

Cambridge Folk Festival

Thursday 28 July – Sunday 31 July 2016

ICE CREAM CONCESSION APPLICATION FORM

Before completing this form, please read the Festival terms and conditions (pg3-4), which together with Environmental Health guidelines and any information given by successful applicants will form a binding contract between both parties and will be strictly enforced. Please complete all sections of the application.

REQUIREMENTS FOR ICE CREAM CONCESSION

Thursday to Sunday; 3 Units - 1 outside entrance to Main Arena, 1 inside the Main Arena, and 1 unit at Coldham's Common. Strictly no fuel driven generators/engines for soft ice cream. Power provided.

Sunday only, 12pm - 4pm; 3 units **plus 1 hand barrow**, hard ice cream and wrapped products only. Just within entrance to Main Arena for Children's concert. No power provided.

Your Company Details:

Trading Name	
Contact Name	
Address	
Telephone	
E-mail	

Your Bid:

£ _____

Type and number of units (e.g. van, marquee, purpose built unit) _____

Do you wish to sell soft drinks? Additional £115 per unit fee yes

Your Dimensions:

Exact size for unit to trade inc preparation space, tow bar etc. Length _____(m) Depth _____(m)

A minimum of one stock vehicle, inclusive of any chiller unit, per pitch will be allowed to stay on site. Please state exact size of stock vehicle (keep to a minimum and only request if needed)

Type of stock vehicle _____ Length _____(m) Depth _____(m)

Your Power to Unit:

Each unit will have free access to a 16 amp maximum draw terminating in a 16 amp Ceeform. ALL additional power must be requested on this form.

Additional power to unit:

Additional 16 amp Single Phase Ceeform @ £93 £ _____

Additional 32 amp Single Phase Ceeform @ £185 £ _____

Upgrade of included 16 amp to 32 amp Single Phase Ceeform @ £93 £ _____

Power to Stock Vehicle 16 amp Single Phase Ceeform @ £93 £ _____

Environmental/Ethical Impact:

Please outline how you propose to minimise your environmental impact and utilise ethical practices at this event (e.g. Issues such as use of green packaging and bags, sourcing free-range/organic products, using local suppliers, promoting healthy eating, fair trade, sustainable fish supplies etc.) Continue on a separate sheet if necessary. We are keen to ensure our environmental footprint is as minimal as possible, we uphold ethical practices and continue to win awards for our high standards. We try to minimise electricity and diesel usage, cut down on waste and increase recycling as well as encourage sustainable forms of transport. Please consider the environmental impact of your travel to the festival and use the minimum number of vehicles possible to travel to the festival by vehicle sharing. If you have the option please also use the most sustainable form where possible.

Your Pass and Camping Requirements:

See Terms and Conditions for pass allocation. You cannot sleep in your prep, storing or serving areas. Additions will be deducted from your tender bid at the rate of £153 per pass:

State the total minimum number of passes you require to trade: _____

Free camping is provided at Coldham's Common site, please state number of 2/3 berth tent spaces required:

Cherry Hinton camping requirements per 2/3 berth tent _____ passes x £60 = £ _____

Cherry Hinton caravan/campervan requirements _____ passes x £120 = £ _____

Your Additional Information: please tick to confirm you have included the following

- Third Party Liability Insurance yes
(Even if your insurance goes out of date before the event we still need to see a copy of your current policy.)
- Enclosed Food Safety Pack (blank form provided) yes
- If possible please attach or enclose photos of your unit yes
- Are you able to include a milk free sorbet or ice lolly? yes

I have read and agree to the Festival's Terms and Conditions and confirm the details given above are correct.

Signed _____ Date _____

Print name _____

Please complete and return this form, including any additional information by midday, Friday 12th Feb 2016.

If possible all applications should be returned electronically to:

Rebecca.Stewart@Cambridgelivetrust.co.uk

If not then post to:

Rebecca Stewart
Cambridge Folk Festival
3 Parson's Court
Wheeler Street
Cambridge CB2 3QE

Applications should be clearly marked BID FOR ICE CREAM CONCESSION at Cambridge Folk Festival 2016.

CATERERS APPLICATION FORM - FESTIVAL TERMS & CONDITIONS

References to:

- a. 'Festival' are to the Cambridge Folk Festival;
- b. 'CLive' are to Cambridge Live of 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE
- c. 'You', 'trader' and 'applicant' are to the applicant whose details are on page one of this application form.
- d. 'Staff' are to any staff of the trader.

GENERAL CONDITIONS

1. **TRADING SPACE** - Space is extremely limited on site. Preference will be given to those with smaller lengths and depths. Tender amounts should reflect the space required. Depths greater than 15' will not be considered. Tables and chairs will not be provided.
2. **SITE POSITION & ARRIVAL/DEPARTURE** - Once sited by the Festival, units should not move without the agreement of the Festival HQ. You must arrive on Wednesday 27 July, no later or earlier. Earlier arrival is by written agreement only. No vehicles will be allowed to depart the site until after 2.00am Monday morning and only then at the discretion of the Site Manager depending on ground conditions and whether the arena/access route is clear of pedestrians. All units will need to be escorted.
3. **VEHICLE MOVEMENT, STORAGE VEHICLES & COLD UNITS** - No vehicles or cold units may be parked by your stall. There is provision for one storage vehicle only, inclusive of chiller units, to park in the compound on site and one at Netherhall Upper School car park. These vehicles may not be used for camping. Any power requirements to stock vehicles must be requested on the application form. No vehicle movement is allowed within the arena from Thursday 28 July to Sunday 31 July. No vehicles of any type including those dropping units will be allowed on site without a valid vehicle pass. Deliveries to the arena must be moved by hand from the production area.
4. **TRADING TIMES** - You must be open from 11am on Thursday 28 July when the arena opens. We do not have set trading hours but would expect you to be open to meet customer demand on all days until the Festival closes at midnight on Sunday 31 July.
5. **PASSES** - A maximum of four passes will be allocated per unit at Cherry Hinton Hall (see additional information below for Ice Cream concession and 24 hour campsite unit). Please state the minimum number of passes you require to trade. Additional passes must be requested at the time of tendering and their value will be deducted from your tender bid. Wristbands must be worn at all times and are not transferable, re-saleable or refundable.
6. **STAFF PARKING & CAMPING** - There is no provision for staff parking or camping at Cherry Hinton Hall. Staff must park at Netherhall Upper School car park. Free camping is available at Coldham's Common but must be requested with your tender. No camping is allowed in car parks. Should you wish to camp at Cherry Hinton Hall tickets must be purchased separately from the Corn Exchange's Box Office and are subject to availability. You may not camp in your catering unit, prep area or supply vehicle.
7. **FIRE EXTINGUISHERS** - You must provide the appropriate fire fighting equipment, tested within the last 12 months (minimum one dry powder extinguisher and one fire blanket). The Festival will check all equipment on arrival. You will not be allowed to start trading until satisfactory equipment is present.
8. **SAFETY** - In accordance with Festival policy, all traders must undertake appropriate risk assessments and comply with the requirements of the Health and Safety at Work Act 1974 and all appropriate regulations made under this Act. All electrical items and installations should conform to appropriate BS or CE standards and be inspected and compliant to current BS 7671 IET Wiring Regulations standards. All traders must comply with any directives specifically relating to safety by the Festival over the weekend.
9. **ENVIRONMENTAL IMPACT & ETHICAL PRACTICES** – Please note under our Terms and Conditions these requirements are non-negotiable;
ALL food packaging, cutlery, drink holders and lids must be biodegradable. ALL coffee, tea, cocoa and chocolate must be Fairtrade. ALL eggs and egg products must be free range. STRICTLY no plastic bags allowed. Where ever possible please use refillable sauce/condiments.

10. **MENUS & PRICES** – Menus and price lists must be submitted with your bid including what will be made fresh on site, where produce is to be sourced, what products are organic and any other information to assist your bid. Menus must be clearly displayed to the public throughout the Festival and will be checked on site. Any changes must be agreed by the organisers in writing by 1st June 2016.
11. **GLASS** – No glass of any kind is permitted on site, for sale or personal use
12. **ALLERGENS** - As per the EU Food Information for Consumers Regulation 1169/2011 you are required by law to provide allergy information on all food sold unpackaged. You will need to provide detailing allergen information, documentation showing this information and proof of training for all staff.
13. **DRINKS** - You may purchase your own proprietary brands of soft drinks and sell them on site only on payment in advance of an additional £110 per unit to the Festival. This will be strictly enforced.
14. **PAYMENT** – Successful applicants will be invoiced by the Festival in two stages. First payment will be due by 25 March and the final payment by 27 May. Failure to meet payment deadlines will affect your opportunity to return to the Festival in the future. Any late payment issues must be submitted in writing and reach us by no later than the 22 April.
13. **INSURANCE** – A copy of your third party liability insurance valid for the duration of the Festival must be provided to the Festival to trade.
14. **MUSIC** - Stalls are permitted to play music audible for kitchen staff only. Music must be inaudible to the public.
15. **COMPLIANCE** – the Festival will take appropriate action against any non-compliance with these Terms and Conditions, Food Safety legislation or any Health and Safety legislation, which may result in the removal of your unit from site, and/or exclusion from future festivals. Please note inspections will be carried out during the event and therefore evidence of your Food Safety, Health & Safety procedures should be available for inspection. They may also check that your menu and prices are the match those in your application.
16. **POWER** - Power including overnight power is ***not provided by the Festival*** for any units other than the ones situated next to the performance area and outside area entrance at Cherry Hinton Hall. This supply will be 10 amp maximum draw and will terminate in a 16 amp 3 pin connector. Conversion to 13 amp will be available on site. Where engine generators are to be used (***Coldham's Common Only***) they must under no circumstances emit excessive fumes. Vans found causing a nuisance will be immediately stopped from trading. No power will be provided for the hand barrow.
17. **SUBLETTING** - Sub-contracting is not permitted without the written consent of the Festival. Any agreed sub-contracting shall not relieve the accepted company, trader, caterer or pitch holder of any obligation or duty attributable to the accepted company, trader, caterer or pitch holder under any part of this agreement or terms and conditions.
18. The event organisers reserve the right to photograph or photocopy insurance, food safety certificates, or other documents presented on site for their records

Full Cambridge Live terms and conditions including Freedom of Information, Prevention of Bribery, Anti-discrimination, and Data Protection are available on request.