



SLEAFORD CHRISTMAS MARKET

Sunday 3rd December 2023

Sleaford Town Council
The Town Hall
Quayside House
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Lincs
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Dear Trader

SLEAFORD CHRISTMAS MARKET 2023

Thank you for applying for a pitch at Sleaford Christmas Market 2023.

The Market will be held on Sunday 3rd December 2023 (Advent Sunday) and will open at 11.00am, running through the afternoon, to finish at 4.30pm. The event will be held in Sleaford Market Place, Sleaford Town Hall, Navigation Yard, Eastgate Green and Eastgate Car Park.

The Christmas lights switch on will be held at 4.15pm in the Market Place. There will be entertainment all through the day, together with many exciting free attractions. There will also be a Christmas Church Service at St Denys' Church at 3.30pm, for up to half an hour. Other events will also be held in the town on the same day.

We will be letting traders set up from 8.00am on the day and we will have a local security company at all sites.

Further details will follow nearer the date of the event and please note that there will be no road closures this year.

Please could you complete the pitch booking form, sign and date it and send it back with your full payment at your earliest convenience, together with your public liability insurance.

Payment can be made by cheque, made payable to 'Sleaford Town Council' or cash directly to the Sleaford Town Council offices, or by Bank transfer – Sleaford Town Council, HSBC, Sort Code 40-22-19, Account No. 41889168. Please put your payment reference as 'Christmas.'

We are asking everyone to return their forms and full payment by 13th October 2023.

All costings are clearly marked on the forms and if there is anything that you do not understand or need help with, please do not hesitate to contact us, as we are here to help with anything you need.

Once we receive all your forms back and your payment, we will send you a confirmation email, which is confirmation of your booking. We will then contact you again later in the year, in November, to let you know where your pitch will be. At this point in time, we are unable to guarantee any preferred locations for your pitch. Unless you have booked a place inside the marquee, please note that your booking for an outside pitch will be for the pitch only as we are unable to provide stalls and gazebos.

In order to provide a wide range of goods for visitors to the event, we will cap any stalls that are duplicated and this will be on a first come, first served basis.

Please keep an eye on our website www.sleaford.gov.uk and our Facebook page "Sleaford Town Council" for all the up to date information about the event throughout the year.

As you may be aware, in 2022, Sleaford was accredited as a Plastic Free Town thanks to the campaign run by Plastic Free Sleaford as part of the Surfers Against Sewage, Plastic Free Communities. Sleaford Town Council are fully supportive of this campaign and has completed a plastic audit in an effort to reduce the use of single use items.

We ask that this year you consider how you are using single use plastic items and the ways you could reduce what you use. It would be the hope that in future years we can all do what we can to reduce waste, particularly single use items such as plastic bags, containers and bottles. We understand there are financial implications which is why we are simply asking you to look at what you use and see if over the coming year any items can be replaced or just not used anymore.

For further ideas please contact Plastic Free Sleaford or some of the businesses signed up as Plastic Free Champions, who would be happy to support. This information can be found at www.plasticfreesleaford.co.uk.

Thank you very much once again for considering Sleaford Christmas Market and we are looking forward to seeing you there on what will be a great, fun filled day!

Kind Regards,

Sleaford Christmas Market Team