



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456  
Email: [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

Mrs Sharon Stafford  
Clerk to the Council

Dear Trader

### **Twelve Market Days of Christmas**

Thank you for your interest in the "Twelve Market Days of Christmas" Markets which will be taking place throughout the end of November and into December 2021 in Sleaford Market Place, from 7.30am to 3.00pm. Traders who book on to any of the dates will trade alongside our regular Market Traders and the Farmers' Market Traders.

The dates of the Markets will be:

Friday 26<sup>th</sup> November – 1 pitch available  
Saturday 27<sup>th</sup> November – 2 pitches available  
Monday 29<sup>th</sup> November - available  
Friday 3<sup>rd</sup> December – 2 pitches available  
Saturday 4<sup>th</sup> December – fully booked  
Monday 6<sup>th</sup> December - available  
Friday 10<sup>th</sup> December – 2 pitches available  
Saturday 11<sup>th</sup> December – fully booked  
Monday 13<sup>th</sup> December - available  
Friday 17<sup>th</sup> December – 1 pitch available  
Saturday 18<sup>th</sup> December – fully booked  
Monday 20<sup>th</sup> December - available

Pitches will be charged at only £7.00 each for a 3m x 3m area. Double pitches will be charged at £14.00 and so forth. Charities with a registered charity number will have their pitch free of charge.

You will be required to bring your own table/gazebo to the Market. We are unable to allow vehicles to stay next to your pitch due to space, but Eastgate Car Park is only a very short walk away (which is a pay and display car park).

We can allow up to twelve traders to come to the Market on each date, depending on the size of pitches required and there will be a limited number of each type of stall allowed per date. If a date you have requested is full, you will be offered alternative dates, spaces permitting. One caterer will be allowed per date. \*Please note that all of the catering pitches are now fully booked.

We would love you to dress up in a Christmas theme and decorate your stall in a Christmas theme! This will help add to the festive atmosphere at the events!

The town's Christmas lights will be switched on in the Market Place at 4.00pm on Friday 26<sup>th</sup> November.

We have enclosed a booking form, the Code of Practice and the Sleaford Town Council's Market Regulations. Please complete the attached booking form (making sure you put your pitch measurements on it) and return it to us with your public liability insurance and payment. Caterers must provide us with their food hygiene rating certificate from your District Council and any catering certificates.

If you are selling alcohol at any of the Markets, you will need to apply to North Kesteven District Council for a Temporary Event Notice (T.E.N). Please put 'Twelve Market Days of Christmas' on your application for the T.E.N). Further information can be found at [www.n-kesteven.gov.uk](http://www.n-kesteven.gov.uk) or by calling the NKDC Licensing Team on 01529 414155.

Strictly no live animals are to be sold or given out as prizes from any trader or stall.

We are able to accept bookings through email, in person or by post. We accept cash, cheque (made payable to 'Sleaford Town Council') or bank transfer: Sleaford Town Council, HSBC, Sort Code: 40-22-19, Account No. 41889168. Please put your reference as "Christmas."

On the day of the Market, traders are advised to arrive from 6.30am/7.00am to set up. We will send you details of where your pitch will be in advance.

The address for Sleaford Market Place is Market Place, Sleaford, Lincs, NG34 7SD.

For any queries or to make a booking, please contact the Sleaford Town Council office on 01529 303456, message the Facebook page – Sleaford Town Council or email [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

Yours sincerely

*Sleaford Christmas Market Group*