  

**Stocksbridge Community Leisure Centre**

**Christmas Fayre**

**Sunday 24th November 2024**

**11.00 am – 4.00 pm**

**Becoming A Stallholder**

If you would like to become a stallholder at Stocksbridge Community Leisure Centre Christmas Fayre please complete the attached form and return it along with your donation to: Julie Martin, Assistant Centre Manager – Operations, Stocksbridge Community Leisure Centre, Moorland Drive, Stocksbridge, Sheffield, S36 1EG by Friday 8th November 2024.

**Table Size**

Tables will be provided measuring approximately 5/6ft in length, for a minimum donation of £15.00 per table. Chairs will also be provided for use. Unfortunately access to power points cannot be provided.

**Promotion Of Event**

We will be advertising our Christmas Fayre again this year with a ‘SCLC Countdown To The Christmas Fayre’ promotion, on our Facebook page and website. As always will be giving our stallholders an opportunity to take part in this, by advertising their stalls and the items which they will be selling at the fayre. We will also be advertising the performances which we have scheduled and the activities taking place on the day, as a build up to the festive event – so please keep an eye on or Facebook page for regular updates!!

If you would like to have details regarding your stall included within the promotion, including photographs of the items which you have for sale on your stall (maximum 2 photographs per stall), please ensure you complete the promotion section on the attached booking form and email your photographs to admin@stocksbridgeclc.co.uk.

**Oxley’s Cafe**

This year at our Christmas Fayre our very popular Oxley’s Café will be open from 8.30 am through to 4.00 pm. The Café will be selling a variety of hot and cold food and drinks and a delicious selection of buns and cakes.

**Restrictions**

**We do not permit the sale of food items unless packaged and labelled in accordance with the current food labelling laws which came into effect from 1st October 2021.**

Guidance regarding food labelling can be obtained from the Food Standards Agency Website - www.food.gov.uk. All food products sold by stallholders, must be consumed off the premises.

Stocksbridge Community Leisure Centre

A Company Limited by Guarantee with Charitable Status. Company No. 08413664 Charity No. 1153527

*Stocksbridge Community Leisure Centre, Moorland Drive, Stocksbridge, S36 1EG*

*Tel: (0114) 288 3792*

**We also restrict stallholder raffle’s and tombola’s.** If you are unsure about restrictions for any other items, please contact Julie Martin on (0114) 2883792 or email admin@stocksbridgeclc.co.uk.

**Arrival**

We would request that all Stallholders arrive from 9.00 am to set up their stalls, which will be located in the Sports Hall, ready for the fayre to open to the public at 11.00 am.

We will have a marshal on the car park who will provide assistance with directions on where to park your vehicle and upon entry to the Leisure Centre. Upon arrival to the Centre you will also be issued with a stallholder badge and guided to your table, which will be labelled according to your booking details. There will also be a stallholder information pack on your table, which will include information about the performances and activities taking place and the schedule for the day.

Hand sanitiser is available at reception and throughout the Leisure Centre for use by our stallholders and customers.

**Raffle/Tombola Prizes**

If you have offered to donate a prize towards our raffle or tombola, would you please hand this to the staff meeting you on the day, or please feel free to place this in the green box marked accordingly in the entrance to the Sports Hall.

Thank you to all our stallholders who kindly assist us with prizes for our Fundraising Events.

**Loading And Pick Up**

The event finishes at 4.00 pm – **we request that stallholders do not pack away their stalls earlier than 4.00 pm, as performances within the hall will be continue until this time.** All stallholders must have vacated the Leisure Centre by 6.00 pm.

We ask that all stallholders please take all unsold items and any waste with them from their stalls, as we are unable to dispose of items here at SCLC within our general waste bins.

**Enquiries**

Please contact Julie Martin, Assistant Centre Manager - Operations on (0114) 2883792 or email admin@stocksbridgeclc.co.uk for all enquiries.

***We look forward to seeing you at our 11th Annual Christmas Fayre!***



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SCLC – Christmas Fayre – Stall Application Form

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Please complete and return the stall application form to

Julie Martin, Assistant Centre Manager – Operations, at Stocksbridge Community Leisure Centre along with your donation by 08/11/2024.

**Stallholders Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **Stall Name:** |  |
| **Address:** |  |
|  |
|  | **Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Stall Details:**

Please briefly detail below the main products on sale on your stall.

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| --- |
|  |
| **Are you selling any food items on your stall?*****(We only permit sale of food items which are packaged and labelled in accordance with the current food labelling laws which came into effect from 1st October 2021).***\*If you are wishing to sell food items on your stall, can you please ensure that you refer to the Food Standards Agency for guidance on food labelling - www.food.gov.uk after recent changes to the law regarding food labelling. |  **Yes\*: No:**  |
| **I confirm that I have read and complied with the Food Standards Agency guidance, with regards to the labelling any food items upon my stall and can confirm that I have complied with the current food labelling laws, which came into effect from 1st October 2021.** **I also indemnify Stocksbridge Community Leisure Centre against all liability and claims arising from the sale of the produce.**  |
| **Signed:***(If applicant is Under 16 years of age, this must be signed by a parent or guardian).* | **Date:** |

**Please indicate the number of stalls you require:**

|  |  |
| --- | --- |
| **Stall – £15.00 Minimum Donation Per Table.****(Tables will be provided measuring approximately 5ft/6ft in length).** | **Number Of Tables Required.** |
| **Donation Received:** **Cash: Card: Cheque: (Please make cheques payable to ‘4SLC Trust’)** |
| **How did you find out about the SCLC Christmas Fayre:** |

|  |  |
| --- | --- |
| **Would you like to donate a prize to the SCLC raffle or tombola?** |  **Yes: No** |

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 **‘SCLC Countdown To The Christmas Fayre’ Promotion:**

|  |  |
| --- | --- |
| Would you like to take part in our ‘SCLC Countdown To The Christmas Fayre’ Promotion and have details of your stall listed on our Facebook page and Website prior to the event? (Please see further information on the stallholder information sheet). **(If you wish to take part in the promotion the details which you enter below will be posted on our Facebook and Website).** |  Yes:*(Please complete details below)*No: |
| Stall Name: |  |
| Please briefly detail the types of products on sale on your stall. (*Please restrict the description to a maximum of 50 words).*Please tick if submitting a photographto accompany your promotional text. *(Maximum number of photographs 2).* |  |
| *(****Please note that the above promotion information will be displayed on our Facebook/Website pages prior to the Christmas Fayre).*** |
| *Signed:**(If applicant is Under 16 years of age, this must be signed by a parent or guardian).* |  |

**Declaration:**

The following conditions are subject to our market licence: All goods sold must be legal, non-counterfeit or copies, must not contain explosive materials and no live animals must be sold.

I am aware of the organiser’s information and requirements in connection with this Christmas Fayre and acknowledge that I am entering a stall at my own risk.

I confirm that if selling any food items upon my stall, I have complied with the current food labelling laws which came into effect from 1st October and indemnify SCLC against all liability arising from the sale of these items.

I confirm that I understand that the organiser accepts no liability to me for any loss or damage of any nature to me or my property arising out of my participation in this Christmas Fayre.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stallholder Signature:***(If applicant is Under 16 years of age, this must be signed by a parent or guardian).* |  | **Date:** |  |

**Data Protection:**

All information supplied is stored in accordance with the General Data Protection Act and will only be used for the purpose of managing your stall booking, as well as supplying you with information which you feel will be of benefit to you. **We will not pass your details onto any third party**, but will make you aware of offers from our corporate sponsors from time to time. Please tick here if you are happy for us to contact you with information or offers, not directly related to the stall booking applied for on this form ⃝

For further details of our Privacy Policy, please refer to our web site – www.stocksbridgeclc.co.uk

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| --- |
| **For internal use only:** |
| Payment Received By: |  | Date |  |

***We look forward to seeing you at our 11th Annual Christmas Fayre!***

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