

Newdigate Village Day – Sun 26 July 2026

Stallholder Booking Form

Stall / Company Name	
Contact Name	
Phone Number	
Email	
Address	

Type of Stall (please tick)	<input type="checkbox"/> Food & Drink <input type="checkbox"/> Crafts / Handmade Goods / Merchandise <input type="checkbox"/> Charity / Fundraising <input type="checkbox"/> Information / Promotion <input type="checkbox"/> Other (please specify): _____
Brief Description of Goods/Services to be Sold	
Pitch Size Required	<input type="checkbox"/> 3m x 3m @ £15.00 <input type="checkbox"/> 6m x 3m @ £25.00 <input type="checkbox"/> Other (please specify): _____
FOOD VENDORS ONLY	
Food Hygiene Rating	
Local Authority Registered With	

I confirm that the information provided is correct and I have read and agree to abide by the terms and conditions (see reverse).

Signed: _____

Print Name: _____

Date: _____

Stall Fee	£	(Payment due before Sun 28 June 2026)
Payment Method	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash	Bank Details: A/c Name: The Newdigate Community Centre Account Number: 0003 6214 Sort Code: 40-52-40

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Terms & Conditions

To keep everything running smoothly and safely, please read through the following t&c's.

Your Booking

- Your booking is confirmed once we've received full payment, and any safety paperwork.
- Stall spaces are allocated by the organisers to ensure a good mix of stalls.
- We reserve the right to decline applications if necessary to avoid duplication or for safety reasons.
- Stallholders must provide their own gazebo, tables, and equipment.
- Cancellations must be made at least 28 days prior to the event for a full refund.
- Stall fees are generally non-refundable, as costs are committed in advance, but please contact us as soon as possible to discuss.
- If the event has to be cancelled due to extreme weather or events outside our control, we will communicate with you as soon as possible.
- Personal information provided on booking forms will be used solely for the event and will not be shared with third parties, except where required by law.

Responsibilities

- All stallholders must hold valid Public Liability Insurance (we recommend a minimum of £2 million cover).
- Stallholders are responsible for their own property, stock, and equipment.
- Food vendors must be registered with their local authority and hold appropriate food hygiene certification.
- Stallholders are responsible for complying with all relevant legislation, including health & safety, food safety, and trading standards regulations.
- Stallers should follow instructions from event organisers or stewards where necessary.
- The organisers accept no responsibility for loss, damage, or theft to stallholder property.

On the Day

- Setup time will be from 10am. Earlier times need to be arranged in advance.
- Vehicles must be removed from the stall area to a parking area before opening time.
- Gazebos must be properly secured with suitable weights (this is especially important in windy conditions).
- All equipment must be safe and in good working order.
- Stallholders are responsible for their own setup and takedown.
- Please ensure cables are covered or secured to prevent trips.
- Generators may only be used with prior agreement from organisers.
- Gas appliances must be properly maintained and safely stored.
- Loud music is not permitted.
- Please leave your pitch as you found it.
- All rubbish and unsold stock must be taken home with you.

We truly appreciate you supporting our Village Day. If you have any questions at all, please don't hesitate to get in touch — we're here to help!