



MAIDEN NEWTON AT WAR

JUNE 20th - 21st - 22nd 2008

www.maidennewtonatwar.co.uk



Terms and Conditions for Catering Pitches

Please be aware that priority will be given to caterers confirming in writing that their products will be sourced from Dorset/South West producers and that the local supplier's details will be advertised on the public catering unit. Priority will also be given to those confirming in writing that containers and cutlery will be made from recyclable or sustainable materials.

Pitch availability:

There are currently 27 - 5m by 5m pitches available on site for use by food vendors and other traders. These may be booked individually or in multiple units. All pitches are within the confines of Greenford School and adjacent to the main arena and stage.

It is desirable for the Event to have a mix of the following:

- Catering unit – baked potato or similar
- Catering unit – hot meals such as hot dogs, burgers etc.
- Catering unit – Hog roast or similar
- Catering unit – sweets, candy floss etc.
- Trade stands – market stalls, militaria, clothing etc.
- Community stands – village groups and charities

It is expected that many of the catering units will also provide non-alcoholic beverages, both hot and cold. It is further expected that bottled water will be made available via the catering units.

A licensed bar is being provided by the Maiden Newton at War Committee for the Friday evening sing a long and the Saturday evening concert. No other alcoholic beverages will be sold on site.

GENERAL CONDITIONS AND REGULATIONS

1. Concessions as outlined above are offered in accordance with the General Conditions and Regulations for the rights of provision of catering at the Maiden Newton at War Event 2008 (hereafter referred to as the 'Event') as given below.
2. If your application is accepted, you hereby agree that should inclement weather impair the movement of your units or vehicles and it becomes necessary for your unit to be recovered (e.g. towing), no responsibility for damage to vehicles or units, however caused, will be accepted by the Event, its Officers or Associates.
3. The highest standards of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety/Health and Safety at Work) would lead to the caterer's immediate removal from the Event.
4. Caterers are strongly advised to purchase a copy of the 'Industry Guide to Good Hygiene Practice: Markets and Fairs Guide' from Chadwick House Group Ltd., Chadwick Court, 15 Hatfields, London, SE1 8DJ. Tel 0207 928 6006.



MAIDEN NEWTON AT WAR

JUNE 20th - 21st - 22nd 2008

www.maidennewtonatwar.co.uk



5. Caterers must submit with their application a detailed menu including weights and prices. This information will be taken into account when evaluating applications.
6. The Event's policy is to promote primarily Dorset, South West and British sourced products. Priority will be given to caterers confirming in writing that the product they use has been sourced and supplied from Dorset or the South West and this fact will be clearly advertised by the caterer at the Event.
7. Priority will be given to Caterers who confirm in writing at the time of tendering that they will use containers and cutlery made from recycled, compostable or sustainable materials. E.g. wooden forks, recycled cardboard plates etc.
8. Caterers must provide a high quality at a sensible price. Price lists must be displayed prominently on the Unit(s) at the Event.
9. Food Contamination: Practices must not under any circumstances expose food, surfaces or utensils to any risk of contamination. Open food must be kept off the floor. Effective separation must be maintained between raw and cooked foods, especially meat and poultry. Storage should be such as to avoid 'drip', i.e. cooked food should be kept above the raw. This is more likely to occur in a refrigerator. Separate refrigerator accommodation should be considered for raw and cooked foods. All open food must be kept covered. Food storage in washable lidded containers is recommended. No storage in open cans should be allowed. Separation of food intended for use and waste food or refuse must be maintained. Under no circumstances are pets permitted on any unit. Precautions must be taken against customer contamination from coughs and sneezes etc. Wrappings must be clean and kept in a clean environment. Wrapping in newspaper is not acceptable. For further information, please contact the Chief Health and Housing Officer, West Dorset District Council Tel 01305 251010.
10. Caterers are to confirm at time of application the number of 5x5 m pitches they require per unit to include, if necessary, tow bars, refrigerated vehicles etc. (max. one vehicle per pitch).
11. Caterers will be responsible for keeping their area clean (litter free) and tidy.
12. SERVICES: Please note there will be a standpipe in the vicinity of the catering sites. PLEASE NOTE GENERATORS MUST BE ADEQUATELY SILENCED AND IN A GOOD STATE OF REPAIR.
13. Caterers must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the application form. Any catering concession employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a catering concession does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. Public Liability cover provides protection for claims made by visitors to the area of the Caterer's unit. This is particularly important where volunteers or self employed people are working for a Caterer since there is a strict duty of care to these persons as they are treated as your employees.
14. Acceptance of your application will be sent in writing as soon as possible, but no later than Friday 13th June 2008. Caterers will not be given information verbally.
15. To confirm your booking payment must be made in full at the time of application. Please make cheques payable to Maiden Newton at War. Cheques will be returned to unsuccessful applicants.
16. Catering sites and type of product will be chosen at the discretion of the Event organisers.
17. The Event organisers reserve the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction.
18. A Caterer who amends or withdraws his application after it has been accepted may be excluded from applying for future Event contracts (booking fee is non-refundable).
19. Please complete and return the application forms as soon as possible, but by no later than Monday 9th June 2008. Failure to do so will result in your application not being considered.
20. HOURS OF OPENING. All units must be fully stocked and operational during the Event opening times of 10.00 am to 4.00 pm Saturday and Sunday. Trading during the Saturday evening concert is discretionary. Pre-Event and 'out of hours' catering is not permitted unless previously agreed.
21. CLEANLINESS AND HANDLING OF FOODSTUFFS. Caterers are alone responsible for complying with EHO legislation and regulations regarding the handling of foodstuffs. It is a condition of the contractual agreement between the Event and the Caterer that the Caterers shall hold the Event harmless and indemnify it against any legal proceedings that may arise thereafter. It is paramount that all caterers must show due diligence where food safety issues are concerned e.g. Prevention of cross contamination, correct food temperature, handling of food. All concessions awarded, and in particular multiple unit sites are to sole owner operators.
22. SAFETY OF GOODS AND FIRE PROTECTION. The Event will not in any way be responsible for the safety of any goods or equipment belonging to, or being delivered to, the Caterer. The



MAIDEN NEWTON AT WAR

JUNE 20th - 21st - 22nd 2008
www.maidennewtonatwar.co.uk



Caterer is responsible for providing fire protection in respect of each unit. All catering units and sites will be subject to a visit by the Event Health and Safety Officer. Where practicable fixed piping should be used to connect LPG Cylinder to the point of use and the cylinders must be suitably secured within a metal cage. If flexible tubing is used it must comply with recognised British Standards. Under no circumstances are jubilee clips to be used. Please ensure that tubing is secured by crimper clips only. Oxyacetylene cylinders are completely banned from anywhere in the Event. Any person found to have such a cylinder will be ordered to remove it and not be able to participate in the Event until this has been done. All public caterers are responsible for carrying out their own Hazard Analysis/Risk Assessment and must ensure that they have copies with them at the Event in case of 'spot checks'.

23. **DISPOSAL OF RUBBISH.** It will be the responsibility of the Caterer to provide suitable containers and to ensure frequent and adequate disposal of all rubbish and litter. All sites must be cleared of litter each evening and after the Event all fittings removed and areas cleaned/re-instated before leaving.
24. **SUPPLIES.** Caterers must arrange for delivery of supplies before 9.30am (Saturday and Sunday) or between 4.00pm and 6.00pm on Saturday 21st. Delivery vehicles will be permitted to enter the Event during these times but must be off site during the hours of opening. A surcharge of £50 per incursion will be levied against the stall holder for failure to comply.
25. **STAFF.** The caterer is responsible for the behaviour of the employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the whole period of the Event. NB the Caterer will undertake to comply with Health and Safety Executive Regulations, Food and Hygiene Regulations and Fire and Safety Regulations and ensure all staff members are fully briefed with the same.
26. **ADMISSION TICKETS.** Caterers will receive a complimentary allocation of tickets to cover 2 persons manning each unit on each Event day and one Exhibitor Vehicles pass. Additional personnel tickets must be ordered and paid for in advance of the Event (Payment to be sent with the order). The Caterer will be responsible for the proper use of such tickets.
27. **SUPERVISION.** The Caterer will be required to supervise arrangements on-site and to carry out reasonable directions made by the Event Officials to rectify any omissions and faults they consider necessary to maintain the highest standards. The Caterer will inform the Event Secretary of a contact name and mobile telephone number for 24 hour contact during the Event period, please make sure this is stated on your application form.
28. **ARRIVAL.** All catering units must be on site and in position by 9.00am on each trading day, Saturday 21st June 2008 and Sunday 22nd June 2008. If you are unsure of the location of your site, please go to the Event Office to confirm actual position. Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site.
29. **SITE CLEARANCE.** Caterers are responsible for ensuring all sites allocated to them are cleared/re-instated and equipment and rubbish removed by 6.00pm Sunday 22nd June 2008.
30. **CONDITIONS.** The Event Organisers reserve the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold the Event or in the event of the Caterer not complying with the agreed Conditions.