



NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443

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

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 charities to promote their products and services.

If you would like to reserve a standard pitch of approx. 3m x 3m please complete the attached booking form and return it **by the 19th May 2017**, to:

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

Pitches are reserved on a first come basis and applications received after this date may not be included in our advertising literature. We also ask that as you are receiving this stall free of charge that you contribute to our raffle by way of a raffle prize. This can be dropped off at the Community Centre from the beginning of July.

You will be allocated a standard pitch of approx. 3m x 3m and 2 chairs. Unfortunately, we are unable to provide tables this year. As this is primarily an outdoor event we would strongly recommend that you also 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



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Stalls can only be secured upon receipt of your signed booking form.

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

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| Name of Charity / Community Group: | |
| Registered address: | |
| Registered Charity No. (if applicable): | |
| Contact name: | |
| Contact telephone number: | Contact email address: |
| Nature of Charity/ Community Group and Proposed Stall: | |
| 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 other charities/community groups. We must insist that you have adequate insurance for your group, along with any certification that may be required. **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