

**Midhurst Town Council**

The Old Library, Knockhundred Row, Midhurst, West Sussex GU29 9DQ

[www.midhurst-tc.gov.uk](http://www.midhurst-tc.gov.uk) 01730 816953 office@midhurst-tc.gov.uk

**Christmas Street Party – 4.00pm until 8.00pm, Friday 5th December 2025**

**Stall Holder Booking Form**

The Midhurst Town Council (MTC) Christmas Street Party continues to grow every year, and we are confident of another successful and busy event for 2025. If you would like to be part of this annual event, please complete and sign this form, and provide other documents as listed below, and submit to the email address above.

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| --- | --- | --- | --- |
| **Type of Pitch** | **Details**  | **Cost**  | **Please indicate**  |
| Not for Profit/Community Group/Charity – Outside only | No Charge |  |
| Commercial Business – Inside  | £25.00 |  |
| Commercial Business – Outside  | £25.00 |  |
| Commercial Food or Drink - Outside only | £50.00 |  |
| **Name of Business/Organisation** |  |
| **Contact Name** |  |
| **Contact Email Address** |  |
| **Contact Telephone Number** |  |
| **Contact Address**  |  |
| **Social Media Handles** | Facebook:Instagram: |
| **Brief Description of Stall/Content**  |  |
| **Other Operational Information****(Please read carefully)** | * The location of your pitch will be determined by MTC.
* Stallholders may set up from 2.15pm on Friday 5th December 2025.
* ‘Outside stallholders’ will be within a road closure and are required to provide their own tables, lighting, cover/gazebo which must be securely weighted at all times using weights (no stakes).
* ‘Inside stallholders’ will be located inside The Old Library with tables provided on a first come, first serve basis. Own tables can be no bigger than 6ft/182cm, with no rails or stands alongside.
* Stallholders must not cause damage to the site, if any damage is caused it is the responsibility of the stallholder.
* Vehicles must be removed from site by 3.30pm.
* Waste bins are for the public to use, any waste generated should be removed from the site by the stallholder wherever possible.
* This event will go ahead regardless of the weather forecast.

However, if a yellow weather warning for strong winds is issued the day before the event, outdoor stallholders will be contacted to discuss alternative arrangements. |
| **Booking Confirmation** | Please sign to confirm that you have read and agree to the information on this form and provide:* a copy of public liability insurance
* a copy of food hygiene certificate (if applicable)

**Signature:****Print Name:** **Date:** Electronic signatures will be accepted. Please note that space within The Old Library is limited, and we aim to avoid excessive duplication of similar products or services.Food provisions that are already offered by existing town businesses, who will be open during the event, will not be duplicated. Booking forms are processed on a first-come, first-served basis.If your application is accepted, an invoice will be issued upon receipt of the completed booking form and all required documentation. Please note that a pitch will only be confirmed once full payment has been received. |