**Festive Market at the Minories**

Saturday 29 November & Sunday 30 November 2025

10 am to 4 pm

Please fill in this form and return it to Connie Van Helfteren at connie.vanhelfteren@theminories.org by **Friday 17 October** to apply for a stall.

Please note, there is limited space in this event and stalls will be allocated on a first come first served basis.

|  |  |
| --- | --- |
| Name of person/organisation making the booking |  |
| Email Address |  |
| Telephone Number |  |
| Brief description of you and your business |  |
| Website and/or social media handles |  |
| I have included a copy of my public liability insurance | Yes / No(If no, please explain) |
| Do you have access needs which necessitate having a downstairs stall? | Yes / No |
| I will require an extra chair (all bookings include 1 chair) | Yes / No |
| I will require access to electricity | Yes / No |

**Booking Details**

**Please include 2/3 photos of your work with your application**

**All spaces are approximately 2m x 1.5m and stall holders will be required to bring their own tables**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sat 29 Nov | Sun 30 Dec | 2 days  |
| Downstairs (Girling Room or Front Room)2m x 1.5m | £55 | £55 | £100 |
| Upstairs (Ballroom, Hall or Studio 2)2m x 1.5m | £45 | £45 | £80 |

**TERMS & CONDITIONS:**

We are the Minories will promote events in a professional manner. The event will be advertised online on our website and all social media channels. We would appreciate stallholders also promoting the event on their own social media channels. **In Gallery there will be plenty of signage to ensure that all visitors are encouraged to visit upstairs and see all the stallholders.**

All stall holders must always man their own tables and are responsible for taking their own payments for goods sold.

All stall holders must be set up and ready to trade by the advertised start time. Stall holders are not able to clear away until advised to do so. All stands or stalls are to be set up in an attractive manner and exhibitors should check their table is erected correctly and not encroaching upon walkways, exits, access areas or other exhibitor space. Stall holders must leave their area clean and tidy at the end of the day. Rubbish MUST be removed by all stall holders and disposed of offsite.

We are the Minories reserves the right to allocate you a different category of space or stall to that which you have booked but if we do this, we will inform you in advance of payment being made or refund any excess payment if you have already paid and are allocated a cheaper category. We will not charge you any additional fees if you are allocated a more expensive category. We reserve the right to refuse or cancel any booking without giving a reason.

Cancellations will be accepted up to Friday 31 October, and a full refund will be given. After that any bookings cancelled will forfeit the total booking fee.

We are the Minories will do everything in our power to ensure that you have a successful event but cannot be held responsible for damage, theft of stock, interruption of power or services, inclement weather, or anything else beyond our control.

We are the Minories does not provide insurance cover for theft or damage of your stock and recommends that you adequately insure yourself against all risks. All stallholders must provide a copy of their valid PLI (Public Liability Insurance) at the time of booking. It is a condition of booking that stall holders understand and accept that We are the Minories cannot be held responsible for any losses that stall holders may sustain.

If, in the reasonable opinion of We are the Minories, it is necessary to cancel an event due to any reason out of our control - for example a government enforced cancellation of public events - we will consider a full refund of fees paid and/or rollover of monies to a future event.

We are the Minories carries £5,000,000 of public liability insurance.

**Name:**

**Signed:**

**Date:**