



## Joining Instructions Saturday, 25 November

Dear Stallholder,

Thank you for being part of our 2023 Christmas Festival and Lights switch-on. We have a fantastic day planned and we look forward to seeing you.

### Stall Set-up, Road Closures and Parking

The High Street, Church Street, Cow Lane, Mint Street and Great George Street will be closed from 7.00am. Stallholders will be able to access for set up from 8.00 (not before, unless you have specifically requested an earlier time). Please remember that you will need to have removed your vehicle to a car park by 9.00am to enable the market to open and start trading at 10am. Free Parking – if we are able to secure some free parking for the day, close to the town centre you will be given a voucher for this to display in your windscreen and a map to show you its location. It will be first come, first served and is only for 1 vehicle per stall. Otherwise please park in the Bury's Car Park (GU7 1HR) or the Station Car Park (GU7 1EU). There are 2 other car parks at South Street (GU7 1AJ) and Mint Street (GU7 1HE) for those stalls in Church Street. Waverley Car Parks operate a RINGO payment system in some car parks. (Normal charges apply in all cases).

### Arrival - Stalls in High Street and Church Street

Please report to the barrier in the High Street and to the Marshal in Church Street before you set up. Pitch numbers will be marked on the pavement. Marshals will be on hand to show you to your pitch.

### Entertainment in the Town

Santa's Grotto (foc) will be located at Godalming Museum during the festival.

### Health and Safety

For those who are providing food produce, please remember that you will need to comply with Health and Safety legislation and be registered with your local environmental health office. Safeguards for Food Businesses guide provide questions and answers. A list of food producers attending the festival has been forwarded to WBC environmental health office. Your attention is drawn specifically to the section named: the rules of Hygiene-controlling hazards.

### Gazebos

If you are using a gazebo or similar shelter it needs to be suitably anchored against gusting winds. **We would ask please to ensure in all cases you make your stall look as Christmassy as possible to ensure for the best visitor experience.** In some pitch locations, backs and sides are not allowed as we do not want to create a false high street.

### Alcohol Off Sales Only

Stallholders selling alcoholic beverages shall implement a Challenge 21 policy and ensure their staff are trained in the basic law relating to the sale of alcohol (see booking form for further information). The Licensing authority could ask for proof of due diligence in respect of licensing requirements.

### Lights

**PLEASE BRING BATTERY LIGHTS** with you as it gets dark early and we do not provide electricity.

### Public Liability Insurance

If you have not yet provided us with a copy of your public liability insurance you are to do so by return. Please ensure we have a copy of your PL Insurance no later than **Monday, 13 November.**

**Butane Cooking Stoves**

Please note that butane cooking stoves where the gas canister is integral to the cooking unit are not permitted at any event. This does not affect stand-alone stoves which may be used.

**Generators:** NO private generators are to be used without the express prior permission of the Godalming Town Clerk – townclerk@godalming-tc.gov.uk

**Lost Children/property and First Aid**

For your information, marshals will be on hand all day to assist in the smooth running of the market. Lost Children point and lost property will be located at the Pepperpot. St John's Ambulance First responders will be on hand from 4.00pm – 6.00pm during the very busy build up to the lights.

**Rubbish Removal**

Please also remember that you are responsible for removing **all rubbish** from your stall at the end of the day and a £100 penalty fee will be imposed if this is not adhered to.

**Contact information**

If you have any queries on the day, please contact myself or Andy Jeffery

Suzie - 07765 693746

Andy - 07952 248254

We all look forward to seeing you on the Saturday, 25 November for what we hope will be a successful and enjoyable Christmas Festival

Godalming Town Council

Email: [community@godalming-tc.gov.uk](mailto:community@godalming-tc.gov.uk)

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