

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 7th 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 non commercial stallholders for a contribution of £15 towards costs and if you are selling items please consider a larger sum based on your income from the event. Please enquire regarding contributions if you are a commercial enterprise. Please make payment to Martlesham Parish Council via BACS sort code: 20-98-07 account no: 70614211 with reference Fete 24 and organisation identifier (preferred method) 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

Organisations, charities and not-for-profit organisations, businesses or individuals attending Martlesham Parish Council run events to provide entertainment, catering, run a stall etc. should have their own Public Liability Insurance as their responsibilities are not covered by the Council's policy. If you do not have liability insurance please contact us at mvfete@gmail.com 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