



NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443

Great Notley Village Fete & Companion Dog Show 15th July 2017 1pm to 9 pm

Our Village Fete & Companion Dog Show is always a popular and busy event, raising funds for local charities and groups. Following the success of the music stage last year we are going to repeat this and extend the day with live music through to 9pm. The traditional fete and companion dog show will end at 5pm and will include dedicated areas for local crafts to sell their products.

If you would like to attend, the charge for a standard pitch of approx. 3m x 3m is £20 plus a raffle prize. Pitches will be reserved on a first paid basis and we endeavour to only have one stall of each product, although this cannot be guaranteed. To enable us to reserve you a pitch please complete the attached booking form and return it, together with a cheque made payable to **NGCA** for £20.00, **by the 19th May 2017**, to:

**Nicky Parkinson
The Community Centre
Notley Green
Great Notley
Braintree
Essex CM77 7US**

If you prefer you may also pay by bank transfer, **please check with us first that we are able to allocate you a pitch**, our bank details are:

**Notley Green Community Association
Account 41195824
Sort Code 40-13-18**

Please quote your Surname and Fete 2017 as a reference.

Please note that this payment is non-refundable unless the event is cancelled by the NGCA.

Applications received after this date may not be included in our advertising literature. You will be allocated a standard pitch of approx. 3m x 3m and 2 chairs. Unfortunately, we are not able to provide any tables this year. As this is primarily an outdoor event we would strongly recommend that you bring a garden gazebo in case of adverse weather or if very sunny and lack of shade.

Access for setting up will be from 11.00am and vehicular access to the green will not be permitted after 12.30pm so please ensure that you arrive in plenty of time. We request that you do not pack away your stall before 5pm.

Car parking for stallholders will be advised nearer the time.

Yours sincerely

Nicky Parkinson
Notley Green Community Association

Community Centre, Notley Green, Great Notley, Braintree, Essex CM77 7US
Telephone: 01376-348449 Email: nicky@ngca.org.uk



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Pitches can only be secured upon receipt of your signed booking form along with a cheque for £20.00 made payable to NGCA, or having paid by internet bank transfer. Payment is non-refundable unless the event is cancelled by the NGCA.

You will be allocated a standard pitch of approx. 3m x 3m to accommodate a standard gazebo.

Craft name:	
Registered address:	
Contact name:	
Contact telephone number:	Contact email address:
Nature of craft:	
Preference for indoor, outdoor or dog show pitch:-	
Additional information:-	

Unfortunately, our liability insurance only covers stalls run and operated by the NGCA and will therefore not cover any 3rd party stalls. We must insist that you have adequate insurance for your own stall, along with any certification that you may require. **By signing and returning our booking form, you are confirming that you have the relevant insurance and certification.**

Signed Date

Print name

Community Centre, Notley Green, Great Notley, Braintree, Essex CM77 7US
Telephone: 01376-348449 Email: nicky@ngca.org.uk