



Christmas Lights Switch On Stall Booking Form

Saturday 15th November 2025

11am – 5pm

High Street/Market Street Stall Holders Booking Form

N.B. High Street and Market Street will be closed to vehicles

Please ensure that the form is completed fully and returned to lindsey@eastleighbid.co.uk no later than the 20th of October 2025.

Name of Organisation:

Address:

Contact name and telephone number on the day:

Email address:

Please provide FULL details of what you will be selling or the activity you will be providing on your stall:

Are you bringing your own gazebo?

Please note that gazebo's will need to be of a commercial grade with relevant weight on each corner. Any Gazebos that do not meet the requirements will not be able to set up.

Do you require a gazebo to be supplied*?

*There are 25 gazebos available, provided by EBC and will be allocated on a **1st come, 1st served basis**. 1 gazebo max per booking supplied.*

Are you able to donate a raffle prize for a tombola in aid of Butterflies Bereavement on the day?

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If yes, please provide details of what you are able to donate.

Do you require a TEN License? (If yes, please do not apply, wait to hear from Eastleigh Borough Council)

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Please return your completed form to: To Lindsey via email - lindsey@eastleighbid.co.uk or post to the address below for the attention of Lindsey. Completed forms must be received by the 20th of October 2025.

PLEASE COMPLETE PAGE 2 OF THE FORM BEFORE RETURNING



Terms and Conditions

Please tick boxes below to confirm you have read each point:-

Ensure that you have listed fully on the form what you will be doing on your stall i.e. all items that will be for sale etc (this is so that we do not put stalls next to each other that are offering similar things)

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You will need to bring your own tables, chairs, and anything else that you will need on the day

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If you have reserved a Gazebo from EBC this will be set up ready for you. If you are bringing your own Gazebo it must be commercial grade with sufficient weights on each corner. Any Gazebos that do not meet the set standard will not be able to set up.

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You will need to unload and load vehicles yourselves; there will not be the capacity for marshals to assist with set up of stalls on the day.

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Unloading and loading will take place on Wells Place and Mitchell Road, and vehicles will then need to be moved to a local car park.

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Please provide a copy of your public liability insurance and a risk assessment no later than **Monday the 3rd of November 2025**

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You will receive details a few days before the event, confirming where your stall will be located as well as timings for unloading/loading etc.