

Sunday 17 July 2022

Trading times 12 noon to 8.00pm

Handsworth Park, Birmingham, B20 2BY

Stalls/Traders Booking confirmation form

Completed Booking Confirmation Form must be returned by 5pm on Friday 17 June 2022 the very latest. Please note spaces are limited and a completed form, will not guarantee you a space.

Please send your confirmation booking form to Alex Williams, by email only at alex@simmerdownfestival.com

Catering/Traders concession categories and tender instructions

Stall Category (Please circle)

1. Market stall - Food
2. Market stall – pre-packages food items (sweets etc.)
3. Market stall – no food
4. Market stall - Arts & Craft
5. Ice Cream van
6. Doughnut Van
7. Juice and Soft Drinks (No food)
8. Slush and Soft Drinks
9. Clothing's
10. Cake Stalls
11. Face Painter & Henna Waxes
12. Photographer
13. Toys and Balloons

14 Sweet Stall

15. Hair/Barber stalls

16. Complementary Therapy - specific T&Cs apply.

17. Information / Charity stall – no sales

Dimensions of your stall/s (Use metric system).

Pitch depth – including stall, prep area, support vehicle (Support vehicle require approval from the Simmer Down Management team)

Behind stall support: Describe exactly what will be behind your sales stall. If it isn't listed here, we may not allow it in the pitch area.

Disabled Access, will you or any of your staff have access/mobility issues that we need to consider if assigning you a pitch?

(Please circle) YES / NO

Power: Do you use a generator? **MUST BE DEISEL ONLY** (Please circle) YES/NO

1. ADDITIONAL INFORMATION AND TRADING POLICY

I enclose copies of my current: (Please tick)

- a. Risk Management Plan (All traders)
- b. Public Liability Insurance (All traders)
- c. Employers Liability Insurance (If appropriate)
- d. Gas Safety Certificate (Food Traders)
- e. PAT test certificates or Electrical Systems test certificate (All traders)
- f. Food Hygiene Certificate for all staff (Food traders)
- g. Written Food Safety Management systems based on HACCP (Food traders)

NB: no pitches will be offered without presentation of current documents

2. Liability disclaimer- Simmer Down Festival, their servants or agents will not be responsible for any theft, accident, loss, or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the festival site, or whilst entering or leaving the site. Please ensure all stall holders/traders and helpers are vigilant. Simmer Down Festival is not responsible for effects on the level of trade caused by weather, power failure or any other unforeseen circumstances. Any departure from these conditions of trading could result in the stall holder being asked to leave the site without refund of pitch fee and will certainly jeopardize the stall holder's chances of being invited to trade at future events.

Animals: With exception of registered Guide dogs, no animals will be permitted on site, even if they are kept behind the stall or in tents.

3. Cancellation: The following amount of plot fee will be returned per the amount of notice given: 12 weeks' notice - 50%, 6 weeks' notice - 25%, less than 4 weeks' notice - 0%.

4. All vehicles are brought on site at their owner's risk and must be suitably insured. Simmer Down festival cannot accept any responsibility for any loss or damage that may occur during the festival.

5. Although there is security on site, traders are responsible for the security of their own pitch; please keep cash and valuables safe.

6. Traders agree to co-operate fully with management and security.

Access to site & inspection of traders.

7. All traders must arrive on site on Sunday 17 July 2022.

8. Food Traders only may not arrive on site before 6.00am and must not arrive after 9am on Sunday 17 July 2022.

Non-food trader's arrival times from 8am but must be ready for inspection by 10.00am.

9. It is worth noting that all plots have been pre-allocated so there is no benefit to arriving earlier than the allotted times.

10. Any trader who arrives after 10am to set up will be turned away and forfeit any fees paid. There are no exceptions to this condition.

11. ALL TRADERS, BOTH FOOD AND NON-FOOD, WILL NEED TO BE SET UP AND READY FOR INSPECTION BY ENVIRONMENTAL HEALTH BY 10am ON SUNDAY 17 July 2022. Failure to comply is likely to result in you losing your pitch as this is a license requirement imposed by the council.

12. Traders are responsible for ensuring that they and their staff adhere to the published pass system. The festival cannot accept any responsibility if traders do not adhere to the system or lose passes. Trading staff without passes will not be admitted to the festival.

13. All vehicle movement is to be kept to a minimum and must follow the proper trackroads. Once the event is open to the public **you will not be able to move your support vehicle from its position behind your pitch.**

If you have additional supplies in the car park you must collect these by hand or trolley unless agreed in advance with the organisers. Any vehicles caught driving over grass in the main arena will be removed from site and this could affect your ability to trade with us in future years.

Trading times & pitches

14. Traders can trade until 8pm on the day and must stay onsite until 9.00pm.

THERE WILL BE NO MOVEMENT OF TRAFFIC UNTIL THE FESTIVAL IS CLOSED TO THE PUBLIC AT 9pm

Terms & Conditions of Trading

- a. Traders and/or agents of traders agree to be bound by the Terms and Conditions asset out in this schedule.
- b. The plot fee is for the duration of the festival. This sum represents plot hire only, we do not provide stall tables, covers etc. Traders must provide their own.
- c. No unauthorised traders or sub-letting of pitches.
- d. No food is to be sold from a non-food stall due to separate safety and licensing requirements. f. Due to licensing laws, no tobacco, alcohol or drugs can be sold.

This includes “legal highs” NOS and related paraphernalia

Items not permitted on site.

e. glass containers

f. body piercing equipment

g. Acupuncture needles

Health & safety

15. To comply with health and safety regulations all electrical appliances and cables used by traders must display a current PAT Certificate sticker. Electrical systems within catering units must also be tested as safe.

16. All traders must comply with the requirements of the Health and Safety at Work Act 1975 and its supporting regulations, the Fire (England) Act 2005 and its supporting regulations and any additional local authority requirements.

17. All safety direction and instructions by management and crew must be followed.

18. Prices for merchandise for sale must be displayed It is now a legal requirement to list the ingredients of all foods served and have allergen information available., There must be a sign visible saying this list of ingredients is available.

19. Written Food Safety Management Procedures are required by law and must be available for inspection by Festival and licensing authority staff. All food traders must be registered with a local authority.

20. Traders must provide, at time of application, evidence of adequate and current:

Public Liability Insurance (All traders)

Employers Liability Insurance (If appropriate)

Risk Management Plan (All traders) must be provided by law, outlining any significant

Food Hygiene Certificates (for all staff working on a food stall)

Gas Safety Certificate (Food traders using mobile gas appliances)PAT test

certificates and/or Electrical Systems test

Food traders must have written Food Safety Management Procedures which are available for inspection by festival and licensing authority staff.

21. Fire safety equipment. It is essential that all traders provide adequate and relevant fire safety equipment for their stalls; CO₂ or powder for stalls with electrical equipment, foam or wet chemical for those with deep fat fryers plus a fire blanket. Stall textiles must be flame retardant and staff must be trained in correct fire action policy.

22. Each stall must have a basic first aid kit and a designated first aider as well as an Accident Record log book

23. All traders must adhere to the requirements of the smoke free legislation, which includes displaying the statutory A5 'no smoking' sign.

Waste Oil & water

24. Please put all waste oil or water in suitable containers and **must be taken away at the end of the event. It must not be poured on the ground.**

25. No glass is permitted on site. No drinks in glass bottles. Food traders are also requested to use bio-degradable plates, cutlery etc.

26. Traders are responsible for separating their own rubbish in receptacles.

27. All traders must leave their pitch as they found it and clear away all waste and recycling – failure to do so may affect your application to attend in future years.

28. Water will be accessible from our standpipe next to the Sons of Rest Building.

Traders will not be permitted to connect themselves to the mains supply and should bring appropriate containers to carry water to and from their designated water point.

Sponsorship & merchandise

29. Unauthorised Band/Festival merchandise and logos on any goods e.g. t-shirts, baseball caps, craft goods and any bootleg goods will be confiscated.

30. No third-party sponsorship is to be displayed on the site without permission from the festival organisers.

An invoice will be sent to you by Simmer Down Festival. Terms and conditions of trading are attached. Please sign below to confirm that you agree:

Please make a copy of your completed form for yourself, and return the original with all supporting documentation to: alex@simmerdownfestival.co.uk

Other information

- Only traders with a food hygiene rating of 4 or above will be considered for this event.
- **Caterers must use only recyclable and/or bio-degradable materials to serve food to the public.** Only paper plates and containers, wooden cutlery and other recyclable and/or biodegradable materials are permitted. No shatter-able plastic or glass is to be used. No polystyrene containers are permitted.

Event regulations – please retain a copy for your records

General regulations

1. All mobile caterers must be registered with the Environmental Health Department of the relevant local authority.
2. The caterer must comply with the Council's guidelines for catering at outside events.
3. Each application is subject to approval by the Council's Environmental Health and Trading Standards Section.
4. Details of your council registration and a copy of your last inspection report must be provided in advance.
5. Food hygiene certificates must be provided in advance and be available for inspection on site.
6. All caterers are required to demonstrate correct food safety procedure. All caterers should have a SFBB (Safer Food Better Business) pack from the Food Standards Agency and the logbook should be available on site for inspection
7. The caterer must be in possession of a **properly equipped First Aid box.**
8. All successful applicants must comply with all current Government Acts and legislation and any EEC directives pertaining to outside catering, including 'The Health and Safety at Work Act 1974' (and relevant codes of practice), 'The Food Safety Act 1990' and 'The Food Safety (General Food Hygiene) Regulations 1995'.
9. All caterers are required to demonstrate correct food safety procedure and show

documentation for Hazard Analysis Critical Control Point (HACCP)

10. All caterers must supply upon application and for inspection at the event a written risk assessment for their operation at an outdoor event, identifying where harm could happen to staff and the public and what precautions are taken to reduce the risks identified.
11. **All caterers must provide their own separate hand washing facilities.**
12. Caterers will be allocated a specific pitch within the park by the event organisers. The pitch size will be as requested on the application form and must not be exceeded. Failure to comply with the siting instructions of the event organisers will result in removal from site without a refund of fee.
13. Dogs are not permitted at this event
14. Vehicles must be detailed on the application. Vehicle passes will be issued. They are non-transferable and no vehicle will be allowed on site without a vehicle pass. Vehicles to remain on site during the event must be detailed on the application. All other vehicles must be removed before the start of the event. No vehicle (Except if essential to your stall and pre-agreed) is permitted to remain on site after 11.00am and no vehicle movement is permitted on site between 11.00am and 9pm. These times will be confirmed in writing if you are accepted as a trader.
15. **The caterer must supply a menu list of what he/she proposes to sell on application. No changes are permitted without prior permission from the event organisers. The agreed price list must be displayed throughout the course of the event.**
16. **A proposed plan and photograph of your vehicles/structures must be included with the application. Failure to do so will result in your application not being accepted.**
17. The caterer must be in possession of full public liability insurance of £5,000,000 for the date of the event. The caterer must also hold product and employer's liability insurance. Documentation of the insurance cover must be submitted with the application.
18. If gas appliances are to be used, these must have a gas safety certificate. Jubilee clips are NOT permitted. High pressure connectors or crimping is recommended.
19. If LPG is to be brought onto site, please only bring enough for the length of the event.
20. The caterer/trader must be in possession of electrical and gas installation compliance certificates for all equipment. Copies of these documents must be submitted with the application and be available for inspection at the event.
21. The caterer/trader must be in possession of suitable fire extinguishers relevant to the appliances in each unit.
22. The caterer/trader must display their proposed trading name on their unit/stall through the course of the event.
23. The caterer/trader must close their units promptly at 8:00pm or when asked to by the event organiser or their representatives.

- 24. No petrol generators are permitted on the site. Only silent type diesel generators permitted.**
- 25. No caterer is permitted to sell alcohol or tobacco.**
- 26. No glass or non-recyclable containers or cutlery are permitted. Only recyclable/ biodegradable materials are to be used by the caterer. No polystyrene is permitted.**
- 27. No caterer may use a PA system or any amplified music or sound unless by prior arrangement with the event organisers.**
- 28. The caterer must keep their site clean and tidy at all times and wherever possible to use the recycling facilities available. The caterer must leave their site completely clear of all waste. All oil must be safely removed from site. All charcoal must be safely disposed of. The caterer will be billed for any damage the site incurs due to their activities. All water waste is to be disposed of in the wet waste disposal bins provided.**

29. It is your responsibility to ensure that everyone working on your stand is trained in the safe operation of equipment, gas and electrical safety relating to your unit.
30. If successful, payment must be made by the date shown on your invoice and is non-refundable.
31. The signature of the caterer on the application form will be taken as an assurance that the caterer/trader has read and agrees to abide by the event regulations.

Checklist:

Please ensure that you have included the following, your application is considered:

- Completed application form
- Copy of Public Liability Insurance Certificate (to the value of £5 million)
- Employers and products insurance, where applicable
- Full menu and price list of all items to be sold at the event
- Current photograph of the units and layout plan
- Copies of electrical and gas installation compliance/ safety certificates
- Copies of staff hygiene certificates
- Copy of risk assessment for operating at an outdoor event
- Details of your food management system (HACCP)
- Details of your council registration and a copy of your latest report
- Completed fire risk assessment

Food Stall/Traders Booking Confirmationform
Sunday 17 July 2022

Name of company	
Proposed trading name at event	
Contact name	
Postal address	
Address the company is registered at if different to above	
Mobile (contact for event)	
Email	
Name of local authority company is registered with	
Phone no. of local authority	
Menu Please attach a full menu and price list of what you intend to sell at the event. Please note that no additions or changes can be made to the menu unless authorised by the festivals traders' co-ordinator before the event. Please include current photographs of your unit.	
How many plots are you applying for?	

Please give registration numbers of all vehicles listed if known?	
Total Payment Amount	£

