



Chapel Allerton

Arts Festival

20th Festival 2017

Food | 2017

Application Pack

Application Process

Every year we get great feedback from food concessions at the festival - we are assured it is a fun, enjoyable and profitable weekend for all. We love working closely with our concession holders to create a safe and enjoyable weekend for all.

As in previous years, we will be limiting the number of food and drink concessions.

Applications to arrive no later than **1st July 2017** via the online form.

Need any help?

We understand that each food concession is different!

If you would like to discuss any aspects of running a food concession at the festival, or need help completing this form, then please feel free to contact the Food Concession Coordinator by emailing food@chapelallerton.org.uk

We are happy to help with any aspect of this pack, please feel free to contact us at any time ... we would prefer to assist concession applicants as early as possible to prevent any problems arising in the future.

Timetable for tendering process

- **1st July 2017**
 - Deadline for online applications.
- **Mid- July 2017 (or before)**
 - Applicants informed of decision.
 - Invoice and terms and conditions (T&Cs) document sent via e-mail to the address provided.
 - Invoice to be paid in **full -and-** signed T&Cs document (inc. required safety paperwork) returned prior to trading at the event.
 - **There will be a late payment charge if you fail to pay by the 18th August.**

No refunds can be given if the concession is cancelled or if there is failure to show up on the day of the event

How we will decide who gets a space

We will be considering a number of factors when judging each application, however we place particular focus on the following key areas:

- Whether you are local to Chapel Allerton
- Availability of space
- Balance of products across different concession outlets over the weekend
- Compliance with use of appropriate containers and cutlery

and if applicable:

- Compliance with imposed terms and conditions at previous festivals
- Clean up and recycling record at previous festivals

The decision of the festival organising committee is **final**.

No correspondence about particular decisions will be entered into.

What we provide

We provide 6ft trestle tables in line with the amount you have paid for your stall, and an allocation of space sufficient to stand / sit behind and to access the stall.

Stalls will be allocated their space on arrival on the festival site, it is in direct contravention of these terms and conditions for concessions to take up more space than what they have been allocated.

We do not provide chairs.

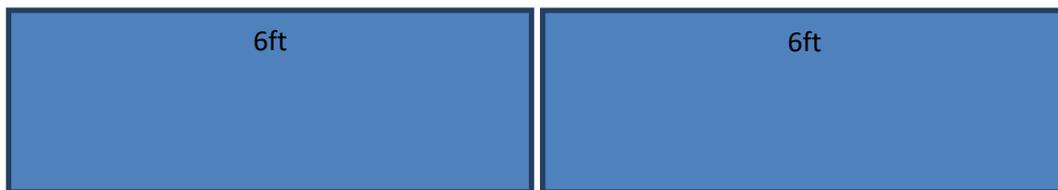
All food stalls will be located on Regent Street in an arrangement **pre-determined** by the event management team, these decisions are made primarily on the grounds on event safety and designed to assist crowd flow through this part of the site.

Standard concession fees are calculated on the amount of frontage the stall will take up over the festival weekend and are based on 6ft trestle tables.

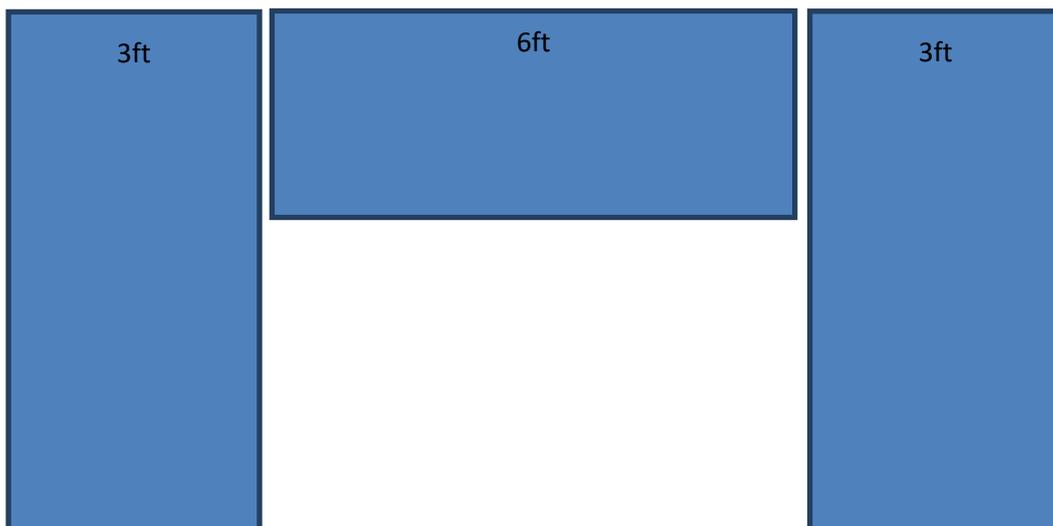
The standard price for a 6ft table frontage is **£150** for the weekend.

For example, the following layouts would cost **£300** for the festival weekend:

Layout 1



Layout 2



Not to Scale

Stalls that do not require trestle tables, for example food trailers or specialist catering units will be charged on a custom basis.

A standard wheelbase van catering unit will be charged **£220** for the weekend.

The maximum allowable space is a total 18ft frontage for any concession.

Transaction fees may apply dependant on your payment method, prices inclusive of VAT. See the remainder of this pack and refer to your invoice for a full breakdown of charges.

Section C

setup timings

The festival is open:

Friday: 18:00 - 22:30

Saturday: 11:30 - 22:30

Sunday: 11:30 - 17:30

You must be set up and have all vehicles off site **no later** than **30 minutes** before the scheduled start on each day.

You will not be allowed to bring vehicles back onto the site until **at least 30 minutes after** the official close of the day, this is also dependant on crowd conditions - if it is unsafe to allow you on site due the number of people present, you will have to wait for authorisation.

Section D

concession power supply

Each concession space will be provided with a single phase, generator fed power supply during the event operating times as listed above (NOT overnight - to reduce our environmental impact of running generators overnight at low load). This is not optional.

The cost of this will be £85 per stall.

The maximum power draw will be limited to around 13A per stall.

The connection will be via a 16A CEEform connector into an (optional) 13A domestic socket plug board.

If you require a higher rated power supply (16A or 32A for appliances such as fridges, grills, kettles / water boilers e.t.c.) this can be discussed at the application stage.

If you are unsure as to your requirements please contact us.

Using the incorrectly rated power supply can cause issues and safety concerns for other users of the generator power supply, if we deem your power supply inadequate we will require you to change your supply requirements. Your own power generating equipment cannot be brought onto the festival site under any circumstances.

The event site manager's decision is final in these situations.

We recommend that each concession provides adequate lighting for their stall as there is limited on-street lighting.

For fire safety reasons you will need to ensure that any burners/stoves are positioned in a way that does not constitute a fire risk and that any signs, table cloths etc. are secured so that they cannot come into contact with any burners or stoves in the event of wind.

We are **legally** obliged to obtain a **completed** fire risk assessment from each stall before we allow you to trade - this will be submitted if you are successful in securing a space this year.

Protective barriers **must** be erected at the front edge of any stall if any cooking is taking place in this area, this is a requirement of Leeds City Council to keep members of the public safe.

Fire fighting equipment

To aid with fire safety compliance, we will be providing dedicated fire points for the food concessions at the event - the costs will be covered in your stall hire fee.

These points will be supplied with 1 x Dry Powder, 1 x Foam, 1 x CO² Fire Extinguisher and a Fire Blanket.

The equipment provided will be fully commissioned and have up to date maintenance with associated records from the hire company.

This provision will need to be built into your concession Fire Risk Assessment. This provision is not a substitute for taking adequate fire prevention measures on your individual concession.

If a fire extinguisher is discharged by any member of your concession team (or by any other person due to a fire in your concession) you will be liable for the **full cost** of refilling the extinguisher(s) by the hire companies' nominated contractor.

The same applies to any additional fire equipment supplied by the festival e.g. fire blankets - you will be responsible for the **full cost** of replacement units.

All of your team must be trained in the safe use of fire extinguishing equipment.

Any additional fire equipment you provide on your concession that is not in a serviceable condition, or without an up to date maintenance record will be required to be removed from service whilst you are on the event site for safety reasons.

Section F

environmental responsibility

Food and drink **must** be served in biodegradable or recycled paper containers.

All cutlery **must** be made of wood or other suitable biodegradable material.

Styrofoam containers and plastic cutlery cannot be used on site.

Anyone arriving with inappropriate food containers and cutlery **will not** be allowed on the site for breaching these conditions.

Glass is totally **banned** from the festival site.

Section G

further terms and conditions

Adverse weather

You are responsible for protecting your goods and any other materials from the weather; we do not provide any form of wet weather cover, neither do we take any responsibility for any damage caused by weather.

No refunds or compensation will be offered in the event of bad weather.

Coal / Wood burning BBQ's

BBQs must be of a professional catering standard and well maintained. We reserve the right to ask any food concession to close if their BBQ is causing a hazard or smoke pollution on the festival site.

Any concession wishing to cook on a BBQ or similar equipment **must** take a full 18ft concession stall to ensure the safety of stall employees and customers of the festival

Protective Structures

All protective structures must be in sound condition and held down using professionally made weights.

We reserve the right to ask you take down any structure which we believe to be unsafe.

Public & Employers Liability Insurance

You are liable for any consequences arising from the sale of your goods and/or the activities taking place on your concession.

We expect you to take an appropriate level of public and employers liability insurance to cover you against any legal liabilities arising from these activities.

Food Hygiene Certification

It is a **legal requirement** that anyone handling food for sale to the public has appropriate food hygiene training and certification. It is your responsibility to ensure that anyone who is working on your concession has this training and certification is available on request.

Additional Hygiene Issues

All stall-holders are responsible for ensuring that the floor-space around their stall is kept clean and free from food debris.

Waste bins and recycling facilities must be provided.

Any stall holder who fails to keep their floor-space clean will be asked to leave the site at the end of that session and not return.

We do not provide access to water supplies at the festival. You must ensure you have provision for bringing water to site for cleaning etc.

Sale of Restricted Items

The sale or distribution of any item that carries a legal age restriction (e.g. alcohol, cigarettes, fireworks etc.) is strictly prohibited from concession stalls.

Equipment Safety

All equipment you bring on site must be fit for purpose, free from defects and in a serviceable, safe to use condition.

All electrical equipment must be PAT tested as required. Any other equipment must be serviced by a competent person as per the manufacturer's recommendations.

Charity Collection Buckets

All food concessions will be required to display a festival charity collection bucket at the customer facing section of their stall. These will be provided and maintained by the festival.

Storage of equipment

There are **no** storage facilities on the festival site and so all equipment must be removed at the end of each day.

Event Control

During the period of time that the festival site is under the control of the Chapel Allerton Arts Festival any reasonable request or decision made by the Event Manager, Event Safety Officer or any on-duty Event Management Team member is final and binding and must be complied with immediately. Failure to comply will result in your ejection from the festival. No refunds or compensation will be given in this situation.

Part 2 – Application Form

Once you have read and understood the contents of this application pack, you need to fill out the online application form. Please click the link below to be taken there!



[Click here to apply now](#)

Alternatively, copy and paste the link below into your web browser:

https://1drv.ms/xs/s!Aj_H8c_eXWkFh3rfFK5L-BSqzU-O

Please Note: This form is administered by **Microsoft OneDrive**. Terms & Conditions at the bottom of the web form.

Thank you for taking time to read this application pack.

We hope you understand that we use the application process to allow us to evaluate all applications fairly and consistently. We have strict terms and conditions to protect the reputation of the event and ensure the safety and enjoyment of all our attendees.

www.chapelallerton.org.uk

Chapel Allerton Festival is a charitable company limited by guarantee

Registered in England

Company Registration No. 6317106

Charity Registration No. 1129716

Appendix A

Fire Risk Assessment

We require all stallholders to complete their own Fire Risk Assessment **before** the event and submit this document as part of the application process.

The Regulatory Reform (Fire Safety) Order 2005 is the legislation that covers fire risk assessment of all premises.

Chapel Allerton Arts Festival produces a general risk assessment and fire risk assessment for the festival weekend as part of our Event Management Plan, however the festival places the onus on concession stall holders to risk assess and take any required reasonable precautions to ensure the safety of their concession, employees working therein and members of the public visiting the festival.

We use a local fire safety consultancy firm who will be present on site over the event weekend - representatives from this company will be requesting fire safety information from you over the build of the event and during its operation - you will be required to comply fully with them and any recommendations they make.

If you need help with this, please contact us and we will do our very best to assist you.

Appendix B

Damages Information

In 2013 there was approximately £500 damage caused by food concessions. As a charitable organisation we cannot afford to be paying suppliers this amount of money to repair damages - this would not be sustainable and unfair to others in increased concession fees.

Damage was caused to cable ramps as a result of hot surfaces being in contact with them, fire extinguishers were discharged and electricity distribution cables were damaged.

Whilst in 2013 we exercised discretion with these charges, going forward we cannot allow a repeat of this situation.

You will be liable for any damage caused, irrespective of whether it is accidental, intentional or caused by your acts or omissions.

Below, we have included a **guide** as to what charges look like for commonly damaged items (this is not an exhaustive list).

Item	Approximate replacement / repair cost
Fire Extinguisher (Refill)	£37
Fire Blanket (Replacement)	£25
Cable Ramp (Replacement)	£327