

HENLEY-on-THAMES

Round Table No. 600



16th April 2010

HENLEY MAY FAIR 2010

Dear Stall Holder

I am writing to advise you that Henley Round Table will be organising Henley May Fair for 2010. The date and location is:

Monday 3rd May 2010 at Mill Meadows, Henley-on-Thames.

Apologies this has come through so close to the event itself, we have been having some logistical issues in organising this years event.

Last year's Fair was an extremely successful and well-attended event. The riverside location again proved to be very popular and the free attractions, free entertainment and interesting stalls were appreciated by all. Last year's addition of a Round table organised tent selling Pimm's and Real Ale was a hit and will be repeated again this year.

The event has also become very popular with stall holders. We are therefore offering the option of an advanced booking to organisations such as yours.

Henley Round Table run the event to provide a well-attended and popular family occasion for the people of Henley and the surrounding area and to provide the opportunity for organisations such as your own to raise funds from the thousands of people who attend.

Members of Henley Round Table run the event voluntarily, but in order to cover the expenses which we incur (i.e. hire of equipment and fees of the professional performers in the arena), we require a payment from each stall holder.

THE FEE STRUCTURE FOR 2010

Registered charity information stalls, where no money is changing hands. - Including one table. £20

£

All other stalls, where payment is made at any other time. £40

A charge of £3 will be made for each table, with a maximum of three tables per stall. £3 per table

(Please note, there are a maximum of 15 Tables available and these will be offered on a first come basis)

You will notice that a discount for money raising stalls is given if payment is enclosed with your application form.

Cheques should be made payable to 'Henley Round Table'.

If your organisation wishes to participate, please complete the enclosed application form and return it to myself at the address below. Your application should reach me by Friday 25th April 2008 if you wish to ensure that a reservation is made on your behalf and wish to take advantage of the early payment discount.

I would be grateful if you would complete the application form, even if your requirements are the same as last year, as this will help our planning. Please specify the numbers of tables (6'x2') that you require and give the dimensions of any tents, awnings or caravans that you intend to use. It would also be helpful if you include any special requirements that you may have.

Should you require any further information, please telephone Nick Carter on 07787553913, or alternatively email James Barker on jamesba@softcat.com or write to the address given below.

I look forward to seeing you at the May Fair 2010.

Yours sincerely

James Barker

Please reply to :
James Barker, Softcat, Thames Industrial Estate, Marlow, SL7 1TB