



Christmas Light Switch On & Christmas Market Sunday 30 November 2025 Outdoor Stall Application

Please complete in block capitals

NAME:	
ADDRESS:	
TEL NO:	
EMAIL:	
PRODUCT DESCRIPTION:	
WEBSITE AND SOCIAL MEDIA PLATFORMS: For promotion purposes	

Booking Form

Description	Price	Requirement
Stall (own gazebo) - 10ft x 10ft	£20	
Food Stall	£40	
Extra stall size (£1 per additional foot)	£1 per foot	Please specify _____ x _____ ft
Gazebo Hire (includes one table and two chairs)	£15	
Total Cost:	£ _____	

A confirmation of your booking will be included in an invoice, which will be sent to the email provided.

Important Information

- **Public Liability Insurance is required** for all bookings. Applications will not be accepted without appropriate coverage.
- **Food stalls will be assessed** using the Food Standards Agency website. A hygiene rating below 5 will not be accepted.
- **Access & Setup:** The car park will open for stallholders from **8.00 AM**. All stalls must be set up, and vehicles removed from the market area by **9.30 AM**.

Marketing Permission

I consent to the **Town Council promoting my stall: Yes / No** (Please circle)

Date: _____

Signature: _____

Return form to: comms@swaffhamtowncouncil.gov.uk