



Steyning & District
Business Chamber

LATE NIGHT CHRISTMAS EVENT IN STEYNING

Wednesday 1st December 2021 6-9pm

Preparations are under way for our annual Late Night Shopping Event. We hope to make this popular evening a great success once again. As you know, the event has many expenses - insurance, marshalling, first aid cover, street cleaning, hire of traffic signage, hire of amplification equipment, cost of entertainment and marquees.

At this point in time Steyning Parish Council have agreed to take over the increasing cost and red tape that go with the installation and maintenance of the over street Christmas lights. We are hoping that they will have something in place for this year but regardless of that the Chamber will continue to provide and install the small Christmas trees on buildings for the festive period.

The Chamber has been unable to hold any fund raising events during the Covid pandemic and would appreciate any help with the cost of running the Late Night Shopping Event by donations or sponsorship for the event.

As per last year we'd like to offer the opportunity for specific sponsorship of the small, building mounted Christmas trees and we're asking for a donation of between £25 and £100 for a tree. In return, the Chamber will promote your business in a social media 'Advent Calendar' one business per day in December, leading up to 25th December. If you're interested please email secretary@steyningchamber.co.uk.

As in previous years there is an opportunity for both members and non-members to hire a pitch in the High Street at the Late Night Shopping Event.

Steyning High Street will be closed to traffic from 1.30pm to 11pm that day and the High Street car park will be closed from 8am in order for the Fun Fair to assemble.

Please refer to the Terms and Conditions on the reverse of the Pitch Application. These Terms apply to all businesses participating in the vent (the definition of participation will be 'open for business during the Event' or hiring a pitch in the High Street for the Event).

High Street Business Application For An Outside Pitch

Name Tel

Business..... Email

My business will be CLOSED at the Late Night Event. *Note that if we do not hear from you by 1st November we will assume that your business is closed and a stall may be placed in front of your premises.*

My business will be OPEN at the Late Night Event

I DO NOT wish to hire a pitch

I DO wish to hire a pitch for my own shop/business use only (Please enclose a cheque/cash made payable to Steyning & District Business Chamber)

**Hot food vendors £80 (£60 for Steyning & District Business Chamber members
All other stalls £60 (£40 for Steyning & District Business Chamber members).**

I NEED/DO NOT NEED a covered stall on my pitch.

(Note a pitch must be paid for with or without a covered stall)

PITCH LOCATION AT ORGANISERS DISCRETION

The Pitch includes 1 covered stall with a 1.8M table. One "stall" comprises half one of our Farmers' Market gazebos.

PUBLIC AND PRODUCT LIABILITY INSURANCE up to £5,000,000 IS OBLIGATORY

I am willing to:

- Help put up stalls/ put out road signs before the event**
- Help take down stalls/ take down road signs after the event**
- Provide a member of staff or friend to help sell raffle tickets for 20-30 minutes during the evening.**
- Contribute in sponsorship towards the event.**

Please complete and return before November 1st 2021 to Raft Furniture, 54 High Street, Steyning BN44 3YE or email a copy of the completed form to events@steyningchamber.co.uk

REMEMBER, IF WE DON'T HEAR FROM YOU WE WILL ASSUME YOUR BUSINESS WILL BE CLOSED AND THAT YOU ARE NOT PARTICIPATING IN THE EVENT.

TERMS & CONDITIONS

Steyping & District Business Chamber Late Night Shopping Event Wednesday 1st December 2021

- The Event takes place from 6pm to 9pm in the High Street. The High Street will be closed to traffic from 1.30pm to 11.00 pm.
- Any business who wishes to come out of their premises onto the High Street to sell goods, promote their business, offer refreshments or food must apply and pay for a pitch.
- No vehicles will be permitted access to the High Street once the road is closed after 1.30pm so please ensure your customers and delivery drivers are aware of this if they have an appointment/are delivering after that time.
- The High Street car park will be closed from 8am on that day to allow the Fun Fair to assemble.
- All stallholders must ensure their vehicles are removed from the High Street by 5.30pm and will not be permitted to re-enter before 9.15pm except with permission of the organisers
- The location of the pitches will be decided by the organisers.
- The organisers reserve the right to refuse applications.
- Steyping & District Business Chamber accepts no liability for any accidents, loss or damage, howsoever caused.
- The organisers require all stallholders to have their own Public and Product Liability Insurance to a minimum cover of £5,000,000
- Stall holders wishing to sell alcoholic drinks must apply for, and be granted, a Temporary Event Notice (TEN) through Horsham District Council. This includes the sale of Mulled Wine. The Chamber will require proof of the TEN for any stall holder selling alcohol and anyone without the appropriate paperwork will be asked to leave.
- The organisers regret that non-Chamber raffles or collection boxes will not be permitted.
- Stalls must always be manned during the duration of the event.
- Cancellations are non-refundable.
- If the organising committee is forced to cancel, we will retain 50% of the fee to cover pre-event costs.

Submission of an application form for a pitch will mean that you have read and agree to abide by, the terms and conditions as published above, and your application is accepted on that basis.