



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

19<sup>th</sup> July 2023

Dear Stall Holder

**Christmas Lights Switch On Event, Rayleigh – Thursday 30<sup>th</sup> November 2023**

I am writing to invite you to express an interest in having a stall to sell goods at the Christmas Lights Switch On event on: **Thursday 30<sup>th</sup> November 2023 between 4.00 - 6.30pm.**

The format for the evening will follow the same as previous years with all of the usual attractions. Setting stalls up on the High Street may commence from 1.45pm and the lights will be switched on at 6.30pm. Further details will follow.

Please note that power is **not** supplied and if lighting is required it is the responsibility of the stall holder to supply. Rochford District Council's Safety Advisory Group has advised that it will not allow petrol or gas generators to be used on the High Street. Diesel generators, which do not emit visible smoke and are less than 77dB(C) at 1 metre or 70dB(C) at 3 metres will be allowed, providing that safety certificates are submitted to the Town Council before the event. Generators will be checked during the event and stall holders who do not comply will not be allowed to use them.

Alcohol (including mulled wine containing alcohol) is not allowed to be sold or given away by any stall holder. A Food Hygiene Rating of 5 is required for mobile caterers who sell the higher risk foods, such as burger/hot dog vans.

The Town Council makes a charge to commercial stall holders for 3 square meters as follows:

£25 + VAT non-hot takeaway food stall

£30 + VAT hot takeaway food stall.

Further charges will be made for larger stalls, which may be allowed subject to availability.

I enclose conditions of hire, which must be followed to ensure the safety of all participants at the event. If a stall is allocated to you an invoice will be issued, which must be paid promptly.

**Do not send payment with your Expression of Interest reply.**

You must provide evidence of £5million public liability and employers liability insurance with your payment. Please note that stall holders may no longer park vehicles in the Holy Trinity Church car park in Rectory Garth.

I would be grateful if you would inform me whether you wish to express an interest in having a stall at the event by returning the completed reply slip. If your application for a stall is successful you will receive payment instructions. **Allocation of stalls will take place during October 2023 and it is important that you respond to this letter by FRIDAY 15<sup>th</sup> SEPTEMBER 2023**

Yours sincerely,

Mr E Ketley  
Town Clerk

**EXPRESSION OF INTEREST  
COMMERCIAL STALL HOLDER – CHRISTMAS LIGHTS RAYLEIGH**

Return to: Rayleigh Town Council  
The Sports Pavilion  
Bull Lane  
Rayleigh  
Essex  
SS6 8JD

Or Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)

NAME.....

ADDRESS.....

GOODS SOLD.....

SIZE OF STALL.....

USE OF DIESEL GENERATOR – SPECIFY SIZE AND TYPE – **PETROL/GAS ARE NOT ALLOWED.**

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TEL NO.....

MOBILE TEL NO.....

EMAIL ADDRESS.....

EVIDENCE OF PUBLIC LIABILITY & EMPLOYERS LIABILITY INSURANCE.....

\* Yes, I wish to express an interest in having a stall at the Christmas Lights Switch on Event on **Thursday 30<sup>th</sup> November 2023 (subject to availability).**

\* No, I cannot attend the Christmas Lights Switch on Event

\*I agree for Rayleigh Town Council to contact me, or the organisation that I represent, using the details that I have provided and that Rayleigh Town Council may retain this information in accordance with the General Data Protection Regulations.

\* Delete as appropriate

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**DO NOT SEND PAYMENT WITH THIS REPLY**