# Organising the Crockham Hill Fete in 2024

# 1. Introduction

This paper describes how the Crockham Hill fete has been organised in the past and has ideas how the 2024 fete can be run.

We hope that those who have organised the whole fete as well as those who have run sections of it, and those who have run individual stalls will contribute their advice and experience. This means we don’t have to reinvent the wheel each year when organisers or helpers retire.

# 2. Objectives

The fete should achieve three aims – Financial, Social, Entertainment

**Financial** – The proceeds are distributed among all the Village organisations

**Social** – we try and involve as many people in the village as possible.

**Entertainment** – we should provide good entertainment that is visually and audibly attractive and everyone enjoys themselves and takes part in as many events as possible.

Previous successes have built up great goodwill – many outsiders return year after year.

## 3. Overall organisation

There needs to be **one person co-ordinating** the overall fete, and he/she should be a chairman, not a part worker, arranging meetings (previously in January, April, and June), and finding organisers for each section of the fete.

## 4. Location & date

## The fete is held on the War Memorial Playing Field, south of the village. It is big enough to accommodate all car parking as well as events, side shows and stalls.

## The next fete will be on Saturday 6th July 2024.

* Always set date for Fete early. Ask Westerham Town Council, and the Playing Fields Committee. Notify this date in the Newsletter at the earliest opportunity, and then frequently throughout the year.

## 5. Programme with Newsletter

* The advertising in the Yearbook/programme used to produce the fete’s highest income. It was pre-sold to every household in the village, with selling also on the day by Brownies & scouts, as well as older helpers.
* It is suggested the July/August Newsletter could be expanded to include the fete programme. The person organising the programme and layout of the field would be responsible for designing layout and programme by 16th June.

**6. Stalls**

* One person should organise all the stall holders.

They should ensure there are enough helpers for each stall, impress on the stall holders that they should ask the maximum number of residents for cakes/bottles etc. for their own stall, and they should decorate their stall attractively.

* Every helper should be given tea; each stall holder should have a letter of thanks.
* There is a list of possible helpers, and a current directory of Crockham Hill resident’s names, phone nos., emails etc.

**Popular and profitable stalls**:

* **Pre plant sales** It usually takes place in the Village Hall Garden or outside the School, on the Early May Bank Holiday, when plants are young and fresh.
* **Bottle Tombola** Bottles need to be collected from every house in the village – collectors are needed for every road. They need 4 tables and at least three helpers.
* **Book stall** Needs 8 tables and 3 helpers; storage is always a problem on and off the field. Sun/rain cover is necessary.
* **Bric-a-brac** Needs 8 tables and 3 helpers; Surplus bric a brac is usually put in the skip after 5.00pm; Bric a brac needs to be collected from every house in the village – collectors are needed in every road.
* **Cakes** The secret is to have the maximum number of fresh home-made cakes on the day; sun/rain cover, 4 tables, and 3 helpers
* **Fruit & Vegetables** 4 tables and 2 helpers.
* **Homemade preserves/jams/ Delicatessen**
* 4 tables and 3 helpers.
* **Toys** 4 tables.
* **Videos** Records/tapes/videos/DVDs have fluctuated commercially in popularity. Records and tapes do not seem now. 5 tables, 3 helpers; light & easy to store.
* **Picture Silent Auction** 4 tables, Boards to help display frames.
* **Flowers and plants** 4 tables
* **Ice cream/coke/soft drinks** need a frig & 1 table.
* **Ploughman’s lunches;** 2 tables.
* **Beer/Pimm’s Tent**  Apply for an alcohol licence from Sevenoaks District Council.
* Other stalls in recent years have been as follows:

Store cupboard, Children’s clothes, Sweets, Biscuit decorating, Basket Tombola, Bathroom,

Jewellery, Children’s tombola, Photography, Candle making, Tee-shirts, Popcorn, Children’s toys, Decorated pots

**7. Teas**

* A separate organiser should run the teas.
* Most important to ring large number of residents for fresh cakes/sandwiches/biscuits.
* Sheila Stapleton has written a comprehensive guide on running Teas.
* Allow for 800 teas/20 tables/80 chairs/80 cups & saucers/6 bottles of milk, 800 plastic plates
* Difficulties previously have been – no rubbish bins or dustbins, not enough table clearers, problems with heavy urns, not enough helpers.:
* Allow for 800 teas/20 tables/80 chairs/80 cups & saucers/6 bottles of milk, 800 plastic plates.

## 8. Side Shows

A separate organiser should run the side shows. Organise the maximum number of profitable fun sideshows and helpers, supply tea for all helpers, and write and thank them all afterwards.

* Hiring out the side shows produced an income of about £200 previously.
* Tractor or lorry transport is essential to collect the side shows from the barns at Guildables and Coakham Farm, and return them after the fete.

**Side shows** previously were.

* Barbecue equipment - 3 helpers
* Coconut shy needs 100 coconuts/tarpaulins/nut holders, 3 helpers
* Crockery smashing needs tarpaulin/stands/3 helpers, Dresser for crockery. Door for broken crockery to fall on, ringing round for a lot of crockery.
* Hoopla 2 helpers/prizes needed.
* Roll a Ball
* Face painting (was done by a professional face painter, and sponsored)
* Rifle shooting
* Name the soft toy (Run by year 6 at CH School)
* How many sweets in jar (Run by year 6 at CH School)
* Roll a ball (Run by year 6 at CH School)
* Bat a Rat (Run by year 6 at CH School)
* Roll the dice.

**Side shows** in previous years have been:

* Guess the lamb’s weight, Tip the Lady, Bowling Bagatelle, Sweethearts, Egg throwing, Guinea pig racing, Brick lifting, Bowling at stump, Roll a coin, Giant roll a ball, Bat a rat), Large Dice, Marbles, Bucket golf, Roll a penny, Silhouette painting,

Limbo dancing, Tractor Driving, Bouncy castle.

## 9. Events run by the Village

A separate organiser should run the events, which should be entertaining and visually exciting.

In the past these have comprised

* Children’s sports
* The bale tossing.
* Crockham Hill Line dancers
* Children’s fancy dress competition
* Donkey rides
* Tug of war
* The Red Barrows
* views by local artists
* A children’s art competition via the school
* A photographic exhibition
* Children’s crèche
* Two-mile fun run
* Junior cricket
* Other events suggested have been jousting, wobbly bicycle races, hot air balloon, Obstacle hockey, Terrier racing.

# 10. Attractions from outside the village

Someone famous **to open the fete** can be a draw; but it is not really an essential, as in years when we have had no one, it has made little difference to the financial outcome. A fanfare and a brief announcement can be sufficient. Keep clear of political figures! Previous openers have been:

Fr Owen, Richard Stilgoe (twice), Bishop of Tonbridge, “The Archers”, Anthea Warde, Minnie Churchill, Lady Harris, Fr Bob (twice), Val Viret, Robert Powell.

Music is always a major attraction. In the past we have had:

* The Victorious Band
* The Oxted band
* The Edenbridge Town Band,
* Edenbridge Steel Band (863152}
* A Touch of Brass,
* Maidstone Corps of Drums (Judith Quinnell – 01622 754095),
* After Eights Band (Ian Crowthers-01883 330196)
* Royal Tunbridge Wells Marching Band
* Village Green Stompers (Maggie White – 01892 890651)
* Sevenoaks School Jazz Band

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**Other attractions** have been:

* Scottish dancing
* Frog Island Morris men
* Steam train rides
* Waterdon Folk Dance Club (0181 6690034)
* Woodvale International Folk Dance Group
* Julie Penniston British School of Classical Ballet (01883 715487)
* Warlingham Dog Training Club
* Otford Folk Dance Club (01959 522355
* Sword dancing (01892 862301)
* Beekeepers

**Other ideas suggested have been**:

* A troop of Circus performers who also run a workshop.
* A Clown
* School Maypole Dancing
* Vintage or Classical Cars

**Franchising** is a tricky one. We don’t want the fete to become a car boot sale, and suck funds from our stalls. One or two visually attractive exhibits, like beekeepers, Country crafts are acceptable. In 2007 Commercial stalls were charged £20 per stall and were Jewellery and Phoenix Cards

## 11, Raffle

Someone needs to run the raffle and collect donated prizes. It is advised that pre-selling of raffle tickets should not be attempted in the village, as a licence from the Local Authority is needed. Young pretty sellers and good prizes are needed.

## 12, Parking

* The parking needs organising by a separate person. (Vic Roberts said he would do it)
* In 2007 charges for parking were £2.00 per car, and raised £413.
* The car park marshals need at least £100 in change as nearly all visitors give large notes as entry fee.
* About 3 helpers are needed at any one time, (helpers Westerham Rotary Club)
* Police should be informed, but almost never provide traffic officers for the main road.
* The existing parking notices are stored in Coakham Farm and need to be displayed by 12 noon for a 2.00pm start. ” No Parking” signs should be placed for 200m on each side of the Dairy Lane entrance. Cars leave via the southeast exit, (in 2007 Someone marshalling them into the main road was decided against for liability reasons)
* The southeast half of the playing field should be used for parking. It can almost fill up with a successful fete.
* The field on the south of Bylands has been used as an emergency wet parking area The owners need to be asked well in advance, the hay cut, and access arranged across the field, south of Bylands, between the parking field and the playing field.

**13. Wet Weather Programme**

* After inclement weather a decision used to be made on Saturday at 8.00am to decide:

1. If the fete can be held on the Playing Field
2. If cars can be driven on to the Playing field

* Relocating the fete, because of wet weather, can cause a 2/3 drop in takings. We have in the past planned for stalls, sideshows, events, and attractions to go in the Village Hall, church, or school if it is wet.
* We have since 1980 found it uneconomic to have pluvial insurance or to book alternative wet weather locations.
* With a fete in mid-July, it is very rarely a wash out between 2 and 5 in the afternoon. It is better to organise individual tents, polythene etc, and chance a wash out.
* Vehicles should be prevented, as far as possible, from driving across the middle of the field.

## 14. Setting Up and Clearing Away

* A separate Field Marshall should be responsible for organising all the setting up and clearing away.
* Preliminary work starts on the Friday afternoon by erecting bunting on iron poles (Collected with bale tossing equipment from Froghole Farm barn) - erected to define car parking routes, cricket square, fete area etc. 3 helpers needed
* A delivery van for the tables/chairs collection is needed. Must arrive at the playing field by about 8.30am, and particularly at 5.00pm for clearing the field when everyone is tired and leaves!
* Notices, indicating where each stall and sideshow is, should be put up as early as possible on the Saturday morning.
* Toilets need checking and need notices.
* A public address system should reach every part of the fete, except the carparking. A commentator with charisma is necessary.
* Organise the collection and erection of the village marquee for the tea stall.
* Further tents or sun cover are needed for:

Children’s Art

Art Exhibition

Photograph Exhibition

Cakes stall

* Exhibition stands are required for children’s art and the art exhibition and the photographic exhibition.
* As many large umbrellas as possible are required if the day is going to be hot (or wet!
* A large skip for rubbish is usually ordered early and located at the exit gate out of the Playing Field. The Teas stall and other stalls need large sacks for rubbish.
* First aid cover is obtained from British Red Cross at Kent Area Office,

25 College Road,

Maidstone. ME15 6SX

freephone 0800 0280831,

mobile 07739 434071,

email: [rtyler@redcross.org.uk](mailto:rtyler@redcross.org.uk)

It cost £94 in 2007. Is it worth it? Do we legally have to have medical cover?

**14, Timing of events and attractions**.

Timing in the past has been

2.00pm Official opening

2.15 Band or other music presentation

2.30 Childrens’ sports

3.00 Display

3.20 Band or other music presentation repeated

3.45 Tug of war finals

4.00 Display repeated

4.20 Raffle draw, Prize giving

4.30 Bale tossing final should start

7.00 BBQ

## 15. Publicity

Pre-fete publicity should include:-

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| --- | --- |
| * . | Posters and flyers delivered by the newspapers distributors. |
|  |  |
| * . | 2 Banners –for display in the village. Approx. 3 weeks prior to Fete put up the two banners in the village having had the date changed on these by the supplier (tba) at least 4 weeks prior to that. |
|  |  |
| * . | Leaflets on car windows. |
|  |  |
|  | Press. |
|  |  |
| * . | Radio |
|  |  |
|  | Newsletter – regular monthly reports on the fete. |

Arrange for the display board on the playing field to be erected at the end of June and for the hedge to be cut so that it can be seen.

## 16, Finance

* The Church Treasurer arranges finance, float money, helpers to collect and count takings.
* In previous years we have hired or borrowed a money counting machine.
* Third Party insurance was usually automatically covered by the Church’s insurance policy.
* Ensure at least £20 float per stall/sideshow and that these are all in place on the day prior to 2pm.
* The car park marshals need at least £100 in change as nearly all visitors give large notes as entry fee.

**17. Donations**

D donations from the Fete profits have been given to:

* Crockham Hill Brownies (£50) Bridges (£100)
* Deep Griha (£150) New Cross (£100)
* Thames gateway (£177) Education enterprise (£200)
* Edenbridge Volunteer Bureau (£100/200) After School Club (£100)
* Red Cross (£50) Crockham Hill Clubs (50)
* Crockham Hill School (£50) Bishops Fund for Mission (£75/250)
* Hospice in the Weald (£150) Orpheus Trust (£150)
* Bosnia Relief Traidcraft Exchange (£50)
* St Piers, Lingfield (£100) Christian Aid (£150)
* Rochester Poverty Appeal (£200)

## 18. Helpers

* People running stalls and sideshows etc should be reminded they must make sure they have sufficient helpers.
* There should be a list of helpers or potential helpers who are not so far involved in the fete.
* Encouraging young people to participate in the fete, and shadow the co-ordinators.
* People running side shows, stalls etc. should first obtain their own helpers, then ask for further helpers.