

## LEIGH-ON-SEA TOWN COUNCIL'S WINTER FAYRE

**11am – 4pm - Sunday 28<sup>th</sup> November – Leigh Community Centre**

### Stall Holder Information

- The Town Council staff members who are organising the event are Emily French & Francesca Smith. Please direct any emails to **both** [emily.french@leighonseatowncouncil.gov.uk](mailto:emily.french@leighonseatowncouncil.gov.uk) and [francesca.smith@leighonseatowncouncil.gov.uk](mailto:francesca.smith@leighonseatowncouncil.gov.uk) or call 01702 716288
- **Applications for a table/stall must be received by Monday 4<sup>th</sup> October. We will then review all applications together and contact you to confirm if you have been successful in securing a space. We will endeavour to provide variety and a high standard of stalls which is why we are not offering 'first come, first served.'**
- All stalls will require Public Liability Insurance, a copy of which will need to be supplied to Leigh-on-Sea Town Council
- Only one stall per business
- Stall prices are inclusive of VAT
- All tables and chairs will be provided
- Power points are limited and not guaranteed, if you require power for your stall please let us know
- Parking is available in the Elm Road Car Park directly behind the Community Centre, and is PAY AND DISPLAY. We are unable to help with unloading or setting up your stall and request you do not use the 20 minute bays outside the centre to unload to keep traffic to a minimum. The Community Centres back gate will be open to allow easier access via the car park as well.
- The centre will be open from 9am on the day for set up. The market starts at 11am.
- The market closes at 4pm. Stalls will need to be vacated by 5pm at the latest
- The Leigh Community Centre address is 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP
- This is a Christmas event, please remember to dress your stall as festively as possible!

### Stall Layout

#### Donald Fraser Hall (Lower Hall):

- 25 x stalls - 1.82m x 0.76m - £25

#### Room 4 & 5 :

- 15 x stalls – 2.20m x 0.55m - £15