.

I/we have read and agree to abide by the conditions on the INFORMATION SHEET

Signed:

Date:

NB: NO TABLE OR CHAIRS ARE PROVIDED FOR OUTDOOR PITCHES

| Pitch type | | £ each | How many? | Total payable |
|------------------------------------|--------------------------------|-----------|-----------|---------------|
| Single outdoor pitch | approx 3m wide x 3m deep | £25 (€20) | | |
| Double outdoor pitch | approx 6m wide x 3m deep | £50 (€40) | | |
| Marquee Stall (Arts & Crafts only) | 1 x 6ft table (chair included) | £60 (€55) | | |

Prices in brackets are Early Bird rates, valid until 30/4/24

Please email your completed application form to: stalls@brockleysociety.org.uk

The Fayre is organised entirely by volunteers.

Please be patient and give us time to process your application. Thank you!