 **Astwood Bank Community Group CIC**

**Tel:** 07745 525840

**Email:** secretary@astwoodbankcg.co.uk

**CATERING & BAR CONCESSION 2023**

Dear Trader,

Welcome to the Astwood Bank Food & Drink Festival 2023. You will find enclosed an Application Form together with the Regulations and Guidelines, Public Liability and Risk Assessment Forms. All applications will be by a means of application.

We cannot process your Catering Concession Application Form until we receive all the forms together, signed and dated IN FULL, PLEASE NOTE we have an application deadline of 30th April.

Please refer to the Regulations and Guidelines document for you to read and keep for your reference.

**Can I reiterate that we cannot accept any applications without the relevant forms returned fully completed. Any missing information will result in your application being returned to you. DO NOT send you own version of forms ONLY Astwood Bank Community Group forms are acceptable.**

Once we have received your fully completed application, we will contact you to acknowledge receipt and informing you if you have been successful. We’ll also not be able to notify you of your stand number or position until closer to the time of Show Day. We would appreciate you not trying to contact us to get this information.

**Show Details:**

* The festival is open to the public from 9am – 5pm on Saturday 16th September.
* You may arrive from 08:00 but must be in place by 09:45 at the latest, even if you are not open for trade.
* Arrival and set up on Friday 15th September is encouraged.
* The estimated footfall of the show is 5-6,000 people

**We are looking for:**

* A wide range of good quality catering facilities for our visitors at reasonable prices.
* A range of bar outlets to be able to offer mobile bars across the showground.
* Tea/Coffee units.
* Local producers/products will be encouraged.

**What we need from you:**

* A fully completed application form
* A sample menu with prices, if available.
* If possible, any photos of previous events you have catered for.
* A commitment to keep your pitch tidy and clear of litter.
* If your tender is accepted:
  + We will send a invoice to you that will be needed to be paid in full 30 days from the date of the invoice.
  + A list of anything you will need from us
  + Copy of your public liability insurance.
  + Details of the Environmental Health authority you are registered with and your last inspection date.
  + Any other details you think we should have.

**Location of the festival:**

Astwood Bank Food & Drink Festival is held at Sandhills Farm, Edgioake Lane, Astwood Bank, Redditch, Worcestershire B96 6BG.

Thank you for your interest and I look forward to seeing you at the 2023 Food & Drink Festival.

Yours sincerely

Ashley Hewitt

Chairman

**APPLICATION** **FORM – PUBLIC CATERING/BAR CONSESSION**

**16th September**

|  |
| --- |
| **Please return form to:** [**ashley.hewitt@astwoodbankcg.co.uk**](mailto:ashley.hewitt@astwoodbankcg.co.uk) |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |
| **Trading Name** |  |

|  |  |  |
| --- | --- | --- |
| Application for:  Please tick | Catering Concession  ☐ | Bar Concession  ☐ |

**DETAILS OF STAND AND PRODUCTS SOLD**

|  |
| --- |
|  |
| **PHOTOGRAPHS OF YOUR TRADING SPACE WOULD BE APPRECIATED** |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm I am self-sufficient for power  (Tick To confirm) | | ☐ | |
| Do you intend to use LPG Gas (Tick if YES) | ☐ | | No of Cylinders: |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Pitch Size required including all vehicles | Length (m): | Width (m): | Helight (m): |

For Catering concession applications only:

**FOOD HYGIENE (please provide a copy of certificate if possible)**

|  |  |  |
| --- | --- | --- |
| Rating | 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Waiting rating ☐ | Date issued: |
| Issuing Authority: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position in organisation:** |  |
| **Print Name:** |  | **Date:** |  |

**NOTE: If accepted, invoices for concession trade stands will be sent separately in due course.**

**RISK ASSESSMENT FOR CATERING STANDS**

Fire and general hazards and risks

Please complete in BLOCK CAPITALS

|  |  |
| --- | --- |
| Name of responsible person: |  |
| Date assessment undertaken: |  |

**Operational Activity** (Please indicate which description most reflects the activities of your stand)

Retail Outlet ☐ Static Display ☐ Demonstration ☐ Catering Outlet ☐

**Hazards associated with above activity:**

Please tick one or more of the following, if the hazards will be represented on your stand during your occupation at the showground.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sources of ignition/heat | ☐ | Dry combustibles | ☐ | Hot surfaces | ☐ | Flammable liquids | ☐ | LPG\* | ☐ |
| Smoking (outdoors only) | ☐ | Large numbers of people | ☐ | Electrical equipment | ☐ | Food preparation | ☐ | Work at heights | ☐ |
| Use of sharps | ☐ |

\* Permit required from show organisers

|  |
| --- |
| **Plant on Site? YES / NO** If yes, please list dates below:  All operators must be in possession of a valid and appropriate certificate of competency for the plant being used on site. Checks will be made by our Health & Safety Officer. |
| **Animals on stand? Yes / No**  If YES, how many of which type(s) |

Please record on the risk assessment on the next page how you intend to control the risks from fire and all other hazards associated with your occupation of the stand. Note: fire controls for stands should be the same as for any retail outlet. You must consider who may be placed at risk during each stage of attendance on site, e.g. pre show, show day and post event activities, including contractors and members of the public and describe the steps you propose to take to minimise those risks. Whilst it is important that all significant hazards and risks are identified, keep the assessment simple – complication creates confusion (See example assessment). Feel free to copy the assessment page if more space is needed. Alternatively, you may send a copy of any similar format, provided you are satisfied as to its appropriateness to your stand at this event.

It is unlikely that the activities associated with a stand will not have some risk attached. Therefore, statements such as “NO RISK” may need to be qualified.

**DECLARATION:**

I have completed the exhibitor stand risk assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space shown on page one; I agree on behalf of myself/named business I agree to comply with the rules and conditions of Astwood Bank Community Group which I have read and understood.

**I attach a completed health & safety declaration form**

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

Note: Unsigned forms and forms with no declaration attached will be returned to the sender for re-submitting.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **HAZARDS AND RISKS** | **PERSONS AT RISK** | **CONTROL MEASURES (to minimise risk)** |
| **PRE-SHOW** |  |  |  |
| **DURING SHOW** |  |  |  |
| **POST SHOW** |  |  |  |