**Ginger and Spice Festival**

5th February 2025

**Community and Governance Meeting**

**20 February 2025**

**Appendix: CG153**

FAO of Market Drayton Town Council

Town Hall

18 Frogmore Street

Market Drayton, Shropshire. TF9 4AX

Dear Sue on behalf of the Town Council ,

**Re: Ginger & Spice Festival 2025 – Licences**

I am writing to you with regard to permission for the following at the Ginger & Spice Festival on Saturday 27th September 2025:-

* We would like to include some street entertainment and music on the day, and we are writing to seek permission to be permitted to do so under the town council’s entertainment licence
* Permission to be able to use the electricity source under the Buttercross for our food theatre set up and PA systems
* For the public loos to be opened from 6am for traders and contractors to use on Saturday 27th September
* Road closure signs to be borrowed and used on Cheshire Street on the day of the spicy market on Saturday 27th September – to be delivered the evening before
* Relocation of one or two of the hanging baskets at the Buttercross on Saturday 27th September so they are not a fire risk to the food theatre set up
* Support from the Town Mayor/Deputy Mayor in judging the gingerbread window display, best stalls and officially opening of the spicy market
* An updated copy of the most recent Electrical Installation Report
* A copy of your Public liability insurance

We were also wondering if it would be possible to use **the town hall facilities** on the day of the event for our volunteers to have somewhere to take a break and relax/refresh. We are struggling to find anywhere suitable? This would be managed by our stewards at all times so that nobody other than the volunteer team would have access. It would be interesting to know your thoughts about this possibility.

I have attached a copy of our public liability insurance. We will also send you a risk assessment and our event management plan shortly. If you have any questions, or need any further information from me, please do let me know.

We are also happy to include you in this year’s gingerbread heritage trail free of charge.

Thank you very much and I look forward to hearing from you as soon as possible.

Yours sincerely,

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Julia Roberts

Director and organiser

**Ginger and Spice Festival**

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Website: [www.gingerandspicefest.co.uk](http://www.gingerandspicefest.co.uk)