



Catering Site Tender Application 2020





Catering Site Regulations

Wolsingham Show September 5th and 6th 2020

1. **Closing date for tenders is 2nd March 2020** after which successful applicants will be informed in writing. Acceptance of your position must then be notified to the Show Secretary by the end of March.
2. It is not necessary to send payment at this stage; successful applicants will be invoiced.
3. Payment will be due by 31st March 2020.
4. Vehicle dimensions must be detailed (in metres) in the tender application, from this information vehicle passes and maps will be issued by the Show Secretary. No vehicle will be allowed on site without a vehicle pass.
5. When tendering please consider that the caterer must honour any volunteer/staff meal vouchers that are submitted, the full monetary value will be refunded by Wolsingham Agricultural Show @ £4.50 per ticket. It is expected that volunteer/staff meal will include a decent amount of food and a drink.
6. The caterer must supply a list of goods which they propose to sell, with prices, under the terms of the agreements. Maximum price for a 500 ml bottle of water to be £1.00. **We do not allow prices of ANY goods sold at the show to change between Saturday and Sunday.**
7. Catering Units will be issued with a set number of free passes for their personnel per booking, depending on size of unit. Additional passes may be purchased in advance at £10 each. Catering Units are responsible for ensuring that their personnel are issued with their passes and vehicle labels before coming to the show. **No refunds will be made to personnel arriving without passes and being charged at the gates.** Passes will be forwarded to Catering Units before the show.
8. We advise that all caters read the following guidance issued by the Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering.
http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf
9. All units must be set up by 8.00 am and must not be removed until after 6.00 pm on the day of the show.
10. All equipment brought to the showground by Catering Units will remain entirely at their own risk.
11. The caterer must display the agreed price lists pertaining to the event on the vehicle for the duration of the event. Failure to do so will result in the removal from the site and forfeiting of the financial offer lodged with the Society.
12. It is a condition of entry that each Catering Unit shall hold the Society blameless for and indemnify it against any legal proceedings arising from any accident or incident caused by them, their employees or their goods and produce.
13. Catering Units will be responsible for their own public liability insurance and for meeting any health & safety, UK Food Safety/ EU Standards and environmental health legislation relevant to their stand.
14. **WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**
 - a. Your booking is confirmed when an invoice is received from the show secretary. This is when all fees become due for payment.
 - b. If a Catering Unit withdraws from the show or cancels the space reserved for him/her for any reason, all fees shall be forfeited and the Society reserves the right to re-let the space.
 - c. Catering Units are reminded that they **MUST** pay their site fees by 31st March; otherwise this will be regarded as withdrawal / cancellation on their part and the site re-let.



Catering Site Regulations

Wolsingham Show September 5th and 6th 2020

15. ALLOCATION OF SITES - The allocation of sites and positioning of your unit will be entirely at the discretion of the Society. Failure to comply with the siting instructions of the Society will result in removal from the show field.

- (a) Catering Units tending for open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected on the space.
- (b) Boundaries of sites will be marked and in no circumstances will Catering Units be allowed to occupy a larger space than that allocated to them.
- (c) Catering Units will be responsible for all damage to the site by them, their servants or agents, and hereby undertakes to make good any such damage.
- (d) It is the responsibility of Catering Units to clear all litter from their pitch throughout the day and at the close of show. An additional charge will be made when rubbish has to be cleared by show contractors.
- (e) Vehicles not within the boundaries of your pitch must be off the showground by 8.30 am on show day and parked in the trade stand car park.
- (f) All catering units must complete a risk assessment and health and safety policy statement which must be available for inspection on the day.

16. ELECTRICAL EQUIPMENT

- a) Catering Units who have paid for electricity connections will be contacted on arrival at the show field by the Society's qualified electrician.
- b) All connections to the Catering Units stand will be checked and controlled, in accordance with current Health and Safety guidelines.
- c) It is the responsibility of the Catering Unit to ensure that their equipment complies with all electrical regulations prior to attendance at the Show. All electrical equipment must be PAT tested (portable appliance test) including all cable and power leads. A test label must be attached to each piece of equipment, this must also be accompanied by the testing certificate.

Electricity Costs - by contractor appointed by Show Society including fuel..

Description	Cost	Unit
13 amp socket (Max load 4KW)	£121	Price Per socket
16 amp (Ceeform socket)	£168	Price Per Ceeform socket
32 amp (Ceeform socket)	£198	Price Per Ceeform Blue socket
Three Phase (400/230V) 16/32/63 amp 5 pin	POA	Price Per Ceeform Red socket

Costs are based on a usage of 10 hours on show day, if extra hours are required for set-up on the Friday and/or early in the morning there will be an extra charge. Please note all electricity charges are in addition to the amount tendered for each site.

Alternatively, you can use your own generator but this must be a silent running type, in consideration of your neighbouring stands. Electric must be booked when applying for stand. Any changes to this booking after 1st March will incur a £50 fee. Any cancellation of electric booked after the 1st May with NOT receive a refund. Any new application for electric after 1st March will be charged DOUBLE as this incurs a charge to us from the hire company as it changes our booking.



Catering Site Regulations

Wolsingham Show September 5th and 6th 2020

17. FIRE PROTECTION

- a) It will be the responsibility of each Catering Unit to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used. b) The Society reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.
- c) All Gas powered equipment must be accompanied by an up-to-date test certificate IMPORTANT – Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees e.g. Gas appliances, candles, spirit burners.

18. RESPONSIBILITY OF CATERING UNITS

- a) The Catering Unit will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Catering Unit of the Showground or by their agents contractors employees licensees or other persons being present at their request or with their concurrence for the purposes of the Show.

19. H S E REGULATIONS

- a) Catering Units are reminded to ensure they are fully conversant with and comply with all current Health and Safety, UK Food Safety/ EU Standards and environmental health legislation relevant to their stand particularly with respect to equipment and public safety. The Risk Assessment Form which will be sent with the invoice and MUST be completed and signed by the operator of the Catering Unit.

20. CANCELLATION OF SHOW

- a) The Society reserves the right to cancel at any time and for any reason Wolsingham Agricultural Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours' notice of cancellation to the Catering Unit except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Catering Unit will be repaid their entry fee, less a handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Catering Unit or Trade Stand Holder.

21. **No Sub-letting**

- a) Catering Pitches shall be for the sole and exclusive use of the applicant named. They must not be sub-let. If the company is sold, the Society must be informed and they have the right not to offer the concession.

CATERING UNITS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE CATERING UNITS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, FOR BOTH FIRE AND ACCIDENTAL DAMAGE.

WATER ON SITE MAY NOT BE SUITABLE FOR DRINKING, PLEASE BOIL ALL WATER.



Catering Site Application Form Wolsingham Show September 5th and 6th 2020

Trading Name:

.....

Contact Name:

.....

Address:

.....

Post Code:

.....

Telephone:

.....

Mobile:

.....

E.mail:

.....

Website:

.....

For office use only:

Date recieved:.....

Invoice Number:.....

Tickets: Allocation:

Extra:.....

Advertising: Yes / No

Sponsor: Yes / No

Electricity: Yes / No

Location:.....

Please provide a brief description of your business/foods and a summary of the menu to be served. Please attach a copy of your menu and photographs of your unit/stand with this application.

.....

.....

.....

Tender Details - please supply the following details.

Qty

Description

Area (metres)

Size of area required for catering units

Please specify the size of plot that you require in meters, it is important to note that support vehicles may not be parked adjacent to your catering unit. If it is imperative that your support vehicle is next to your unit, you must specify your total area size including any support vehicles.

My tender for the site(s) is

£



Catering Site Application Form

Wolsingham Show September 5th and 6th 2020

You will be allocated 5 passes for your staff (2/3 for small units. If you require more passes these must be purchased along with any other extras required. Please select from the options below. These costs are in addition to your tender price. (Please refer to Section 7 of the Regulations for Catering Sites.)

Extras

✓	Description	Cost	Qty. Req.
<input type="checkbox"/>	Additional Staff tickets (see info pack for ticket allocations)	£8 each	<input type="text"/>
<input type="checkbox"/>	Showground Banner Advertising (your banner)	£30 each	<input type="text"/>
<input type="checkbox"/>	Advertising Opportunities - Please see our Advertising Booking Form		
<input type="checkbox"/>	Sponsorship & Marketing Opportunities - We have a variety of packages available, please tick this box to register an interest of expression and we will contact you.		

There will be 12 positions available for tender at Wolsingham Show in 2020. Tenders will be assessed on the type of food, size & nature of unit, environmental impact, prices charged to customers and price tendered. **Water on site may not be suitable for drinking, please boil all water.**

All tenders will be informed in writing as to whether they have been successful, as soon as possible following 2nd of March 2020. Payment will then be due by 31st of March 2020 at the latest. **DUE TO THE AMOUNT OF ENTRIES WE CAN NOT REPLY TO UNSUCCESSFUL APPLICANTS - IF YOU HAVE NOT HEARD FROM US BY 20th MARCH UNFORTUNATELY YOU WILL NOT HAVE BEEN SUCCESSFUL.**

Catering units are responsible for ensuring the arrangement of any necessary insurance and compliance with all relevant health and safety legislation and UK Food Safety Law/ relevant EU Standards. Please refer to: <http://www.food.gov.uk/enforcement/regulation/> and www.hse.gov.uk/catering

Wolsingham Show reserve the right to refuse applications considered unsuitable to their aims and objectives. In line with the ethos of the show preference will be given to local businesses. Responsibility for the arrangement of any necessary insurance rests with the exhibitors.

Before signing this application form, you should carefully read the terms and conditions included with this agreement.

I/We hereby apply for a Catering Site at Wolsingham Agricultural Show and agree to abide by Wolsingham Show's Regulations, safety requirements and conditions.

Signed:

Date:

CLOSING DATE FOR APPLICATIONS IS 2nd OF March 2020.

Please complete and return to:

The Secretary, Wolsingham Show, 5 Front Street, Frosterley, Co. Durham. DL13 2QW