



Art in Action External Catering Application

96 Sedlescombe Road, Fulham, London SW6 1RB T: 020 7381 3192 F: 020 7381 0605

External Catering - Application for Trading – Not for Agents.

Art In Action, in its 34th year, is expecting about 26,000 visitors over four days this July to witness more than 400 artists, designer-makers, craftsmen and women, musicians, performers, teachers and lecturers working. Art in Action ranks as the most exciting arts event of its kind in Europe.

We are looking for suppliers who can demonstrate that they are outstanding in their field. We are especially interested in companies who can join in the “Art in Action” ethic by displaying their art (and theatre) of good food and service in action. This form sets out our terms and conditions which will form the basis of any contract between us. Please complete this form and return it to 'caterers@artinaction.org.uk' with any documentation you believe will help us to judge your suitability.

We propose to allocate 10 pitches to external caterers this year which are shown on the map of last year's site in blue (see website). We reserve the right to change these site locations.

Please note that we already have internal caterers for the following services: wine, beer, champagne, pancakes & waffles, ice cream, cold drinks, tea & coffee and smoothies.

Please complete this form, read the important notes and sign to show you have understood and agree to the conditions of participation.

I. Registration details:

Organisation Name ("The Trader")
Contact Name
Full Mailing Address
Work Phone
Mobile Phone
Email
Website
Description of food, drinks etc offered

2. Stall detail

Frontage (m)	
Depth (m)	
Type of stall: Trailer/Van / Frame tent without guys/tent with guys	
Number of Staff (Names will be required later)	
List electrical equipment and power consumption	
Specific power connection type required (waterproof connections only)(All electrics must comply with current Regulations)	
Amount and type of gas to be brought on to site at any one time.	
Fire fighting equipment you are bringing onto site	
Essential onsite vehicle length & weight/type	
Water supply requirements	
Do you have a wash up sink? Does it need plumbing?	
Do you have a wash hand basin?	
Do you want to hire a wash hand basin from Art in Action?	
Do you have any drainage requirements? If so what are they?	
Do you have full insurance for all vehicles on site?	
Do you have a Food Safety Management System acceptable to your local Environmental Health Dept? Please describe:	
Are your staff trained in food hygiene? Do they have certificates?	
Any requirements Art in Action should know about?	

Terms & Conditions

Trading

The School of Economic Science ("The Organiser"), as sponsor of Art in Action, encourage traders to source goods ethically and to use Freetrade or similar and organically produced products where available. (Any such claims must be backed up with evidence)

The Organiser will endeavour to keep the performance programmes and exhibit locations consistent with the site plans as given to The Trader. However, no financial compensation can be offered as a result of changes or event cancellation, for any reason including weather, inaccessibility of pitch etc. The Trader is responsible for arranging his / her own cancellation insurance.

Event location & dates

Waterperry House, Waterperry, Oxon OX33 1JZ. (NB Communication address at end of document)

Set-up days: Tuesday 17th July & Wednesday 18th July.

Public days: Thursday 19th July – Sunday 22nd July.

Event Opening times: 9:00am to 6:00pm daily

Caterers are required to be open for business 9:00am to 6:00pm daily and those on the main lawn who will be required to be open until 8:00pm on Saturday evening.

Stall placement, Arrival & Departure

The Organiser will try to locate your pitch as shown on our site plan but The Organiser reserves the right to make changes without notice. All units must be in place by 7pm on the Wednesday immediately before the show and must leave the site by 5pm the Monday immediately after the show. The Trader's stall must be ready to serve food on request during the opening times mentioned above. The Trader may open for breakfasts from an earlier time by agreement with The Organiser. The Trader must trade on all days when the event is open.

Power

The Organiser will supply electrical power to The Trader's pitch, free of charge, through an on-site electrical contractor during the course of the event. If the electrical supply has a significant failure then The Trader's own diesel (only) driven generators may be used if expressly authorised by The Organiser.

All The Trader's electrical equipment must be covered by a portable appliance test (PAT) certificate.

Changes

Changes to The Trader's details and services, size of stall, power requirements etc must be agreed with The Organiser in advance. No changes to these criteria will be permitted after 1st May before the show.

Commission & Payments

All goods sold by The Trader while at Art in Action will attract a 20% commission on the gross price sold.

Payment is due to The Organiser at the end of each trading day. Trading should contact the catering manager at the end of each day for submission of commission.

Products / Prices

The Trader is only permitted to sell products agreed by The Organiser at prices agreed by The Catering Manager.

Food constraints Frying onions and roasting or frying any meat or fish products is not to take place on site between 10:00am and 7:00pm to reduce smell nuisance.

Photographs of Signs, display material and tents etc

Photographs of all trailers, tents, awnings and external signs you propose to use on site must be provided to The Organiser with your application and only agreed signs or display material will be allowed to be used on site. The Organiser reserves the right to remove signs or display material during the event if you have substituted unauthorised signage or display material.

Tents provided by The Organiser

If you require a tent to be provided by The Organiser your precise requirements and a detailed plan including power / lighting points, water supplies (hot and cold) and drainage and any other requirement must be supplied to The Organiser as soon as possible but by 1st May before the show at the latest. After this date no further provision can be guaranteed by The Organiser.

Passes

Non-transferable passes will be issued to The Traders accredited staff in advance. Please ensure requests are made by 1st May.

Hygiene and Food Safety

The Trader must meet or exceed the requirements of current legislation in relation to food hygiene and food safety. The Trader must be registered with his / her home authority and have at least two stars in the "Scores on the Doors" hygiene scheme where applicable. All food handlers must be trained commensurate with their duties and copies of certificates are to be supplied with this application. The Trader is recommended to contact the Environmental Health Department of South Oxfordshire District Council in advance on 01491 823239 to agree The Trader's own hygiene and food safety arrangements. There must be adequate wash hand basins and also sinks etc with hot and cold water and refrigeration etc. (There will be a charge for these facilities if required to be supplied by the Organiser)

Health and Safety

The Trader must meet or exceed the requirements of current legislation in relation to Health and Safety. This includes a written Safety Policy and risk assessments (if The Trader has five or more employees). The Trader must also meet Art in Action's own Health and Safety and hygiene requirements. The Trader is recommended to contact the Environmental Health Department of South Oxfordshire District Council in advance on 01491 823239 to agree The Trader's own health and safety arrangements.

Water and sinks and basins

Potable water can be provided by The Organiser through a standpipe on request. If The Trader needs additional facilities they must be provided by The Trader or by prior agreement with The Organiser. Caterers must have their own wash hand basin and sink provision as necessary. Drainage will be provided by The Organiser if requested before 1st May 2010.

Drainage points for waste water will be provided in your vicinity to which you will need to connect via your own water and waste pipes.

Deliveries

All deliveries must take place before 8:30am.

Vehicles – Movement restrictions

Vehicles are allowed on site at the owners risk and must be suitably insured. Only one stock vehicle and one fridge is allowed per pitch. All other vehicles used by you and your staff may be parked, free of charge, in our car parks. With the exception of a hand trolley, The Trader is not allowed to transport anything on site between 9am and 7pm without express permission from The Organiser.

Rubbish & Re-Cycling

The Trader must keep the area both in front and behind his /her allocated trading space tidy and free of rubbish at all times. The Trader will keep clear all tables in front of his / her pitch. (either those belonging to The Trader or The Organiser) The Trader is encouraged to use bio-degradable or recyclable disposables. Polystyrene and plastic cutlery are not allowed. The Trader should segregate glass and general refuse and put these into the yellow and black bins provided. Clean cardboard/paper and bio-degradable refuse will also be collected regularly by The Organiser's Site Management team. At the end of the show all effects of The Traders presence on site must be removed from site by The Trader.

Official Organizations

The Trader is required to co-operate fully with Site Management, Hygiene, Safety Co-Ordinator, Security, Emergency Services, Police, South Oxfordshire Environmental Health, Fire Officers, HM Revenue & Customs Staff, Environment Agency and Trading Standards etc.

Oil & other fluid containers

Any oil drums & containers remain the responsibility of The Trader and must be removed from site by her / him. Oil is not to be placed in refuse bins, on the ground or in a water course.

Gas

All gas equipment in catering units must have current safety certification. LPG cylinders must be stored in a place agreed with our Fire Officer. All cylinders must be removed after the event.

Open fires are not permitted.

Security

The Trader is responsible for the security of his / her own equipment and supplies. The Organiser will provide a 24 hour security service from the Wednesday immediately before the show until the Monday after and this may assist your security efforts but the Organiser cannot be held responsible for any loss or inconvenience.

Music & Noise

The event includes the playing of live music. As a consequence The Trader is not allowed to play music on his / her stall; please take care to keep the noise of your operation to a minimum.

Insurance

The Trader warrants and undertakes to have valid public & employer liability insurance policies (each to value £1m) and motor vehicle insurance, and that such insurances will cover any liabilities you may incur in respect of the event.

Indemnity

The Trader agrees to indemnify the Organiser in respect of any loss (including loss of profits) or any liability that The Organiser may incur resulting from any negligence by the Trader or the Trader's staff in relation to the event.

Sub-Contracting

The Trader is not entitled to sub-contract any pitches to third parties or other contractors.

Agreement/Deposit

A £250 deposit per pitch will be required before the application can be processed further after initial acceptance. (Do not send until you have been accepted. The deposit will be required within 14 days of your acceptance)

If The Organiser confirms approval of The Trader in writing, a binding Agreement is created between the Organiser and the Trader on the basis of the terms and conditions set out herein. The deposit will be refunded after the event unless The Trader has materially breached the Agreement.

I confirm that details supplied are accurate.

Print Name below:	Signature:	Date
Your Organisation Name of The Trader		

Please return the above to 96 Sedlescombe Road, Fulham, London SW6 1RB F: 020 7381 0605

The External Catering Manager is Peter Reddell 0208 546 8984 / 07779 036111. Please call him if you have any queries.

The following will be required once you have been initially accepted:

1. £250 Deposit Cheque made payable to 'Art in Action'.
2. Copy of Public and Employers Liability Insurance (minimum £1,000,000 each)
3. Motor vehicle insurance
4. Copy of Food Hygiene Certificates as appropriate
5. Copy of Health & Safety Risk Assessment for activities to be undertaken at this show
6. Copy of Local Authority Food Business Registration
7. Copy of your Food Safety Hazard Analysis for this event and details of your Food Safety Management System
8. Menu and prices
9. Photograph(s) of your stall etc as it would appear at this show.
10. Sketch or plan of your stall and facilities indicating vital criteria including measurements (eg location of water supply, sinks, basins, gas appliances, refrigerators, drainage etc.)
11. Details of any other facilities etc you may require from The Organisers.

Questions regarding your application should be sent to caterers@artinaction.org.uk