

CATERING INFORMATION and TERMS and CONDITIONS 25-26-27-28 2017

We have 7000 visitors and 16 catering units, this number might be slightly over or under depending on the size of units booked. They all have to fit available space. We'll also have a couple of coffee outlets and one dairy ice cream outlet.

Application process

- Tenders must be submitted by February 28.
- We will let you know in mid-March if your application has been successful.

Payment

- Successful applicants will receive invoices in March. The 50% deposit invoice will be due for payment by April 30 and the balance invoice must be paid by June 30.
- All payments are by BACS; we are unable to accept cheques.

Menu, price list and images

- A full menu, price list and images or links to images must be included with your application. Applications without these cannot be considered.

Catering pitch details etc.

- All pitches are outside 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. Pitch depth is 15m.
- The festival provides water points, showers, toilets and electric hook up (if you hire it).
- Waste water must be collected into appropriate containers and removed to official waste disposal points.

Electric hook up

- Please see application and electrical requirements forms. It's better to over-estimate the demand.

Arrival and departure

- Arrival: Thursday August 24 from 15:00-20:00. Do not arrive early as access cannot be permitted...no exceptions.
- Departure: Monday August 28 from 19:30 to Tuesday 12:00 the following day when the site officially closes.

Discretionary trading times

- Thursday teatime only, we have a crew of about 525 stewards + technicians etc.
- Friday gates open to the public at 07:00, probably not much trade until lunchtime. Finish trading at 01:00
- Saturday early for breakfast until 01:00
- Sunday early for breakfast until 01:00
- Monday early for breakfast until 19:30. Festival events finish at about 18:00. Some festival goers will require an evening meal and many will remain onsite until Tuesday morning.
- Tuesday early for breakfast only.

Risk Assessment

- 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. A risk assessment must accompany your application.

Insurance

- We will need to have copies of your insurance (£5m Public Liability, £5m Product Liability & £10m Employers Liability).
- The original, covering the festival period, must be produced at the festival.

Shropshire Council

- Please note; our local authority Environmental Health officers will be conducting spot checks. Health and Hygiene certificates should be displayed by all catering outlets.
- Shropshire Council will NOT permit you to trade unless you are registered with your local authority.

First Aid

- If you need minor medical ailments dealt with at the festival, we have an experienced first aid response team on hand to help. The first aid building is right next to gate 2. Alternatively, they can be contacted by any steward with a radio. In an emergency never hesitate to dial 999 from a mobile phone telling the operator that you are on the West Mid Showground, Berwick Road, Shrewsbury, SY1 2PF.

Wholesale deliveries

- Wholesale deliveries are welcome but not on Friday morning please. They do not need to be booked in advance.

Green issues

- During the festival weekend rubbish must be placed in the recycling bins. Bottles, cans, paper, cardboard, metal and plastics etcetera will be sorted and recycled. Our recycling team will help you deal with food waste in the best possible way and will liaise with you at the festival.
- Your catering pitch must be left as clean as you find it.
- **All caterers must use biodegradable serving containers, plates, cups and knives and forks etc. Polystyrene is not permitted.**

Meal vouchers

- Meal vouchers are provided to key festival workers and artists. These vouchers entitle the bearer to one meal (no drinks). We'd be very grateful if you would participate in the meal voucher scheme and take advantage of this additional source of income.
- Please post meal vouchers to us after the festival and we will pay you by BACS.

Before submitting your tender application form please check it for completeness and accuracy.

Please do not hesitate to contact Sandra Surtees if you need more information - email sandra@shrewsburyfolkfestival.co.uk



SHREWSBURY FOLK FESTIVAL

25-26-27-28 August 2017

Catering Application



Please complete in **BLACK INK** and **BLOCK CAPITALS**

VAT Number 947814975

Name:	Trading Name:
Address:	Email:
	Mob: Land Line:
Post Code:	Website:

I wish to apply for a catering pitch and offer a tender of £ + VAT

If my tender is accepted I will pay the deposit by **April 30** and the balance by **June 30**

Electric hook up (hire charge £150.00 + VAT payable by June 30) YES/NO If yes, electrical requirements form enclosed

I will use my own super quiet generator YES/NO I will use LPG YES/NO

I agree to arrive between the hours of **15:00-20:00** on Thursday August 24

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

Full **menu and price list** of food/drinks enclosed **Images** or links to images enclosed

Number of adult weekend passes required..... **Number of children's passes (0-10).....** **Number of youth passes (11-17).....**
 Adult site access passes will be sent to you in the post as soon as payment is received in full. These passes must be given to your staff **before they arrive at the festival**. Access to the site will NOT be permitted without these passes.

Meal vouchers are provided to key festival workers and artists. These vouchers entitle the bearer to one meal (**no drinks**). Please post meal vouchers to us after the festival and we will pay you by BACS. Please tick if willing to participate in the meal voucher scheme thank you. **Bank account number:** **Sort Code:**

I will fully comply with Food and Safety Regulations

Copy of **insurance document** enclosed (applications without your insurance document will not be considered).
 Policy Number:.....
 Name of Public, Product & Employee Liability Insurer:.....

If your insurance runs out before the festival, you must send us a new copy.
 The original, to cover the festival period, **must** be produced at the festival (you will not be permitted to trade without these).

Name of local authority you are registered with:

Copy of Health and Hygiene certificate enclosed Name of food business operator:

Risk assessment enclosed Date of last inspection:

Separate Hand Washing Facilities YES/NO if no please provide details:

What is your current food hygiene rating? 5 4 3 2 1 0 unrated exempt

Has your business ever had improvement notices served or been subject to any legal action YES/NO if yes please provide details:

I have read and accept the Terms and Conditions

Please note; your application will be REJECTED if required documents are not sent with this form. Please email or post to the address below by February 28 2017 and keep a copy for your own records.

Print Name: Signature: Date:

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

Electrical Requirements – Shrewsbury Folk Festival 2017

- Fill in this form as fully as possible and return it along with your application form.
- Please note: all power specifications will be made using the information provided on this form.
- Additional requirements will not be possible once on site.

Caterer trading name:
Caterer on site contact name:
Caterer contact telephone number:
Caterer on site contact telephone number:

- List ALL ELECTRICAL appliances and equipment that will be used on site, including all fridges, cooking appliances and lighting.

Description	Power rating in watts
Bain Marie	
Camping/caravan etc	
Coffee machine	
Cooking hob/griddle	
Crepe rings	
Deep fat fryer	
Drinks refrigerator	
Exterior light	
Fan cooker	
Food processor	
Freezer	
Grinder	
Hand whisk	
Interior light	
Microwave	
Oven	
Refrigerator	
Rice cooker	
Till	
Water boiler	
Other	
Total Power	

Mains Input Connection e.g. 32A or 16A Plug:	
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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 August 24 2017 as close to 16:00 as possible.
- All electrical supplies will be disconnected on Tuesday August 29 2017 at 10:00 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. **It is far better to overestimate the demand.**

Print Name:	Signature:	Date:
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All electrical queries to: Tim Soden at e: tim.soden@yellowevents.co.uk m: 07889 200057.

Keep a copy of this document for your own records. Please resend this page if your electrical requirements change.