



BOOKING NOW OPEN: ABBEY SUMMER FAIR 26TH JULY 2025

Enquiries can be sent to: julie@clearcompany.org.uk Call or WhatsApp – 07753 822 050

Thank you so much for your interest in attending this year's Summer Fair at Wymondham Abbey. We greatly appreciate your support. The summer fair continues in the grounds of the Abbey until 7pm. It will end at 4pm inside the Abbey for indoor stall holders.

Please could we ask you to read the following details before booking to ensure you complete the three steps.

How to book a stall

Pitch fees: Indoor £50; Stewards Desk (DOUBLE PITCH) £100, outdoor £35; caterers £50. Payable by BACS in advance. (see P3 for payment details).

To book a stall, please follow THREE steps:

1. **Indoor stall holders** are invited to look at the **site layout plan on page 4**. Each pitch has been given a number on the plan. The pitch number correlates with the numbers on the booking spreadsheet you will find at the link below. Simply fill in your details beside your preferred pitch. Please note we may need to decline bookings if there are too many of a similar produce e.g. jewellery, cakes/bakes. https://docs.google.com/spreadsheets/d/1yXJiVIO8XfjKcxVRiv-DTDrTv_aXIGoj6Y7vclhWeQE/edit?usp=sharing

Outdoor stalls will be plotted after we have received bookings and monitored the ground conditions nearer the time. This allows us to create a layout that best accommodates necessary vehicles or double pitch bookings.

2. Please complete the registration and risk assessment to confirm you accept the terms and conditions.

It is important to complete this form to receive the final site plan. The registration and risk assessment can be found at the following link.

https://docs.google.com/forms/d/e/1FAIpQLSeyE2uNRZ9OE27eS85Dg_RXoQf59k8Zpbf-mMxYCsP4NEpHBg/viewform?usp=sf_link

3. Please pay your pitch fees using the payment details supplied on page 3. Your pitch will be confirmed once payment is received. To manage admin, we send out confirmations every three weeks. A finalised site plan will be circulated prior to the event.

A guide and initial site plan follows to help you make prepare for the day.

ENTRY TO THE ABBEY IS ONE WAY ONLY. Please enter from Church Street, approaching via The Green Dragon, and exit via Becketswell.

IMPORTANT – DO NOT ATTEMPT TO ENTER VIA BECKETSWELL. THIS IS FOR EXIT ONLY. THE ANGLE AND CAMBER OF THIS GATEWAY IS SUCH THAT IT IS ONLY SUITABLE AS AN EXIT. DRIVERS ATTEMPTING THIS IN THE PAST HAVE DAMAGED THEIR CARS AND THE ABBEY'S PERIMETER WALLS.

PLEASE NOTE THE FOLLOWING SET UP TIMES FOR EACH VENDOR GROUP:

OUTDOOR stall holders:	07:30
INDOOR stall holders:	08:30 (or on Friday 25 TH July between 2pm and 6pm)
FOOD vendors:	09:30

WIFI IS AVAILABLE BUT MAY BE UNRELIABLE OUTDOORS. A CODE WILL BE CREATED FOR VENDORS ONLY AND CIRCULATED TO YOU A WEEK BEFORE THE EVENT.

STALL HOLDERS (art, crafts, food produce)

We are staggering set up times for indoor and outdoor stall holders to avoid congestion. (see below)
Please remove cars to one of the surrounding car parks. (see map on page 5)

Indoor and outdoor pitch holders must bring tables.

Equipment: Please bring your own tables, gazebos if required and branding.

INDOOR STALLHOLDERS:

- The Abbey will be open for indoor stall holders to set up on Friday from between 2pm and 6pm. We would encourage you to set up the night before to ease congestion on Saturday morning.
- **For those arriving on Saturday**, please do not arrive earlier than 8.30am to allow outdoor stall holders to unpack and remove vehicles. Please unload and remove vehicles by 9.15am to allow caterers to arrive.
- **Each stall holder has an allocated space** for a 6ft x 3ft table and a gap at either side. We would be grateful if you could avoid encroaching onto your fellow vendor's space.
- **Pack up** is at 4pm promptly. This is to allow Abbey staff and volunteers to prepare for Sunday's service. Please remember the public will still be on site.
- **Two chairs per stall will be provided.**
- **We cannot provide electricity for lighting.** If fairy lights are required, please bring battery operated versions. This is due to the amount of electricity being drawn from the building for music and catering. Additional demands on the electricity supply have previously tripped the power.

OUTDOOR STALL HOLDERS

- Please offload at 7.30am and remove vehicles as soon as possible to allow others to flow through the one-way system. ALL vehicles must be off site by 8.15am to allow indoor vendors access.
- Please ensure you bring appropriate weights/straps/pegs to secure gazebos down.
- When offloading and setting up, please try to leave the pathway clear for other vehicles to pass.
- Your pitches will be identified by stakes in the ground. Please try to stay within the 3 x 3m allocated space. The stake will be located at the front and centre of the 3 x 3m space
- All vehicles must be off site by 9AM.
- When offloading, please do not block the roads surrounding the Abbey or emergency access.
- Please bring your own tables, gazebos if required and branding.
- Contactless payment is encouraged. (N.B the WIFI signal is weak in the Abbey grounds).
- Please ensure all rubbish is removed from site.
- Ensure all containers, boxes and loading equipment are removed and your pitch area is clear of trip hazards.

CATERERS

Please arrive from 9.30am.

Power supply will be available if requested in your registration. Please ensure you bring your own leads and check that they are working. It is essential that you bring suitable coverings for your cables as part of your public safety responsibility.

1. Please do not block emergency access routes when offloading and leave adequate space for residents and emergency vehicles.
2. **Bins must be provided by each vendor for public rubbish.**
3. Please display your hygiene rating.
4. All rubbish must be removed before departure. **Catering rubbish must be taken with you.**
5. Please ensure you have all fire safety equipment (blankets/extinguishers)
6. Water will be available
7. Please display a sign asking customers to dispose of rubbish in bins provided.
8. Registration must be completed to capture up to date insurance details.

Payment of Pitch Fees

Pitch fees: Indoor £50; outdoor £35; caterers £50 payable by BACS in advance.

Payments must reach ClearCompany CIC by BACS before your booking can be confirmed.

Please reference your payment with the reference SUM25 followed by your business name.

We thank you for your support with this fundraising event.

Account name: ClearCompany CIC. Sort code: 20-17-20 Account Number: 13521680

INDOOR STALL PLAN

SD = Stewards Desk

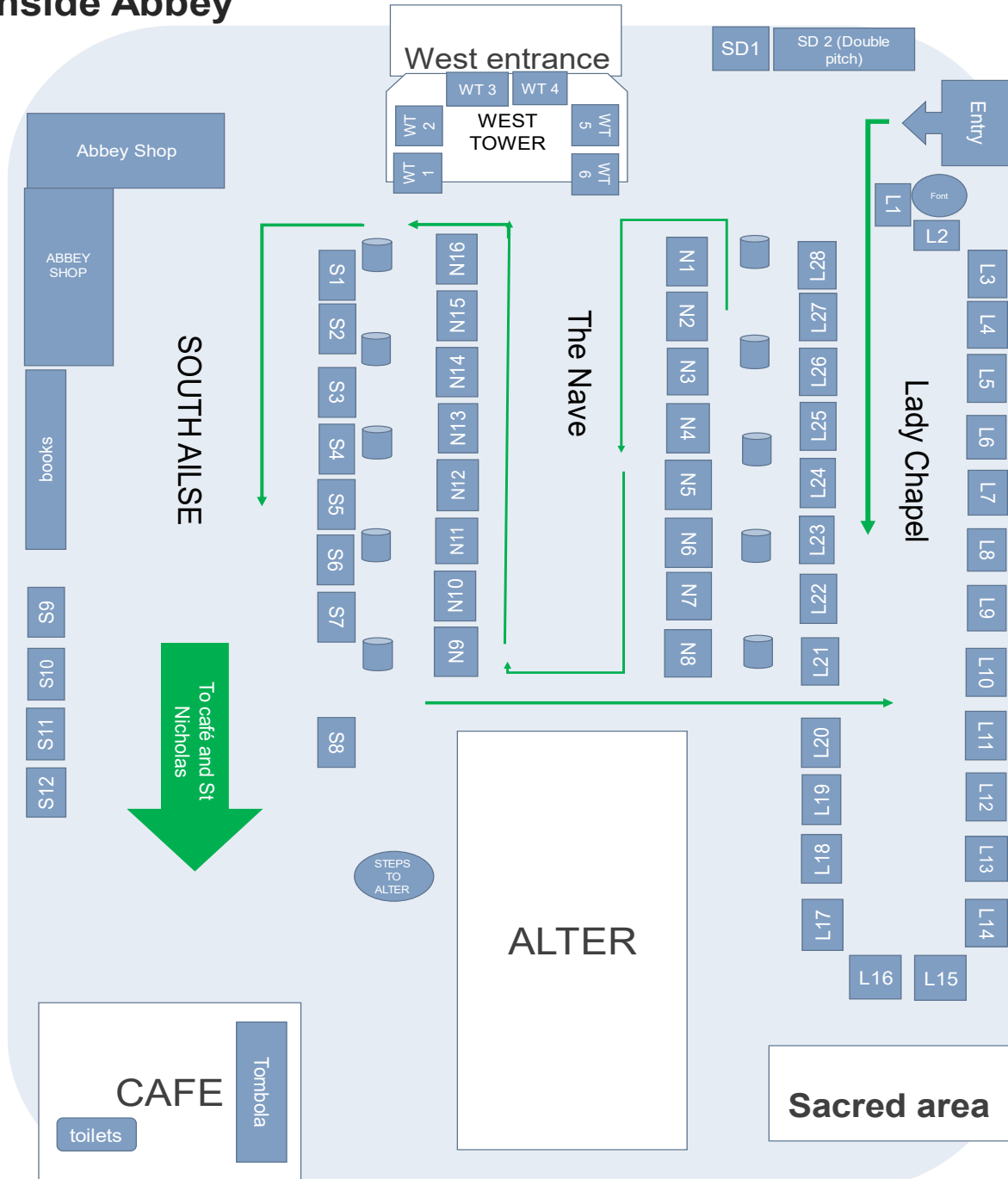
LC = Lady Chapel

N = Nave

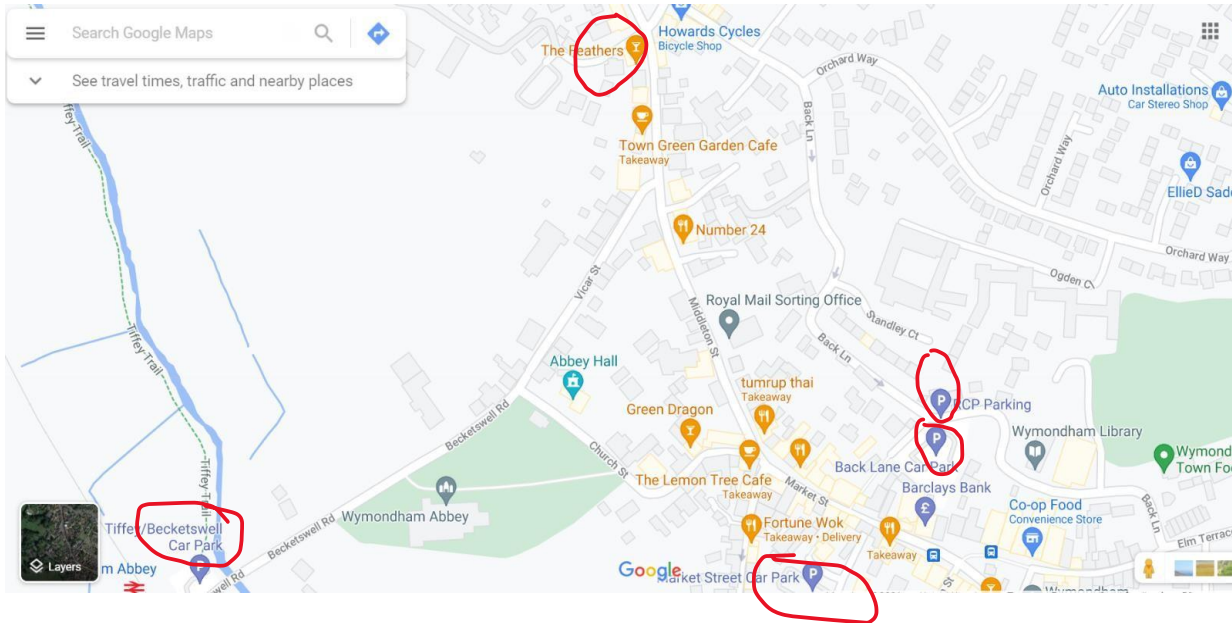
WT = West Tower

S = South Aisle

Inside Abbey



Parking



Parking is available along Becketswell Road and at the Becketswell Car Park, but it is limited. There is plenty of alternative parking around the town in the car park behind the Feathers Pub, or in Market Street Car Park, or Back Lane Car Park. Please note these are pay and display car parks.