



**Swanton Morley Festival 2019 Friday 12<sup>th</sup> July to Saturday 27<sup>th</sup> July 2019**

**Venue: Swanton Morley Village Hall, Manns Lane, Swanton Morley. NR20 4NP**

**Email: [admin@swantonmorley.org.uk](mailto:admin@swantonmorley.org.uk)**

**Telephone: Tel: 01362 637166**

**Village Fete Day Saturday 20th July 2019 11:00 to 16:00**

**Caterers/Stall or Display Event Booking Form**

**ABOUT YOUR COMPANY OR ORGANISATION**

Company Name \_\_\_\_\_ Day/Time booked for? \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_ Contact Name \_\_\_\_\_

Mobile \_\_\_\_\_ Landline \_\_\_\_\_

Website \_\_\_\_\_ Social Media \_\_\_\_\_

Type of products sold/service provided \_\_\_\_\_

Do you cater for special dietary requirements? \_\_\_\_\_

**PUBLIC LIABILITY**

Insurance expiry date: \_\_\_\_\_

How much are you insured for: \_\_\_\_\_

If a food vendor, do you follow FSA 'Safer Food, Better Business' NCASS or equivalent? Please specify which:

\_\_\_\_\_

If applicable, name of local council you are registered with:

\_\_\_\_\_

**STALL/ UNIT/DISPLAY AREA**

Please state unit size (Length/Width/Height): \_\_\_\_\_

Do you have special requirements? Please list if yes: \_\_\_\_\_

**POWER – (If not used, please state N/A)**

Which power source will you be using? (LPG/ Diesel? Petrol/ Electric generator/ other) : \_\_\_\_\_

Do you have current PAT certificates for your unit?: \_\_\_\_\_

Date of gas certificate if relevant: \_\_\_\_\_

If applicable, what is the date of your last electrical safety check? \_\_\_\_\_

**HYGIENE & HEALTH AND SAFETY**

Date of your last food hygiene inspection (Or N/A if not applicable) : \_\_\_\_\_

How many food handlers will be working at the event: (Or N/A if not applicable): \_\_\_\_\_

Food Hygiene Rating Scheme score (0-5) (Or N/A if not applicable) : \_\_\_\_\_

Are your staff food hygiene certificates dated within 3 years? - (Or N/A if not applicable) : \_\_\_\_\_

Do you follow the FSA 'Safer Food, Better Business' NCASS or equivalent HACCP procedure? Please specify which – (Or N/A if not applicable) : \_\_\_\_\_

Name of local council you are registered with (Or N/A if not applicable) : \_\_\_\_\_

What are your First Aid procedures? : \_\_\_\_\_

Please list the types/amounts of re extinguishers you will have within your unit: \_\_\_\_\_

Do you have a documented re risk and health & safety risk assessment? : \_\_\_\_\_

**Caterers, stall holders and display event organisers agree to:**

- Saturday 20<sup>th</sup>: Caterers and stall holders arrive by 10am. Fete opens at 11:00.
- Other display/event organisers, arrive in good time to set up before your display starts
- Caterers: remain in attendance of your unit at all times until the event is closed at 16:00
- Ensure catering unit is safe and correctly erected and accessible to all.
- Complete a risk assessment of the catering unit before the event opens.
- Inform the Festival Organiser at Swanton Morley Festival Village Fete Day of any health and safety issues.
- Read and agree to the terms and conditions on pages 4 and 5.
- Not to sell any drinks, unless booked as providing a bar for the event.

Please tick the boxes below:

I have read, understood and agree to abide by the agreement outlined above

I agree to abide by the terms and conditions

I enclose a risk assessment that identifies the main risks associated with my stall/activity

I enclose my public liability insurance

I enclose food hygiene certificates (if applicable)

I will have a generator on site (max noise limit of 80dB(a))

**Pitch Fees: Caterers - £50, Craft Stall Holders - £10 plus a raffle prize, Not for profit stalls/displays (limited pitches available) – No charge but raffle prize appreciated.**

I agree to abide by the terms and conditions below and to provide a pitch fee payment as applicable via BACS by Friday 28<sup>th</sup> June 2019.

I confirm that this form is completed accurately to the best of my knowledge.

**Signed** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE SEND YOUR COMPLETED BOOKING FORM to:**

**Swanton Morley Festival 2019, C/o Swanton Morley Village Hall, Manns Lane, Swanton Morley, NR20 4NP**

## **Caterer Terms and Conditions**

### **Health and Safety**

1. You must comply with all relevant requirements of health and safety legislation and your responsibilities under the Common Law Duty of Care
2. You should provide the Swanton Morley Festival with a risk assessment that identifies the main risks associated with your stall/activity.
3. We reserve the right to decline your booking if we have concern over the content or risk involved in your stand/activity.

### **Electrical Appliances**

1. All portable electrical appliances you bring on the site must be fit for the purpose and have valid Portable Appliance Test (PAT) certificates.
2. If using a generator, please confirm within your risk assessment the safety precautions to address risks from electric shock, storage of fuel, refueling arrangements, fumes and that there is appropriate earthing arrangements.
3. We will not allow an electrical supply to be taken out of the buildings without prior arrangement and where we do grant permission for such access, you must ensure that all external electrical supplies are adequately protected against weather conditions and impact damage.
4. Arrangements must be made to ensure suitable earthing and all external supplies and equipment should be checked by a competent electrician.
5. If using the Swanton Morley Village Hall's electrical supply, RCD units must be used. Failure to comply may result in cancellation of your stall/pitch.

### **Gas equipment**

1. All gas equipment you bring on the site must be fit for the purpose and be maintained in a safe condition and have a 'Gas Safety Certificate' dated within the last 12 months from a Gas Safe Registered Engineer (formerly Corgi) who is registered for work on LPG appliances.
2. Cylinders must be stored upright so that they cannot fall over and stored away from any ignition source or flame.

3. Cylinders should be stored away from risks of tampering by unauthorised personnel.

### **Fire Safety**

1. You must observe and comply with all the fire legislation and any directions given to you by our fire safety officer or the Fire Service.
2. If your stall or activity presents a fire risk you should carry out a fire risk assessment and ensure that appropriate precautions are put in place and firefighting equipment is available.
3. You must provide a fire extinguisher for your stall or stand.

### **Insurance**

1. You should normally have public liability insurance. If you do not and we agree that you can operate without it, then by signing this agreement you agree to indemnify Swanton Morley Beer Festival & Family Fun Day as below

### **Indemnify**

You must indemnify us against:

- a) All and any loss, damage, liability or demand arising out of your use of the site and/or facilities;
- b) Any claims which are made against us (with under the Occupier's Liability Acts or otherwise) in relation to your use of the site or facilities which arise wholly or in part from any act or omission by you or your employees or agents.

### **Damage**

You must not cause any damage to the site or facilities and if any damage does occur you must put this right at your own expense as soon as possible.

### **Loss**

We will not accept responsibility for the loss of any of your possessions, goods or other objects while you are on site.

### **Food safety**

It is your responsibility to ensure that staff working on the day have undertaken appropriate food hygiene training.

### **Staffing**

Please ensure there will be supervision in place at all times while your activities are ongoing and that all staff have received appropriate training.

**Accidents and incidents**

You must report all accidents and incidents to the event organiser as soon as possible

**The Swanton Morley Festival reserves the right to decline a stall or stand application without giving cause.**

**Further information**

There is good health and safety information for all stall holders in the CIEH publication National Guidance for outdoor and mobile catering including checklists and information on the use of electricity, generators and gas appliances.

**[www.cieh.org/uploadedFiles/Core/Policy](http://www.cieh.org/uploadedFiles/Core/Policy)**