

[Your Church Name Here]- Christmas Stall Acceptance Letter

[Your Church Address Here]

[Your Church Telephone Number Here]

Dear Stallholder,

Thank you for your application for the **[Your Church Name Here]** Christmas Market on **[Date of Christmas Market]**. We are pleased to confirm your application has been successful! We have received applications from a number of stallholders selling a wide variety of goods and we are anticipating a successful and enjoyable evening for all, whilst raising money for the **[Name of Charity Your Church is Raising Money for]**. This event has proved very popular in the past and we are thrilled to be hosting it once more!

Next Steps:

1. Read the Terms and Conditions
2. Confirm your acceptance of the T&Cs and your attendance at the market by completing the attached form.
3. Pay the stall fee of £**[Insert Stall Fee]** (100% of which will be donated to **[Name of Charity Your Church is Raising Money for]**), plus any other costs for additional requirements, such as tables and/or table cloths. Pay either by enclosing a cheque with your completed form or by bank transfer no later than **[Deadline Date for Payment]**.

Payment Details:

- Cheques made payable to **[Name/Church Name]** at the address above
- Bank Transfer to: Account Name: **[Account Name]**, Account No: **[Account Number]**, Sort Code: **[Sort Code]** Referenced with: **[Reference for Payment]**

On the Day:

The centre will be open from **[Opening Time for Set Up]**pm for setting up. Upon arrival all stall holders must go to the **[Where Stallholders Should Park and Unload (With Instructions)]** and enter by **[Stallholders Entry Point]** where you will be able to register and receive your stall number. Please note these will be allocated randomly unless special requirements have been previously stated. Each stall will have an allocated floor space of approximately **[Width of Stall Space Given in Metres]** in width.



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Tea & coffee will be available to stallholders free of charge before the market begins and later in the evening. We have a mini Street Food Market happening outside which will open at **[Start Time For Street Food Market]**pm. We plan to then begin the evening with carols and our Christmas Light Switch-On at **[Time of Christmas Light Switch On]**pm in the **[Location of the Christmas Light Switch On]**. The market will then open at **[Christmas Market Opening Time]**pm. In previous years we had a turnout of over **[Average Shopper Turnout]** shoppers and we hope to repeat that again this year. The market will close at **[Closing Time of the Market]**pm and stalls must be cleared by **[Time Stalls Must Be Cleared By]**pm.

If you have any further enquires please do not hesitate to get in touch. Thank you for your participation in this event. We are looking forward to seeing you on the night.

Kind Regards,

[Event Organiser]

