

Martlesham Parish Council
Martlesham Village Fete Saturday 19th July 2025

We wish to participate in Martlesham Village Fete

Name of Organisation Nature of display / stand

If you have a stall the basic area is an open pitch on the Green 4m x 4m, for your own gazebo or equipment. Responsibility for your equipment remains with yourself. Please let us know if you would prefer a different size or location, which we will try and accommodate. Electricity or water cannot be provided, please check with the organisers if you wish to bring your own generator
--

Final details for the day including traffic and pitch information will be sent after 7 th July

Timetable	
08.30	Green available for stall set up
10.30	Vehicles to be clear of Green for H&S purposes
11.00-16.00	Fete open to the public
16.00	Vehicles allowed on green for clear up. Please note you are responsible for removing your own waste and litter

We ask commercial stallholders for a contribution of £35 towards costs unless you are selling refreshments etc or providing a chargeable service on the day. In which case please contact the organisers. Payments to Martlesham Parish Council sort code 20-98-07 a/c 70614211. Please quote Fete25 and an organisation identifier. Stalls must be booked and paid for by Friday 4th July. Before that date you may cancel and have a full refund. We reserve the right to accept or reject any requests for bookings

Public Liability Insurance

You should have your own Public Liability Insurance as your responsibilities are not covered by the Council's policy. If this is not the case please contact the organisers before returning this form

Please confirm the following details

Public Liability insurer and policy number
Limit of indemnity
A suitable risk assessment has been carried out
Signature
Name, position and contact details

Please return the completed form ASAP to
mvfete@gmail.com

or

Martlesham Parish Council
Felixstowe Road
Martlesham
Woodbridge
Suffolk
IP12 4PB