

# WALMER TOWN COUNCIL

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Dear Stall Holder

## **BROCANTE WALMER GREEN – Bank Holiday Monday, 29<sup>th</sup> August 2022**

Thank you for booking a pitch at our Brocante. In order that the day runs as smoothly as possible, please take a few moments to read through the following information and call the Town Office if you have any queries.

- Please print your ticket so that it can be displayed **clearly on your front windscreen before you reach the site.**
- Access for stall holders will be allowed from **6.30 am to 8.00 am** to set up. Please do not arrive before this time as queues of waiting cars obstruct the highway and could jeopardise the possibility of holding future events. Anyone not checked in by 8.00 am may be refused entry but should you have problems or be delayed on the morning then please contact us on 07808222026.
- Please note that we are unable to allocate stalls in a specific position. If you would like to be next to another stall holder, we suggest that you arrange to meet up beforehand and arrive together at the site.
- Please let us know on arrival if your vehicle door only opens on one side so we can allocate you the correct pitch location.
- Please be patient during set up time; all our helpers are volunteers.
- The entrance to the site is via the tarmac pathway in the centre of the Green, you will then be directed to a space on the day as you arrive.
- No guns, knives, household electrical goods, new market stall goods or livestock should be on offer and no food and drink sold except by the official caterers on the site.

***ONCE ON SITE, NO VEHICLE MOVEMENT WILL BE PERMITTED (EXCEPT IN THE CASE OF AN EMERGENCY) UNTIL THE CLOSE OF BUSINESS AT 4PM***

- The Brocante will be advertised in the East Kent Mercury's What's On Supplement for the two weeks preceding the event and we will also be trying to get as much editorial space as we can locally. I also enclose a poster which we hope you will use to help promote the event. As you can see, there will also be a Valuation Service available, through The Canterbury Auctions, on the Bandstand during the day. There will be a booking procedure and the number of items which can be valued are restricted to a maximum of three handheld items only.

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- Please note that you are responsible for providing all the equipment you need on the day, namely tables and chairs and any rain cover. Please note that anything erected on the site must be properly secured. In the event of any safety risks we will require items to be removed. You are, of course, responsible for your own goods.
- Walmer Town Council advises you that it is your responsibility to ensure you have suitable public liability insurance in place for the event. In most cases this will be included as part of your personal home and contents insurance. Please check your policy or phone your insurance company for more details.
- Please ensure that all unsold items and all rubbish are taken with you at the end of the day.
- **Anyone extending over their pitch size** (please ensure that your vehicle, gazebo, table and goods fit within) **will be asked to remedy the situation even if it means moving their vehicle to the car park before unloading.**
- In the event of bad weather, the organisers will make a decision at 6 am on the day of the Brocante as to whether or not it will proceed. Every effort will be made to contact stall holders to notify them if the event is cancelled. However, no refunds can be given.
- **Photographs and/or video** will be taken at the event. By taking part in this event you grant the event organisers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. If you do not wish to be photographed, please inform an event organiser.

Please ensure that you have read our booking conditions: -

- **Food, guns, knives, electrical goods, new market stall goods & livestock cannot be sold.**
- **No non booked vehicles will be allowed on to the site at any time. They must be parked at the adjacent free public car park.**
- **All booked vehicles must remain on the pitch until the end of the event at 4pm.**
- **No refunds available in the event of cancellation.**
- **Aggressive or rude behaviour to staff or volunteers will not be tolerated.**
- **Bookings will not be accepted without payment.**
- **Dogs must be kept on a lead at all times.**
- **No vehicles will be allowed on site until 6am to allow our marshals to set up safely.**

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- **Please do not arrive before 6am as there is no waiting space and your vehicle may block the highway.**
- **Please ensure you measure your vehicle and book a pitch big enough to allow access to the boot.**

We look forward to what promises to be an enjoyable day!

Yours sincerely

**Richard Styles**  
**Town Clerk**