

Amberley Museum & Heritage Centre is a Registered Educational Charity

Registered Charity No. 278722

The Museum is not funded through any national or local government body or grants. We have to raise over £2000 for every day of the year just to keep it running, and this excludes any new projects - they are separately funded. We rely for our existence on the goodwill of visitors, volunteer supporters and sponsors.

Should you be interested in becoming a member of the museum or supporting, volunteering or sponsoring a particular project in the Museum, please contact our office. **T: 01798 831370** **E: office@amberleymuseum.co.uk**
W: amberleymuseum.co.uk Amberley Museum & Heritage Centre, Station Road, Nr Arundel, BN18 9LT



Amberley, Arundel, West Sussex, BN18 9LT

T: 01798 831370 F: 01798 831831

E: office@amberleymuseum.co.uk W: www.amberleymuseum.co.uk

Christmas Market

1st, 2nd, 8th, 9th, 15th and 16th

December 2018



Invitation to Exhibit

If you would like to show your support for the Museum you can make a donation, preferably through the Gift Aid scheme.

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Charity Gift Aid Declaration – single donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ _____ to:

Name of Charity _____

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Christmas Market

1st, 2nd, 8th, 9th, 15th & 16th December 2018

As part of our Christmas event this year, we are holding a Christmas Market on our Christmas weekends and we would like to invite you to join us.

We will have limited space available for this event, so it is best to book early. Please complete this booking form to guarantee your space.

You can book for one day at £15 or £25 for a weekend. If you would like to attend every weekend, it is an additional £10 per day. The charge includes admission for two persons. Additional tickets for the event can be purchased via the Museum office, payable in advance with this application form. You will receive the admission passes with your confirmation.

The space provided will be a 6ft space with 2 chairs and 1 table. If you require electricity for your stall please let us know. Also, if you are bringing your own gazebo but still require a table and chairs, please advise us.

The exhibitors' gates will open from 8.00am and the public are admitted at 9.30am for the arrival of Father Christmas. All events are advertised as being open until 5pm, so **all stands must remain in place and all vehicle movement is prohibited until this time.** One vehicle only will be permitted per stand and this must be parked in the visitor car park at the railway station once your stall has been set up.

I confirm that I hold **Public Liability Insurance**, having a limit of indemnity of not less than £500,000 for any one accident. Please sign below to confirm this statement.

Name _____ Date _____

Please email all forms to office@amberleymuseum.co.uk subject: **Christmas Market – att: Nikki Austin**, or post with your cheque (made payable to 'Amberley Museum') or card details to Nikki Austin, Christmas Market, Amberley Museum, Station Road, Amberley, Arundel, West Sussex, BN18 9LT.

If you would like any further information please do not hesitate to contact the museum office on T: 01798 831370 E: office@amberleymuseum.co.uk

Attending On (please circle)	1 st , 2 nd , 8 th , 9 th , 15 th & 16 th December 2018			
Name				
Address				Post Code
Telephone Number(s)	Home:		Mob:	
Email Address				
Name of Business:				
Type of Stall/Goods:				
Require indoor stall	Y / N	I will bring my own gazebo	Y / N	
I will supply my own table(s)	Y / N	I will require power	Y / N	
Booking Fee				£
No. of Additional Adult Guests @ £6 per head		No's	Cost	£
If you are a UK Tax Payer, please turn overleaf, to find out how you can boost your donation by 25% at no cost to you			Donation (if applicable)	£
Total Amount				£
Payment can be made by enclosing a cheque made payable to "Amberley Museum"			Please ✓ as appropriate	
Alternatively request to make payment over telephone via credit/debit card and we call you on the phone number(s) listed above.			I enclose a cheque <input type="checkbox"/>	
			I would like to make payment over the phone <input type="checkbox"/>	

AMHC will process the personal data provided on this form for the legitimate interest of running events and providing you with the necessary information to attend events as an exhibitor. I consent to AMHC processing the personal data provided on this form so that I can be on the Museum's emailing list. Both of the above are covered by the AMHC privacy statement available on the AMHC website, www.amberleymuseum.co.uk and from the Museum office.

Office use only

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Entered