

CATERING/BAR tender info for Shrewsbury Folk Festival 2014

We are expecting 7000 visitors per day which is the same number as last year.

- Tender applications must be submitted by the 28th February.
- If your tender is accepted the first payment (50%) will be due by the **30th April** and second payment by the **22nd June**.

Bar details

- You would be expected to provide four bars. Bar 1 is in a long permanent building, bar 2 is in a large marquee (you would need to hire this), bar 3 is in our dance tent and if you wish to provide a 4th bar this could be a mobile bar. You would need to provide all of the racking and bar structures.
- You would need to provide a large selection of real ale and cider as well as wines and spirits and some non alcoholic drinks.

Arrival and departure for bars - please enquire about trading times

- Set up is permitted anytime during the four days before the festival and departure anytime during the four days after the festival.

Electric hook up is available to hire

- Please see application and electrical requirements forms below

Catering pitch details etc. (depth is a maximum of 15m)

- All pitches are on the West Mid Showground, Berwick Road, Shrewsbury, SY1 2PF.
- You will need to be self sufficient and provide all of your own weather protection, lighting, tables and chairs.
- Parking, camping space and prep areas will be reserved directly behind your unit.
- The festival provides water points, showers and toilets.

Arrival and departure for caterers

- Arrival Thursday 21 from 15.00-20.00
- Departure Monday 25 from 19.30 to 12:00noon Tuesday 26 when the site officially closes.

Trading times for caterers are discretional and can be from:

- Thursday 21 teatime only, we have a crew of about 450 stewards + technicians etc
- Friday 22 early for breakfast for crew and then gates open at 10.00-01.00 probably not much trade until tea time
- Saturday 23 early for breakfast until 01.00
- Sunday 24 early for breakfast until 01.00
- Monday 25 early for breakfast until 19.30
Festival events finish at about 18.30 but many people require an evening meal and will remain onsite until Tuesday morning.
- Tuesday 26 early for breakfast only

Green issues

- During the festival weekend **ALL** rubbish must be placed in the recycling waste skips. Cardboard boxes must be **flattened** before being placed in the skips. All bottles, cans, paper, cardboard, metal and plastics etcetera will be sorted and recycled.
- **All caterers are strongly urged to use biodegradable plastic, paper or wooden serving containers, plates, cups and knives & forks.**

Legal documents

- As you are aware, health and safety is a hot topic and we have been advised to take extra steps to ensure we comply with legislation. **We will need to have copies of your insurance (£5m Public Liability, £5m Product Liability & £10m Employers Liability), risk assessment and a valid health and hygiene certificate.**
- Please note; our local authority environmental health officers will be conducting spot checks. Health and Hygiene certificates should be displayed by all catering outlets. **Shrewsbury environmental health department will not permit you to trade unless you are registered with your local authority.**

Please do not hesitate to contact Sandra Surtees sandra@shrewsburyfolkfestival.co.uk if you wish to discuss any of the above.



SHREWSBURY FOLK FESTIVAL

22-23-24-25 2014

VAT Number 947814975

CATERING APPLICATION FORM

Name..... Tel.....
Business Name..... Mob.....
Address..... Email address.....
.....
..... Post Code..... Website.....

I apply for a catering/bar pitch and offer a tender of £.....+ VAT

If my tender is accepted I will pay 50% deposit before **30th April**

I will pay the balance by **22nd June 2014**

I wish to hire electric hook up at a cost of £125.00 + VAT payable by the **22nd June**

I do not wish to hire electric hook up and I agree to supply my own **super quiet** generator

I agree to arrive between the hours of **15.00-20.00 on Thursday 21st August**

Size of pitch required (**frontage** only) in metres..... **This must include guy ropes and tow bar/hitch** etc. if applicable. **Depth** is a maximum of 15m which should accommodate prep areas and camping units. NA for bars.

Full menu and price list of food/drinks attached

Please tell us how many adults will be **working** on your unit (assuming your tender is accepted) and how many children (if any) you will bring with you.

Total number of adults including yourself..... Total number of children 0-17 years.....

It is very important that your **adult numbers** are correct as passes which admit one adult and gives access to the festival site will be sent to you in the post. **These passes must be forwarded to your staff before they arrive at the festival.** Access to the site will **NOT** be permitted without these passes. Please ensure that children in your care are fully supervised at all times while they are on the festival site.

SFF provides **meal vouchers** for key festival organisers and artists. These vouchers entitle the bearer to one meal. The **value of each meal** should be noted on the reverse of the voucher and the **recipient should sign for their meal**. After the festival please post the meal vouchers (include your bank details) to us and we will pay via BACS.

Please tick if willing to participate in the meal voucher scheme thank you (NA to bars)

Copies of insurance documents enclosed. If your current insurance runs out before the festival you must send us a new copy, covering the festival period, otherwise you will not be permitted to trade.

Risk assessment enclosed

Copy of Health and Hygiene certificate enclosed

Electrical requirements (if hiring hook up) form enclosed Please note: you will NOT get power if the form is not returned with this document.

Please note: your application will be REJECTED if required paperwork is not returned with this document. When you have completed this application form (please keep a copy for your own records) send it to the address below by the 28th February 2014.

Print Name..... Signature..... Date.....

Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury, SY5 9XG
e: sandra@shrewsburyfolkfestival.co.uk t: 01743 892 800 w: www.shrewsburyfolkfestival.co.uk

Electrical Requirements – Shrewsbury Folk Festival 2014

Please fill in this form as fully as possible, sign it and return along with your application form. Please note that all power specifications will be made using the information provided on this form and additional requirements will not be possible once on site.

| |
|--|
| Caterer/bar trading name:- |
| Caterer/bar on site contact name:- |
| Caterer/bar contact telephone number:- |
| Caterer/bar on site contact telephone number:- |

Please list all electrical appliances and equipment that will be used on site, including all fridges, cooking appliances and lighting. Also include your camping connection where applicable.

| Description | Power rating in watts |
|-------------|-----------------------|
| | |
| Total Power | |

| |
|---|
| Mains Input Connection e.g. 32A or 16A Plug:- |
|---|

Please note:-

- All equipment used on site must be PAT tested and a copy of the PAT test certificate must be present on site.
- All electrical supplies will be energised on Thursday 21st August 2014 as close to 4pm as possible.
- All electrical supplies will be disconnected on Tuesday 26th August 2014 at 10am without exception.
- Your Mains Input Connection as requested on this form will, where possible, be located within 20mtrs of your pitch. You must insure that you have a suitable cable, in good working order to connect to this point.
- Your electrical connection is managed by Yellow Events Ltd who is your point of call when on site.
- An electrical supply will only be made available to caterers who have filled out and returned this form on time.
- Readings will be taken frequently on your electrical demand throughout the event. If it is found that you are exceeding the ratings that you have provided on this form, then your supply may be terminated or equipment may be put beyond use to return to you within your specified ratings.

| | | |
|--------------|-------------|--------|
| Print Name:- | Signature:- | Date:- |
|--------------|-------------|--------|

All queries regarding **electrics** to: Tim Soden at e: tim.soden@yellowevents.co.uk m: 07889 200057.

Once complete please keep a copy of this document.