

Mendlesham Community Charity

Charity No. 282391'

Dear Participant,

December 2022 – 31 March 2023

RE : MENDLESHAM STREET FAYRE 2023

Our Street Fayre is back! We could not celebrate our 40th anniversary in 2020 due to the pandemic – but now we can! It will be held on the **Bank Holiday Monday 01 May 2023**. As before it will be centred on Old Market Street, IP14 5SA, which will be closed to traffic, and we will have an amazing variety of events, stalls, side shows and activities going on in the village. We expect over 2000 people to attend.

Local organisations will again be running stalls and sideshows and we invite you to join them. The cost of stalls/sideshow will be:

- £25 if you are a village organisation or local charity (please provide your Charity Number)
- £30 if you do not live in the village and are non-commercial
- £40 if you are a National Charity with local presence (please provide your Charity Number)
- £45 if you are a commercial enterprise

Refreshments will be available throughout the day and your parking will be FREE. However, this year **YOU WILL NEED A PARKING PERMIT** and be asked to park in a specific place.

Old Market Street will be closed to traffic at **10.30 a.m.** The Fayre opens at 12.00 noon and continues until 5.00 p.m. You can set up your stall/sideshow/activity at any time **between 8am and 10.30 a.m.** Vehicles can be brought into Old Market Street for unloading before returning to your allocated parking spot.

NO VEHICLE will be allowed back into Old Market Street for reloading until the Fayre closes at 5.00 pm unless the organisers state otherwise, for example due to inclement weather bringing the whole event to an early closure.

Mendlesham is located approximately 1 mile from the A140 Ipswich to Norwich Road. Stewards will be available to assist you find your allocated pitch and parking slot.

To ensure that you are given the most appropriate pitch and to assist us with the health, safety and welfare for all those participating, it is **essential** to complete the enclosed booking form in full and return with a copy of your **Risk Assessment** for setting up and managing your contribution, a **Certificate of Liability Insurance** and, if providing food, a **Certificate of Hygiene**. **Closing date is 31 March**

On the day, to help ensure that the Mendlesham Community Charity adequately assesses and manages risk you must follow the advice of the official stewards, avoid obstructing doorways, refrain from attaching items to any part of the houses in the street and do not extend out into the street beyond your designated plot as this will impede the procession. You may be asked to produce your risk assessment and insurance or hygiene certificates on the day, so I would recommend that you keep a copy with you.

Whether this is your first time of booking or you are returning, we look forward to meeting you.

Best wishes

The MCC Board of Trustees

MENDLESHAM COMMUNITY CHARITY

A Registered Charity No. 282391

Mendlesham Street Fayre – Monday 1st May 2023

Entertainment Booking Form

Return to:

Teresa Mills, Calgary, Mill Road, Mendlesham, Suffolk IP14 5TA 07724 638521

teresa.mills@mendleshamcommunitycharity.com

Name of person providing the entertainment:	
Address: Post code	Email: Phone no:
Contact Number on the day (if different to above)	
Name and purpose of Entertainment:	
Size/Space Required e.g. stage, grass, street, pub etc.	Length of time entertaining e.g. all day, morning or afternoon, no. of mins/hours
No. of sets e.g. if a band or a repeat session	Planned start time
Own insurance/licence as applicable?	Completed Risk Assessment?
ADMINISTRATION Booking Clerk to complete	
MCC engaging the Entertainment Quote: Date accepted: Pay on receipt of invoice from entertainer £ Date paid:	Entertainer paying for a pitch: Agree price (See criteria) £ Date Invoice sent: Date Paid: (or % takings received) Date booking confirmed and parking permit sent:
Additional Information e.g. use again next year, outcome, problems, ways to improve	
Name of 'Minder' on the day: Telephone Contact:	