Craft and Table Top Sale Guidelines and Booking Form for Sellers

ALL tables must be booked and paid for in advance.
Please make cheques payable to Friends of Ipswich County Library

* Tables will be allocated in order of booking; requests for a particular location will be considered but not guaranteed.
* All goods offered for sale must comply with any relevant legislation particularly in relation to Health and Safety.
* There is no parking for sellers at Ipswich Library. There are car parks in the town centre and drop offs can be done by the Old Foundry Rd entrance.
* The Library will not be responsible for any loss or damage unless caused by negligence of library staff.
* Please be aware that Fire Procedures must be adhered to and in the event of a fire staff will guide you and library customers to safety out of the nearest exit. Health & Safety Risk assessments are in place and stall holders must be guided by library managers/ approved persons on the day. ……………………………………………………………………………………………………………

**Table Top Sale Booking Form for Sellers**

I agree to abide by the above guidelines [ ]

I would like to book the following tables: click here to enter no.

Name: click here to enter text.

Email address: click here to enter text.

Booking processed by: click here to enter name.

Date: click here to enter a date.

Amount to pay: click here to enter amount.

**Please return this form to** **Ipswich.library@suffolklibraries.co.uk**

**Please note that we are unable to take payments online.**