



**CHRISTMAS MARKET BOOKING FORM
SATURDAY 28 NOVEMBER 2020, 12 - 4pm**

Business name: _____

Address: _____

_____ **Postcode:** _____

Telephone: _____ **Email:** _____

Mobile: _____ **Contact name:** _____

Product Range: _____

Booking Options

Combinations: One table OR one table and space for a rail OR two tables

No. of tables (c. 1.8m provided) £35 each (max 2 per booking) Qty ____ £ _____

Space for rail (rail not supplied) £10 each (max 1 with table) Qty ____ £ _____

Payment

Bank Transfer (preferred)

Account name: Friends of Sheffield

Sort code: 30-90-89

Account number: 53920160

Reference: Xmas2020 and your business name

Cheque:

Made payable to 'Friends of Sheffield' and sent to the Secretary at the address below.

**BOOKINGS CANNOT BE CONFIRMED UNTIL COMPLETED BOOKING FORM,
PAYMENT AND VALID PUBLIC LIABILITY INSURANCE HAVE BEEN RECEIVED.**



Please return this completed form, with your payment (if not paying by bank transfer) and a copy of your valid Public Liability Insurance for the attention of:

Mrs Charlotte Grant
Secretary
Friends of Sherfield
Sherfield School
Sherfield on Loddon
Hook, Hampshire
RG27 0HU

Terms and Conditions

Cancellation policy:

Cancellations must be received in writing (via email or post) in advance of the event. The following cancellations charges apply:

6+ weeks' notice:	Full refund
5-6 weeks' notice:	60% refund
4-5 weeks' notice:	40% refund
0-4 weeks' notice:	No refund
Failure to attend:	No refund

Cancellation by the Organiser:

If unforeseen circumstances (weather or emergencies out of control) cause Friends of Sherfield to cancel an event all stall holders will be informed as soon as possible and a full refund will be made if the event cannot be rescheduled on an alternative date within four weeks of the original date.

Payment:

1. Payment must be received, in full, prior to the event.
2. You will receive a confirmation via email within 24 hours of receipt of payment confirming your place.

Stall Locations:

All stalls will be positioned at random and dependent on the fit/size of the stall for each allocated event area. Should you have any specific requirements, please list them below. We cannot guarantee these will be met but will make best endeavours to do so. One table will be provided, unless otherwise stated.

Specified requirements: _____
