Dear Sir/Madam

I am writing to you to find out if your business/organisation/group would like to participate in Banstead’s May Fayre on Saturday 29th April 2023, as part of the parade and/or put on a display (generally this is dancing/music/singing etc).

The Banstead Village May Fayre is an annual event which is organised by a group of parents who either live in Banstead or have strong connections to Banstead. The group is a non-profit making organisation and its purpose is to raise money for nominated charities, as well as put on an enjoyable day for our community. In 2022 we raised £11,000 for Banstead Royal British Legion.

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This year we will have a 8 yr old May Queen. The chosen charity for 2023 is **The Beacon Friends Association, which supports the Beacon School, Bantead**. As part of the Parade you will be given a meeting place on Fiddicroft Avenue, off Woodmansterne Lane, Banstead, at 11am on Saturday 30th April 2022. The parade starts at 11:30am, it goes along the High Street in the direction of the library, turns round at the roundabout outside the library and heads back to the Orchard outside All Saints Church, Banstead where the crowning of the May Queen takes place.

You will be responsible for any children/vulnerable adults that participate from your group in the Parade re keeping them safe from harm, and providing adults to accompany them. The adults need to have the appropriate DBS checks to ensure they are suitable and responsible enough to be in charge of the children.

This year we are also encouraging every group taking part in the parade to have some sort of signage or decoration to identify them as a group. This could be a banner, hats, clothing, flowers, signs or whatever else you choose.

If you wish to place an advert in the brochure that we produce for the day, or have a stall in the Orchard, please email us at the address below and we will be in touch. If your organisation wishes to participate in the parade and/or display on the day, please complete the attached form and return **by 1st February 2023.**Please note that the early time slots for the display on the day are reserved for school groups with young children, but we will do our best to accommodate the time slot you request. We will be in contact with you nearer the time to confirm your attendance and send out further information.

Yours Sincerely

Melanie French

Parade/Display Organiser 2023

bvmqg.parade@gmail.com

Please accept this form as confirmation that we would like to take part in the **DISPLAY and/or PARADE** being held as part of the May Fayre on Saturday 29 April 2023 in The Orchard, High Street, Banstead.

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| School/Group/Organisation |  |
| Please indicate by circling which parts you would like to be part of |                 **PARADE                      DISPLAY**  |
| Name of a contact |  |
| Telephone number |  |
| Mobile number (on the day) |  |
| Email address |  |
| Number of children |  |
| FOR DISPLAY PARTICIPANTS ONLY: |
| Length of display (N.B no longer than 20mins) |  |
| Brief summary of display |  |
| Approximate time you would prefer to start \* |  |
| Any special requirements (microphones, music to be played, etc)? |  |

\* Please note various displays run from approximately 12 noon through to 4pm. Early slots are reserved for school groups with young children. We may not be able to accommodate your choice of time but will try our best!