

# CHRISTMAS FAIR



**Saturday 15<sup>th</sup> November 25**

**At the Pavilion, Helford Road, Peterlee, Co. Durham. SR8 1ER**

## **Application Form for Table Hire + Indoor Space**

Your details	Title	Initial	Surname
Address			
	Postcode		
Telephone no	Mobile		
Email address			
Items to be sold/displayed			
THE FEE FOR TABLETOP SELLERS IS £15 FOR TABLE HIRE + INDOOR SPACE WHICH MUST BE PAID UPFRONT			

**Please Note:** Applications are processed on a first-come, first-served basis. Your booking will only be confirmed once we have received all of the following: a completed application form, proof of Public Liability Insurance (PLI), and full payment.

If you intend to use electrical equipment at the event, it must be Portable Appliance Tested (PAT) and fitted with an earth-leakage and/or R.C.D. trip-type plug or adapter. A valid PAT certificate must be submitted at the time of booking.

If we do not receive the required documentation and payment in time, and another seller offering similar items completes their application first, they will be given priority. In such cases, we regret that we will be unable to accept your application.

Day(s) required	<b>Saturday 15<sup>th</sup> November 25</b>	
6 feet Table hire & space for Main Hall & Bar Area		<b>£15.00</b>
No of Chairs required (free of charge)		
	<b>Total Amount Due</b>	

**I agree to abide by and read the terms and conditions on the reverse of this form for the hire of a stall/table**

<b>Signed</b>		<b>Name</b>		<b>Date</b>	
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**When completed please return this application form with the relevant documents and payments to:**

Elaine Hancock  
The Pavilion  
Helford Road  
Peterlee. SR8 1ER  
Tel 0191 5869957:

Email: [elaine.hancock@peterlee.gov.uk](mailto:elaine.hancock@peterlee.gov.uk)

**Closing date for all application forms is Friday 1<sup>st</sup> November 25**

For office use only					
Table Number		Payment received		Receipt Number	

## **TERMS & CONDITIONS**

1. Only **CHRISTMAS** related items and gifts are allowed to be sold at this event.
2. Card payments by phone to the Pavilion Monday-Friday 9-5 or in person.
3. All stall holders must provide and enclose a copy of **Public Liability (PLI)** insurance with the application form. If the insurance is due for renewal prior to the event, a copy of the renewed certificate must be sent to us before the Event. Stallholders who do not comply will not be admitted.
4. Peterlee Town Council reserves the right to refuse any stall application or refuse admission without explanation of any person to the event and evict from the site any person who causes any kind of disorder or does not comply with the conditions laid down by Peterlee Town Council.
5. The siting of all stalls will be at the absolute discretion of the organiser.
6. **No additional tables or displays** will be allowed beside your table in the hall.
7. Stalls may be set up from 9.00 am on Saturday 15<sup>th</sup> November 2025. Stall holders must be set up & ready for trading by 10.00 am on the same day.
8. Stalls should be cleared by 2.00pm; the stall holder will be responsible for removing all waste material of whatever nature from the allocated site.
9. Vehicles **Must** be moved to the main car park **Immediately** after unloading.

10. Please confirm with the organiser if you are bringing any electrical appliances and please ensure the following is enclosed when returning your form.
11. Completed & signed application form and a copy of your insurance certificate.
12. Portable appliance test Certificates (if applicable) please state equipment you wish to bring with you.
13. Stall holders are responsible for the security of the stalls, equipment, and cash. Please ensure you have your own cash floats on hand as we are unable to offer a change facility on the day.
14. No responsibility is accepted by Peterlee Town Council neither for the weather, loss, or damage of any kind whatsoever, arising from the use by the stallholders of the space occupied, equipment hired nor for any claim by any persons arising from such.
15. By signing the application, the stall holder indemnifies Peterlee Town Council against any liability, cost, claim, or other demand rising out of the exercise by the exhibitor of his rights under this agreement.

## **Privacy and Data Protection**

Peterlee Town Council is committed to safeguarding your privacy and ensuring the security of your personal information. The details you provide in this application form will be used solely for the purpose of managing and processing your table booking for the event.

In accordance with the General Data Protection Regulation (GDPR), your personal data will be securely stored and only shared with individuals directly involved in organising the event, such as event coordinators and administrative staff. We will never share your information with third parties without your consent, unless required to do so by law.

By submitting this form, you are giving consent for your personal data to be processed and stored for the purposes of event administration and communication regarding your participation. You have the right to access, amend, or request the deletion of your personal information at any time. To exercise these rights, please contact Peterlee Town Council at The Pavilion, Helford Road, Peterlee, call 0191 5869957, or email [elaine.hancock@peterlee.gov.uk](mailto:elaine.hancock@peterlee.gov.uk).