



INVITATION TO APPLY FOR CATERING CONCESSION

Gig on the Green Yateley 24th & 25th June 2017

Yateley Green

1. INTRODUCTION

1.1 The aims of the Gig on the Green (GOTG) Festival organisers are to provide a combination of live music & children's entertainment with play areas, all presented within a community village feel. The event is being supported by Yateley Town Council and local Business Sponsors. This year's event will follow on from the outstanding successful events of the past Six years. Any profits will be used for the benefit of the local community by improving the sports facilities being developed around Yateley United Football Club. The event is licenced for a maximum of 5,000 visitors per day.

1.2 The organisers, Yateley Sports Community Interest Company (YSCIC), is offering the opportunity for established outdoor catering companies (hereafter known as the Applicant) to apply for catering concessions (hereafter known as the Concession) at the GOTG Festival, the terms and conditions of which can be found in the following pages. It must be noted that this concession does not include the provision of a licensed bar or ice cream units.

2. TERMS AND CONDITIONS

2.1 YSCIC is offering a limited number of catering spaces to reflect the theme associated with this community event. Note Consideration will be given to those Applicants who supply a variety of food stalls alongside the traditional burger bars etc.

2.2 The Applicant will be allowed to operate from 12noon to 11.00pm on Saturday 24th June 2017 (11 hours). On Sunday the hours of operation will be from 1.00pm to 7.00pm (6.0 hours). The Applicant can apply for one day only or for both days. Under no circumstances can the applicant sub-let the pitch.

2.3 On Saturday 24th June access to the site for catering units will be allowed from 08.30am and must be in place by 11am. No vehicle can leave the site until the event has finished at 11.30pm and all vehicles to be removed by 12.00 midnight on Saturday 24th June 2017. No vehicles to remain overnight on the Green unless they are operating on Sunday 25th June 2017.

On Sunday 25th June access will be from 8.30 am and must be in place by 12.30 pm. No vehicle can leave the site until the event has finished at 7.00pm and all vehicles to be removed by 10.00pm on Sunday 25th June.

2.4 Applicants should be aware that two ice cream units will be in operation, and a single Beer concession selling alcohol, spirits and soft drinks plus a charity concession selling real ale. There will be a limited number of Community/Charity stalls at the Festival, and some will be allowed to sell



simple items such as cakes, biscuits, jars of chutneys and jams, cans of coke, or similar. Community stalls will be able to close at 7.00pm on Saturday if they wish, otherwise they will have to remain on site until the event closes at 11.00 pm. There will be no restriction on people attending the event who wish to bring their own food or drinks.

2.5 Details of the catering stalls that can be provided by the Applicant must be listed as part of the Form of application submission together with the income offered for the Concession, a sample copy of menus, price lists and photographs of the units.

2.6 All unit towing vehicles to be placed at the rear of the catering unit unless such a vehicle is an integral part of the catering unit. The size of the catering unit required and support vehicle to be listed as part of the Form of application submission.

2.7 Catering units must be self-contained and not require any power supplies from YSCIC.

2.8 All tables and chairs associated with the Concession must be provided by the Applicant. Any area required for table and chairs must also be specified and their preferred location in relation to the Catering unit (i.e. to the side or in front).

2.9 YSCIC reserves the right, acting reasonably but at its absolute discretion, to close any Concession at any time if they consider that there is a need to do so.

2.10 In the event of the Festival being postponed or abandoned, or in the event of supplies, services or facilities being curtailed due to a strike, lock-out or other circumstances beyond the reasonable control of YSCIC, YSCIC shall not be liable for any expenditure, loss, damage or liability sustained or incurred by the Applicant.

2.11 The use of a public address system from any catering unit will be prohibited unless prior written permission has been obtained from YSCIC.

2.12 The use of silenced, non-petrol generators for the operation of the catering unit will be permitted.

2.13 The Applicant shall fully indemnify YSCIC against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the Applicants occupation at the Festival and in particular (but without limitation to the generality of the foregoing) shall indemnify YSCIC against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused.

2.14 Further, the Applicant shall in connection with their liability hereunder affect a public liability insurance policy for an indemnity limit of not less than £5 million pounds in respect of any one occurrence. The Applicant must also hold employees liability insurance cover and by this application process it is assumed that this cover is in place and held by the Applicant. A copy of the public liability certificates must be supplied as part of the application; the original insurance certificate should be brought along for the festival weekend and must be available for sight by YSCIC. YSCIC



accepts no responsibility for loss or damage to the property of the catering concession or their employees or visitors.

2.15 The Applicant must keep suitable fire fighting equipment in relation to the Concession available for use at all times. YSCIC reserves the right to inspect all units and equipment with or without the Fire Officer, for the purpose of ensuring that adequate fire precautions have been taken.

2.16 The Applicant shall not be permitted to sub-let or share the whole or any portion of the pitch area allotted and any article or exhibition on such a pitch contrary to this rule will be removed. Any exhibitor infringing this rule will be expelled from the site.

2.17 YSCIC reserves the right to inspect all stands and equipment without prior notice.

2.18 The Applicant will meet all costs incurred for the installation of the catering unit and any supplies or facilities / services needed.

2.19 The Applicant is responsible to ensure that their pitch area is kept clean and free from litter. A rubbish collection point will be provided by YSCIC for the disposal of waste.

2.20 The public use of glass containers for drinks and food will not be permitted

2.21 Although security patrols are carried out during the Festival, they are not used to secure specific commercial units / activities and therefore it is advisable that the Applicant should seek their own source of security to protect stock levels and equipment subject to prior written approval of YSCIC.

2.22 Toilet facilities will be provided on site and maintained by YSCIC.

2.23 The Applicant must ensure that all plant and equipment provided or used by the Applicant has been inspected and tested at suitably frequent intervals (or if applicable, as required by law) and is at all times in a safe condition and safe for use and have up to date certificates in place as required by law. The Applicant will produce to YSCIC on demand the following safety certificates:

2.23.1 Safety certificates for each item of equipment where appropriate for public use.

2.23.2 Fireproof certificates in respect of any marquee or tented accommodation.

2.23.3 Portable Appliance Test certificates (PAT) in respect of each item of electrical equipment use.

2.24 All food units must conform to the FOOD SAFETY ACT 1990, REGULATION (EC) No 852/2004, FOOD HYGIENE (ENGLAND) REGULATIONS 2006 and Applicants must provide Hygiene Certificates and Council Registration documents with the tender submission. N.B. If you have any queries regarding the above or wish any assistance to enable you to comply with this requirement, please contact Hart District Council Environmental Health Department during normal office hours; Tel: 01252 77442, E-mail: eh@hart.gov.uk



2.25 All units must comply in every respect with Food Safety & Health & Safety legislation.

2.26 The application bid is for the running of the catering facilities only, as detailed, at the 2017 GOTG Festival only. It does not include advertising of the catering products or services; this would be covered by sponsorship.

2.27 Four to six wrist bands will be included with each stall.

2.28 The local council does not allow for pets being present on the land during the festival, any pets that are present will mean a breach of the terms and conditions.



APPLICATION FORMS TO BE COMPLETED AND RETURNED (1 of 2)

3. APPLICATION

3.1 Your application must be posted to be received by Thursday 30th March to the following address:

Mary Usher
YSCIC Concessions Manager
55 Cranford Park Drive
Yateley
Hants
GU46 6LB

Or emailed to: maryusher@hotmail.co.uk

3.2 The receipt of the application for the concession does not constitute an acceptance by YSCIC.

3.3 Please do not forward any monies at this stage. Please read and sign this notification clause and return it with your tender application

I have read these Terms and Conditions. I understand them and agree to abide by them and any other conditions as issued by YSCIC.

Signed

All applications to be received by 30th March.

Notification of successful bids by 14th April.

Full balance to be paid by 31st May.

Yateley Sports CIC, Company registration No. 7518014.



APPLICATION FORMS TO BE COMPLETED AND RETURNED (2 of 2)

Type of Unit	Maximum size required (in metres)	Photo or copy supplied?
Catering UnitM byM	Yes / No
Support VehicleM byM	Yes / No
Dining Area (Tables and Chairs)M byM	Yes / No
A range of menus/goods together with their suggested selling price enclosed		Yes / No
Current Hygiene Certificates and Council Registration documents enclosed		Yes / No
A copy of the current companies £5m public liability certificate enclosed		Yes / No

Please indicate whether you are applying for Saturday only, Sunday only or both days.

Amount to be paid to YSCIC for the Concession £.....

I undertake to hold our tender open for acceptance for a period of two weeks from the date of submission of this application. If successful with this submission I undertake to execute a formal agreement with YSCIC forthwith when required and pay the amount tendered for each successful unit by 31st May 2017. I understand that you are not bound to accept the lowest, highest or any application you may receive, and that YSCIC reserves the right to accept any applicant.

I understand that you are not bound to consider any applicant you may receive.

Signature.....Name.....

On behalf of (Company)

Address

.....

DateTel No.....