

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 2026 – Licences**

I am writing to you with regard to permission for the following at the Ginger & Spice Festival on Saturday 26<sup>th</sup> September 2026:-

- 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 26<sup>th</sup> September
- Road closure signs to be borrowed and used on Cheshire Street on the day of the spicy market on Saturday 26<sup>th</sup> September – to be delivered the evening before
- Relocation of one or two of the hanging baskets at the Buttercross on Saturday 26<sup>th</sup> 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
- Use of the Town Hall facilities for volunteers and first aiders
- An updated copy of the most recent Electrical Installation Report (if new)
- A copy of your Public liability insurance

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,



Julia Roberts  
Director

**Ginger and Spice Festival**

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