

Pontefract Liquorice Festival

Sunday 8 July 2018

Caterer's Application Pack

www.wakefield.gov.uk

wakefieldcouncil
working for you

Pontefract Liquorice Festival

The Pontefract Liquorice Festival (PLF) will be held on Sunday 8 July 2018

The festival centres on Market Place, Salter Row, Beastfair, Cornmarket and Buttercross areas of Pontefract Town Centre and celebrates the culture and heritage of the famous market town with street entertainment, workshops, live entertainment and a host of quality market stalls.

The PLF has successfully established itself as one of the town's highlights over the last twenty years with footfall estimated at 35,000 in 2017.

Deadlines and Application Information

The Council is not obliged to accept any applications submitted

Applications will be judged and considered on the quality, price, variety of products and not on past events. This is to ensure fairness and to avoid duplications plus creating a unique event for the public.

Applications are not processed on a first come, first served basis. Caterers selling a liquorice dish will be given preference and locality may also be considered in the judging process.

All applications will be considered and successful applicants will be advised in writing of their pitch location.

All applications must be accompanied with a copy of your public liability insurance (minimum £5 million per claim), Risk Assessment which includes fire, safety certificates, full menu card and price list for food being offered at the festival, evidence of EHO registration, evidence of minimum of 3 stars on your Local authority rating scheme and any further information you wish to submit in support of your application.

Failure to do so will void your application.

Deadline for applications is Friday 4 May 2018.

Power Arrangements

Generators are permitted with prior consent; however we do specify that they must be diesel or LPG and silenced.

No electricity is available on site.

Terms & Conditions

The Council is responsible for the organisation of the festival and the caterer has agreed to take the licence to occupy the pitch on the terms and conditions set out in this Agreement.

1. Trading Times

Trading may take place from 9am, however the caterer must ensure that they are open for business by 10am. The festival will close at 4pm, trading must cease at this time.

2. Set Up and Clear Down

Caterers are granted access to site to set up between 7am and 9am on the festival day only. Caterers will be able to clear down from 4.30pm.

3. Location of pitch

The Council retains the right at its absolute discretion to re-site the Caterer's pitch within the festival site where it deems it to be necessary in the best interests of the festival, other festival attendees or as may be required on health and safety grounds or otherwise. Pitch allocations are NON NEGOTIABLE.

4. Manning of Stalls

Catering Units must be manned by a responsible person and remain open during trading hours.

5. Goods

Only items approved by Wakefield Council will be displayed, sold and/or promoted at the festival.

6. Servicing

Vehicles should be removed immediately upon loading or unloading. The town centre is pedestrianised between 10am and 4pm during which time there should be no vehicles on the precinct. Any replenishing of stock, if required, must take place outside these times.

7. Storage

The caterers unit and equipment must remain within the pitch boundary. Vehicle's must be removed from site during the festival and not stored by the unit.

8. Cancellation

If the festival has to be cancelled for any reason, the Council will refund the fee paid in advance. The Council will not be held responsible for any consequential e.g. loss of earnings, due to cancellation of the festival. Any caterer who cancels their booking less than 3 weeks before the festival shall forfeit all fees paid. Caterers cancelling prior to this will be offered a refund, less a £25.00 cancellation fee. Wakefield Council reserve the right to re-let any cancelled pitch.

9. Insurance/Indemnity

The caterer shall provide evidence of public liability insurance for a minimum of £5 million per claim which must be valid to cover the date of the festival. Caterers are liable for all claims arising from the conduct of their services/ unit and shall indemnify the Council against any third party claims arising as a result of providing the service.

10. Music

Playing of music from your pitch is not permitted.

11. Security

The caterer is responsible for the security of their property whilst on the festival site.

12. Litter

The caterer must provide a minimum of one receptacle (bin) for the collection of litter and ensure that it is emptied periodically as required throughout the festival. All litter left around the unit must be taken off site at the end of the festival day.

13. Health and Safety

Fire extinguishers must be incorporated within the unit and carry certification that they have been serviced within the last 12 months.

14. Electrical equipment

Caterers must ensure all electrical equipment has been PAT tested and provide current documentary evidence.

15. Generators

With prior consent caterers may use silent diesel or LPG silent generator and properly guarded equipment that is serviced and complies with all relevant health and safety regulations.

16. Food regulations

The caterer must comply with the Food Safety (General Food Hygiene) Regulations 1999 and be registered with their own home Local Authority for the provision of such services. Caterers are also required to achieve a minimum rating of 3 stars on their Local Authority rating scheme (i.e FSA rating scheme or 'Scores on the Doors'). If this is not achieved applications will not be accepted.

17. Allergen Law

Caterer must comply with the Allergen Labelling Law EU1169/2011.

18. Unit

The caterer must ensure the interior and exterior of the unit and its fittings and equipment are in good repair and kept in a clean, orderly and sanitary condition and allow the Council to inspect the unit to ensure compliance with this requirement.

19. Conduct

The caterer shall conduct the sale of the products in a proper, efficient and courteous manner and must at all times conduct the sale in a manner satisfactory to the Council.

20. Management

The caterer shall observe and comply with and ensure its staff observe and comply with all instructions given by or on behalf of the Council's management and the Council's rules and regulations.

In signing this agreement I have read and understood the terms and conditions above:

Signed:

Date:

Application Form

Company Name:

Contact Name:

Address:

Post Code:

Mobile:

Email Address:

Please give details on the products you will be selling at the festival:

Will you serve a liquorice dish at the festival?:

Unit size:

Length: M/FT

Width: M/FT

How will unit be powered:

Pitch Requirements:

	Price (inc VAT)	Quantity	Total
Price per pitch	£120.00		£

Checklist

Step 1

Complete the caterer's application form, please ensure that all boxes are completed in full.

Step 2

Sign the Terms and conditions

Step 3

Enclose a copy of your EHO evidence and evidence of a minimum 3 star rating or above

Step 4

Enclose a copy of your Public Liability Insurance documentation for £5 million per claim (minimum).

Step 5

Enclose a risk assessment and photograph(s) of your catering unit, along with a price list/menu.

Step 6

Enclose any further information you wish to submit in support of your application.

Step 7

Do not send any payment at this time.

Step 8

Return all the paperwork to:
Markets and Major Events Team
Wakefield Council, Wakefield One,
PO Box 700, Burton Street, Wakefield
WF1 2EB
or festivalsandevents@wakefield.gov.uk

**Deadline for application forms is
Friday 4 May 2018.**

**Successful applicants will be
informed by Friday 25 May 2018.**

Wakefield Council is required by law to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

For further information visit
www.wakefield.gov.uk/fightingfraud.