



Contact Email: [helenheaffey@yahoo.co.uk](mailto:helenheaffey@yahoo.co.uk)  
Contact Telephone : 07432 444 872

Dear Prospective Stallholder

## **Stall Booking Forms for The Brakenhale School – Christmas Market**

**DATE:** Thursday 30<sup>th</sup> November 2017

**TIME:** 19:00 – 21:00

The Brakenhale School PTA are holding their annual Christmas Market on Thursday 30<sup>th</sup> November 2017 from 19:00 – 21:00 in the school hall and we would like to offer you the opportunity to hold a stall at this event.

The price per stall is the following and includes a donation to raffle / tombola

**1 x table = £10.00**  
**2 x tables = £20.00**  
**3 x tables = £25.00**

**Size of table is 2 ft x 4ft (Tables will be provided by the school)**

Set up is from 17:30 via the Reception at the front of the building. All bookings and payments are to be returned by **Monday 20<sup>th</sup> November**. This is based on a first come, first served basis.

Please find the booking form attached. Upon completion, please return it to the following address:

Helen Heaffey  
**Christmas Market Outside Trader Bookings**  
**1 The Cardinals**  
**Rectory Lane**  
**Bracknell**  
**Berks**  
**RG12 7BQ**

**If you are selling Food Produce at the market , then please send a copy of your Food Hygiene certificate with your completed booking form. Your original document will also need to be displayed on your stall on the evening.**

I look forward to receiving your booking.

Yours faithfully

Helen Heaffey



## The Brakenhale Christmas Market Booking Form

Thursday 30<sup>th</sup> November 2017 7-9pm

<b>Contact Name</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>E-Mail Address</b>	
<b>Brief Description of Products</b>	
<b>Raffle Prize Donation</b>	
<b>Number of tables required</b>	<b>1 x table = £10.00</b>
	<b>2 x tables = £20.00</b>
	<b>3 x tables = £25.00</b>
<b>Please make all cheques payable to Brakenhale School PTA (non refundable)</b>	
<b>Signature</b>	<b>Date</b>