

CATERING INFORMATION and TERMS and CONDITIONS 2020

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.

<p><u>Application process</u></p> <ul style="list-style-type: none"> • Applications should be submitted by January 31. • We will let you know in February if your application has been successful. 	<p><u>Risk Assessment</u></p> <ul style="list-style-type: none"> • As you are aware, health and safety is a hot topic and we need to ensure we comply with legislation. A risk assessment must accompany your application.
<p><u>Payment</u></p> <ul style="list-style-type: none"> • Successful applicants will be 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. 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • If you need medical assistance, we have an experienced first aid response team (including paramedics) on site 24hrs a day in the first aid building (next to gate 2). Alternatively, they can be contacted by any steward with a radio. Please carry a first aid box. • 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.
<p><u>Insurance</u></p> <ul style="list-style-type: none"> • We will need copies of your insurance (£5m Public Liability, £5m Product Liability & £10m Employers Liability). • We recommend NCASS (National Caterers Association) https://www.ncass.org.uk/ 0121 603 2524. 	<p><u>Wholesale Deliveries</u></p> <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 deliveries for you.
<p><u>Privacy policy</u></p> <ul style="list-style-type: none"> • Please check the website for details about our privacy policy. The only time we'll share your details with third parties are when we are required to do so, for instance, if our local authority council or insurance company (in the event of a claim) need your details. 	<p><u>Security</u></p> <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 handset. Alternatively, you can visit our steward's office for help and advice.
<p><u>Cancellation</u></p> <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. 	<p><u>Meal vouchers</u></p> <ul style="list-style-type: none"> • Meal vouchers are provided to key festival workers and artists. These vouchers entitle the bearer to ONE MEAL (maximum value £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 by BACS so please make sure you include your bank details on the application form.
<p><u>Menu, price list and images</u></p> <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. SFF is a family event and children's portions would be greatly appreciated. • Preference is given to traders who use fair-trade or ethically sourced food. 	<p><u>Shropshire County Council</u></p> <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.
<p><u>Catering pitch details etc.</u></p> <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 (max 1m square) to advertise your menu. • Parking, prep areas and camping space will be reserved directly behind your unit. Pitch depth is approximately 15m. • The festival provides water points, showers and toilets. • Electrical supply is available to hire. Please see application and electrical requirements form. It's far better to over-estimate the demand. • All food prep, cooking and delivery should be under cover and on a cleanable surface. • All temporary catering structures (marquees/gazebos etc.) must be of heavy duty, professional quality and flame retardant to BS7837:1996 or European equivalent. • Pitches must be left clean - pay particular note to cable ties. • Music (if played) should not be loud enough to disturb other caterers, sessions or concerts and should be appropriate to the festival. 	<p><u>Safety</u></p> <ul style="list-style-type: none"> • Each trader must bring suitable fire extinguishers and blankets. • 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). • We require all portable electrical equipment is PAT tested and that all relevant test results are provided. • Catering trailers must have an annual test certificate to cover the electrical installation. • Dress code: Reg (EC)852/2004: Every person working in the food handling area is to maintain a high degree of personal cleanliness and shall wear suitable, clean & where appropriate, protective clothing. • In the event of a Met Office forecast of high winds or gusts over 25mph, you will be expected to remove loose or high-level advertising boards/hoardings.
<p><u>Arrival and departure</u></p> <ul style="list-style-type: none"> • Arrival: Thursday August 27 from 10:00-20:00. Do not arrive early as access cannot be permitted...no exceptions. • Departure: Monday August 31 from 20:00 to Tuesday 12:00 the following day when the site officially closes. 	<p><u>Vehicle movement</u></p> <ul style="list-style-type: none"> • Movement of vehicles must be kept to an absolute minimum. Speed is a maximum of 5mph and hazard warning lights must be used at all times. If you wish to use your vehicle on a regular basis you must park it in the car park field.
<p><u>Discretionary trading times</u></p> <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 eager beavers start their journey in the early hours and by breakfast time are very hungry – breakfast on Friday would be greatly 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 by many people who remain onsite until Tuesday morning. • Tuesday: early for breakfast only. 	<p><u>Green issues</u></p> <ul style="list-style-type: none"> • Rubbish must be placed in the recycling bins. Bottles, cans, paper, cardboard, metal and plastics etc. 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. • Grey water must be collected into appropriate containers and removed to official waste disposal points. • All caterers must use biodegradable serving containers, plates, cups and knives and forks etc. Please provide re-usable coffee cups if at all possible. Polystyrene and plastics are not permitted. • The sale of single use plastic water and pop bottles are not permitted.

Before submitting your application 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

28-29-30-31 AUGUST 2020

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 <input type="checkbox"/> NO <input type="checkbox"/>		
Full <u>menu</u> and <u>price list</u> of food/drinks enclosed <input type="checkbox"/>		<u>Images or links</u> to images of your food and catering unit enclosed <input type="checkbox"/>
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 <input type="checkbox"/>		
I would like to hire electric supply (hire charge £150.00 + VAT) YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, completed electrical requirements form enclosed <input type="checkbox"/>		
I agree to arrive between the hours of 10:00-20:00 on Thursday August 27 <input type="checkbox"/>		
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 (maximum value £8) are provided to key festival workers and artists. Are you willing to participate in the meal voucher scheme? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, post meal vouchers and supporting paperwork (invoice) to Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury SY5 9XG and 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 <input type="checkbox"/> If your insurance expires 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: _____		
I will fully comply with Food and Safety Regulations <input type="checkbox"/>	Electrical (PAT) certificates enclosed <input type="checkbox"/>	
Risk assessment enclosed <input type="checkbox"/>	Catering trailer annual electrical installation test certificate enclosed <input type="checkbox"/>	
I will use my own super quiet generator YES <input type="checkbox"/> NO <input type="checkbox"/>	I will use LPG YES <input type="checkbox"/> NO <input type="checkbox"/> If yes - Annual Gas Safety Certificate enclosed <input type="checkbox"/>	
I will use pressurized equipment (coffee machines etc.) YES <input type="checkbox"/> NO <input type="checkbox"/> if yes Annual Inspection Report enclosed <input type="checkbox"/>		
Separate hand washing facilities YES <input type="checkbox"/> NO <input type="checkbox"/> if no please provide details: _____		
Copy of Health and Hygiene certificate enclosed <input type="checkbox"/>	Date of last inspection: _____	
What is your current food hygiene rating? 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> unrated <input type="checkbox"/> exempt <input type="checkbox"/>		
Has your business ever had improvement notices served or been subject to any legal action YES <input type="checkbox"/> NO <input type="checkbox"/> if yes please provide details: _____		
Are you a member of NCASS YES <input type="checkbox"/> NO <input type="checkbox"/>	I have read and agree to abide by 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 January 31 2020 to: Nigel & Sue Marriott catering@shrewsburyfolkfestival.co.uk (please keep a copy for your own records).		

Electrical Requirements – Shrewsbury Folk Festival 2020

- 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 ALL ELECTRICAL 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 27 2020 as close to 11:00 as possible.
- All electrical supplies will be disconnected on Tuesday September 1 2020 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 ensure 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 completed 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 (before the festival) to Tim Soden at tim.soden@yellowevents.co.uk 07889 200 057.

If you have any queries during the festival weekend call Kav 07756 466 033.

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