

CATERING INFORMATION and TERMS and CONDITIONS 2018

We have 7000 visitors and approximately 16 catering units. The number of catering units might be slightly over or under and depends on the size of units booked...they have to fit available space. We will also have several specialist coffee and ice cream outlets.

<u>Application process</u> <ul style="list-style-type: none"> Applications must be submitted by February 28. We will let you know in mid-March if your application has been successful. 	<u>Wholesale Deliveries</u> <ul style="list-style-type: none"> Wholesale deliveries are welcome but not on Friday morning. Delivery times do not need to be booked and we do not need vehicle registration numbers. You must be onsite to take delivery of your order. We will not look after it for you.
<u>Payment</u> <ul style="list-style-type: none"> Successful applicants will be notified and invoiced in March. A deposit invoice (50%) will be due for payment by April 30 and the balance invoice (50%) must be paid by June 30. All payments are by BACS; we are unable to accept cheques. Send an email confirming payment to joy@shrewsburyfolkfestival.co.uk Please use the trading name given on your application form (not your own name or invoice number) as the bank reference or we will not be able to locate your payment. 	<u>First Aid</u> <ul style="list-style-type: none"> 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.
<u>Insurance</u> <ul style="list-style-type: none"> We will need to have copies of your insurance (£5m Third Party Public Liability & £10m Employers Liability). The original document, covering the festival period, must be produced at the festival. 	<u>Risk Assessment</u> <ul style="list-style-type: none"> 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.
<u>Cancellation</u> <ul style="list-style-type: none"> Should the trader cancel their attendance at the festival, fees paid are non-refundable. Should the festival be cancelled by Government decision, fees paid are non-refundable. Should the management cancel the festival, fees paid will be refundable. No refunds, full or partial, will be available should trading not meet with your expectation. 	<u>Meal vouchers</u> <ul style="list-style-type: none"> Meal vouchers are provided to key festival workers and artists. These vouchers entitle the bearer to ONE MEAL (no drinks) to a maximum value of £8. 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 your meal vouchers to us before 30 September. It will not be possible to pay you at the festival. We will pay you by BACS so please make sure you include your bank details on the application form.
<u>Menu, price list and images</u> <ul style="list-style-type: none"> A full menu, price list and images or links to images (of food and unit) must be included with your application. Applications without these documents cannot be considered. As SFF is a family event children's portions would be greatly appreciated. 	<u>Shropshire Council</u> <ul style="list-style-type: none"> 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.
<u>Catering pitch details etc.</u> <ul style="list-style-type: none"> 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. You can also bring chairs and tables for customers and an A-Frame to advertise your menu. Parking, camping space and prep areas will be reserved directly behind your unit. Pitch depth is approximately 15m. The festival provides water points, showers and toilets. Waste water must be collected into appropriate containers and removed to official waste disposal points. Electrical supply is available to hire. Please see application and electrical requirements form. It is far better to over-estimate the demand. 	<u>Safety</u> <ul style="list-style-type: none"> Each trader must bring suitable fire extinguisher/s. LPG bottles, whether full or empty, must not be stored adjacent to marquees/gazebos, cooking appliances, or in areas designated for the public. For those using LPG cooking equipment, a current Gas Safety Certificate is required. The certificate must include the name of the engineer who issued the certificate and also his/her Gas Safe registration number. If you are using pressurized equipment (coffee machines etc.) you must send us a copy of your annual inspection report (The Pressure Systems Safety Regulations 2000). Shrewsbury Folk Festival require that all portable electrical equipment is PAT tested and that all relevant test results are provided. <p>If you have any questions relating to these requirements please contact catering@shrewsburyfolkfestival.co.uk</p>
<u>Arrival and departure</u> <ul style="list-style-type: none"> Arrival: Thursday August 23 from 15:00-20:00. Do not arrive early as access cannot be permitted...no exceptions. Departure: Monday August 27 from 19:30 to Tuesday 12:00 the following day when the site officially closes. 	<u>Vehicle movement</u> <ul style="list-style-type: none"> Movement of vehicles must be kept to an absolute minimum. Speed is a maximum of 5 miles per hour and hazard warning lights must be used. If you wish to use your vehicle on a regular basis you must park it in the car park field.
<u>Discretionary trading times</u> <ul style="list-style-type: none"> Thursday: teatime only, we have a crew of about 500 stewards plus technicians, contractors and traders etc. Friday: gates open to the public at 07:00. Many of our early arrivers start their journey at 03:00 and will be very hungry; a cooked breakfast would be appreciated. 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 at the earliest. Festival events finish at about 18:00. An evening meal will be appreciated, and many people remain on site until Tuesday morning. Tuesday: early for breakfast only. 	<u>Green issues</u> <ul style="list-style-type: none"> 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 and plastics are not permitted.
	<u>Security</u> <ul style="list-style-type: none"> If you have any security issues, please contact our security team; PRP Security. They can be contacted by any steward with a radio hand set. Alternatively, you can visit our steward's office for help and advice.

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

Please do not hesitate to contact **Nigel & Sue Marriott** if you need more information: catering@shrewsburyfolkfestival.co.uk



SHREWSBURYFOLK FESTIVAL

24-25-26-27 AUGUST 2018

CATERING APPLICATION



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

VAT Number 947814975

Name:	Trading Name:	
Address:	Email:	
	Mobile:	Landline:
Post Code:	Website:	

Have you traded at Shrewsbury Folk Festival before? **YES or NO**

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

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

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

I would like to hire electric supply (hire charge £150.00 + VAT) **YES or NO** If yes, completed electrical requirements form enclosed ☐

I agree to arrive between the hours of **15:00-20:00** on Thursday August 23 ☐

Size of pitch required (frontage only) _____ metres. Size must include guy ropes and tow bar/hitch etc. if applicable. Extra space can't be provided on the day. **Depth is a maximum of 15 metres** which should accommodate catering unit, prep areas and camping units.

Number of adult weekend passes required _____ Number of children's passes (0-10) _____ Number of youth passes (11-17) _____

Meal vouchers are provided to key festival workers and artists. These vouchers entitle the bearer to **ONE MEAL (no drinks)** to a maximum value of **£8**. Are you willing to participate in the meal voucher scheme? **YES or NO**.

Meal vouchers will need posting to Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury SY5 9XG - we will pay you by BACS.

Your Trading Name exactly as stated on your bank account: _____

Bank Account Number: _____ **Sort Code:** _____

Name of local authority you are registered with: _____

Copy of **insurance document** enclosed ☐ If your insurance runs out before the festival, you must send us a new copy covering the festival period. Policy Number: _____ Expiry Date: _____

Name of Public, Product & Employee Liability Insurer: _____

An original certificate, covering the festival period, must be produced at the festival (you will not be permitted to trade without it).

I will fully comply with Food and Safety Regulations <input type="checkbox"/>	Electrical (PAT) certificates enclosed <input type="checkbox"/>
I will use my own super quiet generator YES or NO	I will use LPG YES or NO if yes Annual Gas Safety Certificate enclosed <input type="checkbox"/>
I will use pressurised equipment (coffee machines etc.) YES or NO if yes Annual Inspection Report enclosed <input type="checkbox"/>	
Copy of Health and Hygiene certificate enclosed <input type="checkbox"/>	Name of food business operator: _____
Risk assessment enclosed <input type="checkbox"/>	Date of last inspection: _____

Separate hand washing facilities **YES or 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 or NO** if yes please provide details: _____

Are you a member of NCASS YES or NO	I have read and accept the Terms and Conditions <input type="checkbox"/>	
Print Name:	Signature:	Date:

Please note; your application will be **REJECTED** if required documents are not enclosed. All documents should be emailed by February 28 2018 to: **Nigel & Sue Marriott** catering@shrewsburyfolkfestival.co.uk (please keep a copy for your own records).

Electrical Requirements – Shrewsbury Folk Festival 2018

- 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 onsite.

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

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

Description	Power rating in watts or N/A
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 onsite must be PAT tested and a copy of the PAT test certificate must be present onsite.
- All electrical supplies will be energised on Thursday August 23 2018 as close to 16:00 as possible.
- All electrical supplies will be disconnected on Tuesday August 28 2018 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 onsite.
- 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 maybe 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:07889200057.

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