



THE LIONS CLUB OF WOKINGHAM
(International Association of Lions Clubs)

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January 2018

Dear May Fayre Supporter,

Wokingham May Fayre = MONDAY 7th MAY, 2018 10.00 am to 5.00 pm

Wokingham Lions Club will, once again, be organising the May Fayre on 7th May this year and invite you to apply for a pitch/stall.

Many of you will be aware of the Wokingham Town Centre and Elms Fields Regeneration which will take place over the next three years. Wokingham Lions Club is working closely with Wokingham Town Council and Wokingham Borough Council, both of whom are very supportive and keen to see the May Fayre continuing through and after the regeneration. We will of course inform you during this period of any changes if they affect the event. For 2018 we will not have Elms Field, but have obtained permission to use more of the town centre, including Peach Street and Broad Street, so much the same footprint as the Winter Carnival use each year. This may however mean regretfully we are unable to accept stalls requiring large amounts of space.

The May Fayre attracts many thousands of visitors and therefore offers the potential for you to enjoy great success for your individual charity or company by taking a stall at this prestigious event. You will have a captive audience as the town centre will be closed to traffic and fun and entertainment will take over the town.

If you would like to participate in this very successful event, please complete the application form and send it, together with a copy of your Public Liability Insurance Certificate, to the above address. If you do not wish to participate on this or future occasions we would also be grateful if you could let us know so that we do not contact you unnecessarily.

Please can you be sure to submit your application as quickly as possible as we tend to have more demand for certain pitches than we can accommodate so we deal with these on a first come basis. **All applications and payments must be in before 31st March, 2018 to allow for pitch allocation (pitches will NOT be allocated until payment has been received).** Late applications after this date incur a £5 surcharge. All correspondence will be by email and pitch/stall locations and final instructions will be sent out mid April.

Each individual pitch measures a **maximum 3m x 3m**, you should bring your own tables, chairs, cover and any other items you require to enable you to operate your stall. Gazebos, etc must be weighted down. **Should you require additional space to the standard pitch please contact me for the price and availability. In addition to the pitch fee commercial and trade enterprises will be expected to contribute a 15% contribution of the take on the day.**

Evidence of Public Liability Insurance is requested to cover any claim on your individual stall. If you do not have such cover but are raising money for a registered charity, they should be able to let you have a copy of their PLI which would cover you. A copy of our Terms and Conditions is attached.

Please ensure that you state what you will be using the stall for, as this will enable us to mix up activities and prioritise unusual stalls. **As usual, the arrangement for any power/water supply appropriate to your particular stall will need to be arranged and managed by you.**

We also draw your attention to the fact that all car parks in Wokingham now charge on Bank Holidays. Please check car parks for their charges if you use them.

We look forward to receiving your early application and to welcoming you to our May Fayre.

Yours sincerely

Debbie Slay
Wokingham Lions Club

Incorporating Wokingham Lions Club Charitable Trust Registered Charity No. 277597