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|  **New Ark “Christmas Indulgence Evening”****Executive Suite, Peterborough Football Ground****7-11pm, Friday 7th November 2014**  | ***Please read the Advisory Notes to Stall Holders below before completing this form*** |
| Contact Name: |  |
| Business Name: |  |
| Address: |  |
| Postcode: |  |
| Contact Details: | Land line: |  |
| Mobile: |  |
| Email: |  |
| Website: |  |
| Please explain what products and services will be provided on your stall: | *Insert details here:* |
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| **Advisory Notes to Stall Holders:*** The venue for the evening event will be the Executive Suite, Peterborough United Football Ground – please note parking is free in front of the building
* Stall holders may arrive for setting up from 5:00pm to set up in readiness for a 7:00pm opening
* Stall holders are advised to offer a range of reasonably priced products/treatments on the night
* New Ark cannot be held responsible for the results of any products/treatments provided - consequently stall holders are asked to check that they have adequate liability insurance in place to cover for any eventualities on the night. Please ensure you can provide a copy of your insurance with this form.
* Please ensure your stall is manned throughout the planned Event opening times from 7:00pm - 10:00pm
* Packing away and closing will begin from 10:00pm for completion by 11:00pm
* The charge for booking a stall for the Pamper Evening event is:
 |
| **either** **or**  | 1. an “up front” payment of £10 and donation of a raffle prize to be used on evening
2. donation to New Ark of all money taken on the night \*\*will be noted in the handout on the night
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| ***Please note any “up front” payments must be made at the time of submitting this form**** Payment can be made by cash, cheque or through Local Giving: [www.localgiving.com/charity/newarkplay](http://www.localgiving.com/charity/newarkplay) and please Gift Aid your donation if possible.
* Please make cheques payable to: **New Ark Play Association Ltd**
* Please complete and submit this form (along with any payment) to: Charlotte Griggs at New Ark Play Association, Hill Close (off Reeves Way), Peterborough PE1 5LZ.
* You can submit the form by email to: charlottenewark@gmail.com

**\*Please indicate which method of payment you wish to use: CASH/CHEQUE/LOCAL GIVING** |
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|  | I wish to book a stall for the Pamper Evening Event and include payment of £10 with this form. My donation for raffle prize will be: |
|  | I wish to book a stall and agree to donate all money taken on the Pamper Evening Event to New Ark |

**Agreement**

I have read and understand the New Ark “Christmas IndulgenceEvening” Advisory Notes for Stallholders.

Signature:

Name: