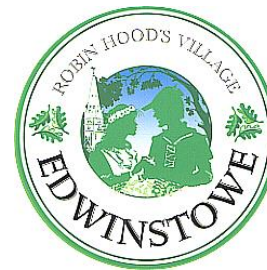


# Edwinstowe Parish Council

*Working to make a difference*



**Clerk – Alice Dunn**  
**Administrator – Beverley Whitworth**

Tel: (01623) 824243  
info@edwinstowe.co.uk

Dear All



The 2024 Edwinstowe High Street Christmas Event will take place on Thursday 28<sup>th</sup> November from 4.30 pm until 7.00 pm.

The Parish Council invite you to participate by having a stall. This is a terrific opportunity to promote your organisation and, with a little creativity, ensure a successful event for the community and for you.

As last year we plan to extend the event for the full length of the High Street with live music and street entertainers. We are inviting local organisations and craftspeople to participate and plan to have more stalls and entertainment to keep building on last year's success. This can only happen with your support and by working with businesses and the local community we hope that everyone will take part.

12 noon till 9 pm	High Street closed to vehicles
2.30 pm – 3.30 pm	Stall holders/participants vehicular access to set up for event.
NOTICE	<b>No acceptance of vehicles on High Street after 3.30 pm other than emergency vehicles.</b> Late arrivals will be refused and stall rent money will not be refunded.
4.30 pm	Event commences
7.00 pm	Event finishes. Stall holders/participants vehicular access to clear up.
9 pm	High Street open to vehicles

Could you please ensure a representative from your organisation is on the High Street between 2.30pm and 3.30pm to set up your stall (**NO ACCESS WILL BE ALLOWED ONTO THE HIGH STREET BEFORE 2.30pm**). Vehicles will be allowed back on the High Street to clear away when the event has finished, under instruction of Parish Council representatives.

You can park your vehicle at Edwinstowe House at the bottom of the High Street. You will need to report to the reception and give them your vehicle registration number and they will give you a barrier code to get out.

All equipment/hired goods and stall holder equipment etc will be required to be packed away and removed from site immediately after the end of the event. Black bags will be provided and stall holders should take any rubbish away with them.

Stalls are charged at £20 per stall, which includes hire of a covered stall / stall erecting and dismantling. Payment for stall(s) is required in full no later than **Friday 14<sup>th</sup> November 2024** and cheques to be made payable to Edwinstowe Parish Council.

**BACS payment is preferred - Account No 20412393, Sort Code 60-83-01 to Unity Trust Bank.**

Village Hall, Mansfield Road, Edwinstowe, Mansfield, Nottinghamshire. NG21 9NJ

**EDWINSTOWE PARISH COUNCIL CHRISTMAS LIGHT SWITCH ON EVENT  
THURSDAY 28<sup>th</sup> NOVEMBER 2024 STALL BOOKING FORM**

**SHOP NAME / ORGANISATION NAME**

**ADDRESS**

**CONTACT NAME**

**CONTACT DETAILS EMAIL / PHONE**

**NATURE OF STALL E.G. FOOD / CRAFT / RAFFLE  
(we will be limiting the number of tombola stalls)**

**ADDITIONAL INFO:**

Black bags will be provided for rubbish and as part of the agreement when you book a stall, it is your responsibility to collect any rubbish from around your stall and take it home with you.

Please note that the stalls do not come with lighting or electricity so you will need to provide your own.

If you would like to join the event please contact the Parish Council Office to secure your stall.

Kind Regards

Edwinstowe Parish Council