



Mill Road Winter Fair Market & Community Stalls

Please find below information about having a stall at the Mill Road Winter Fair. This Factsheet refers to any stall selling non-food items, including information and charity/community stalls.

Application Process

Bookings for the stalls must be made using the on-line application form available between 1st September and 1st October on the website – www.millroadwinterfair.org.

Stall locations and the number of stalls per site, stall type and prices are listed below.

Stall holders can make their selection on the application form. There are more outside spaces than indoor spaces.

Inside stall spaces include the provision of a trestle table which is 6ft long and approximately 3ft wide. No chairs are provided.

Outside spaces are pitch only – stall holders need to provide own gazebo, tables, chairs etc. There is no electricity. Gazebos will need to be adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights).

All stallholders must take full responsibility for the safety of their stalls.

This year the main marquee will once again be on Petersfield. There will also be two smaller marquees at Ditchburn gardens and opportunities for some indoor spaces in the Bath House on Gwydir Street and in the foyer at Anglia Ruskin University (ARU). Some fair activities (dance, crafts, performances and the art show) will be held in rooms at ARU this year. There will be limited space outside Bharat Bhavan this year due to the re-development of the Council's Mill Road depot site.

Stall Site Locations & Prices

Inside locations		Price	No of Stalls
Marquee (Petersfield)	Inside – 1 table in a marquee	£75	32
Ditchburn Garden Marquee	Inside – 1 table in a marquee	£60	14
Bath House and/or ARU foyer	Inside – 1 table in building	£60	4
Outside locations			
Donkey Green	Outside – 3x3 m pitch	£50	40
Petersfield	Outside – 3x3 m pitch	£50	30
Outside Bharat Bhavan	Outside – 3x3 m pitch	£40	13
Other street-side venues	Outside – 3x3 m pitch	£40	20

Note that we are offering a discounted price of £25 for an outside pitch to successful applicants from community groups and local charities. Stalls for political organisations will pay the full price. Please note that political organisations are expected to demonstrate that they have strong local representation (see the Stalls Allocation Factsheet).

An eco-friendly Fair

We are aiming for an eco-friendly event and ask that stallholders use only paper containers and wooden implements at the Mill Road Winter Fair.

Pitch Allocation

Once applications have been received, they are researched (website) categorized by type and assessed fairly by the Fair's Committee. Pitches will be allocated by the Committee based on the space requirements requested on the application form and the most suitable location for that stall. Pitch location is not negotiable. More information about the process we use to allocate stall pitches is available on the Stall Allocation Factsheet. A pitch plan will be made available on the day.

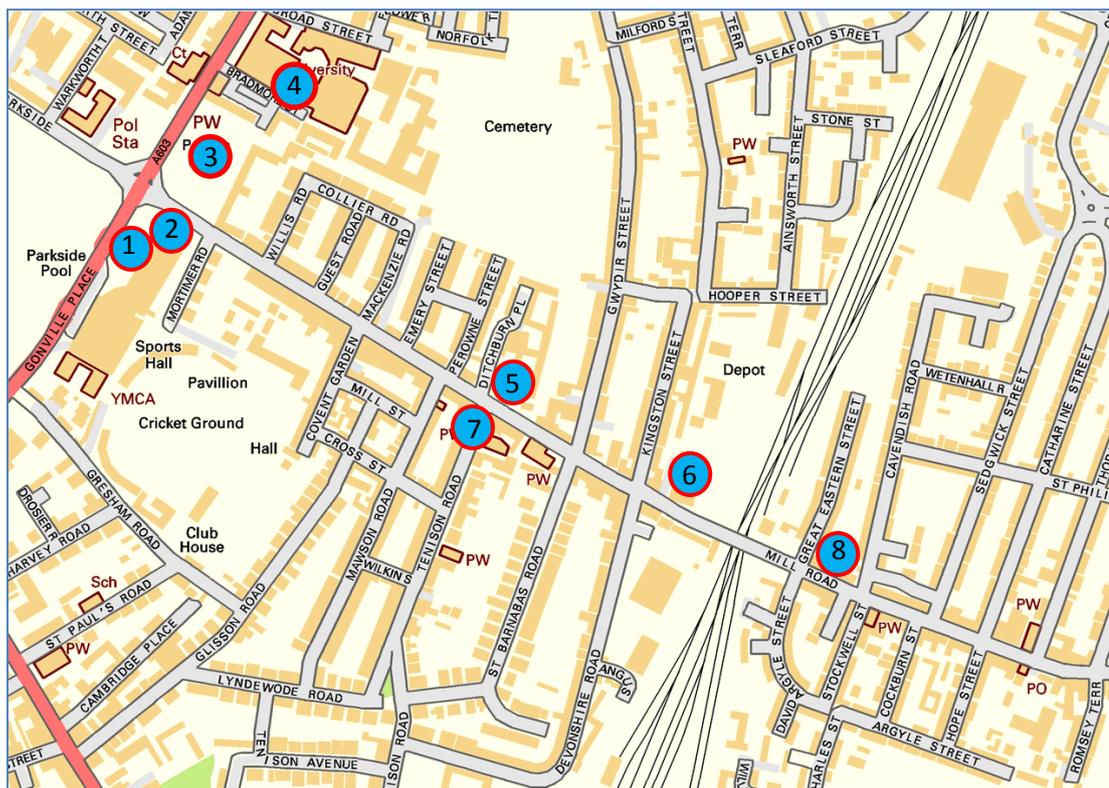
Demand for stall space is high so it may not be possible to accommodate all applications. You will be notified of the status of your application by email by 30 October. All successful applicants will be required to complete a simple risk assessment for their stall as a precondition to accepting a stall pitch offer. A basic template will be supplied for this purpose.

If you are not allocated a space, you will be notified by email and placed on the waitlist. As places become available, you will be contacted by email. There is some movement of stalls leading up to the fair so pitches can become available.

Setting up and closing down at the event

Stall holders will be sent instructions for loading and unloading shortly before the event. Timed slots are provided to avoid congestion in the area. Stall holders are requested to unload, park off site and then return to set up the stall.

Site Map – principal locations for market and community stalls



1. Petersfield Marquee
2. Donkey Green
3. Petersfield
4. ARU
5. Ditchburn Gardens
6. Outside Bharat Bhavan
7. Tenison Road
8. Romsey street-side venues (between bridge and Coleridge Road)

Road Closure

Mill Road will be closed to traffic from East Road to Coleridge Road for the duration of the fair (9.00-am – 5.10pm). The trading hours during the fair are 10:30 to 4.15 and all traders are required to cease trading at 4.15 and be cleared away by 5.00pm.

Offsite Parking

During the event vehicles should be parked off site. For information about local street parking and car parks, please visit <https://www.cambridge.gov.uk/parking>. Information about the nearest car parks will be provided to successful stall applicants.

Food should only be sold at the allocated 'Food Fair' stalls

Selling food is a high risk activity and governed by strict health and safety legislation. As a result, food should not be sold at general stall locations. Low risk food items, like mince pies or biscuits, or pre-packaged professionally produced items, such as sweets etc are permitted. Stalls selling drinks are generally treated as Food Fair stalls. If you intend to offer or sell food or drink items at the Winter Fair, then please see the information on the Mill Road Winter Fair website – www.millroadwinterfair.org

Further Information

Please review the information on the Mill Road Winter Fair website. If you have a specific query then please send an email to stalls@millroadwinterfair.org