



NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443

Great Notley Village Fete Saturday 13th July 2019 1pm to 9 pm

Our Village Fete is always a popular and busy event, raising funds for local charities and community groups. We are having a 'Circus' theme this year and have booked all the usual fairground attractions, plus the zorb balls, bungee trampolines, climbing wall and simulator. The large LED screen will be returning to broadcast the Wimbledon Ladies Final at 3pm and will also be used to display adverts from local businesses, if this is something you are interested in please let me know. The dog show is also returning this year, with a fun show and we will again have a display of vintage cars. The festivities will again carry on into the evening with live music until 9pm.

If you would like to attend, the charge for a standard pitch of approx. 3m x 3m remains at £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. We'd also love for you to decorate your stall in a 'Circus' theme. 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 24th May**, 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 first that we can accept your booking**, our bank details are:

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

Please quote your Surname and Fete 2019 as a reference. Please note that this payment is non-refundable unless the event is cancelled by the NGCA.

You will be allocated a standard pitch of approx. 3m x 3m and 2 chairs, unfortunately we are not able to provide any tables. 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 or outdoor 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