

# WARWICK FOOD FESTIVAL 2018

Sunday 27<sup>th</sup> May 2018 – 10am until 6pm



FOR OFFICIAL USE ONLY	
Date Received	
Date Revised	
Reviewed by (initials)	
Accepted	
Declined	

With the support of CJ'S events, Market Hall Museum will be taking part in Warwick Food Festival 2018.

Hire of a 6 foot table - £45. The event will be promoted by Heritage and Culture Warwickshire (HCW) using our established marketing networks via printed advertising, press and social media with the support of CJ's Events.

Tables will be located on the ground floor of the museum only. **No cooking of food** is allowed inside the museum. Please note that museum cabinets, displays, exhibits must not be used or moved to display your products. A pull up banner can be displayed at the back of your pitch.

**THIS FORM MUST BE COMPLETED IN FULL FOR YOUR APPLICATION TO BE CONSIDERED**

Surname	
Forename(s)	
Title (E.g. Mr, Mrs, Miss, Ms)	
Full Address (Including Postcode)	
Contact Number	
Email Address	
Date of Birth	
Emergency Contact Details (Name, Relation & Number)	

Name of Business	
Outline your products	
Name of owner (If different from above)	
Address of business, including postcode (If different from above)	
Vehicle Registration Number	

## Documentation

The following documentation is required as a condition of trading at our events. These will be kept on file and held in accordance to the Data Protection Act.

Public Liability Insurance	Please attach copy
Photo Identification (E.g. Passport or Driving licence)	Please attach copy

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## Local Authority Registration (For food stalls only)

Please provide details of your Local Authority Registration below and supply a copy

Name of Local Authority	
Contact Name at Local Authority	
Minimum Food Rating of 3	Please attach copy
Food Hygiene Certificate	Please attach copy

## Food Hygiene Certificate (for food stalls only)

All food stalls must have appropriate registration with their local authority, please attach documentation with return where possible.

Date of issue	
National food hygiene rating (If certified by your council) <a href="http://www.ratings.food.gov.uk">www.ratings.food.gov.uk</a>	

If your application is successful ALL TRADERS will be required to complete a WDC Food Registration To Trade Form, even if you have previously completed one. We will contact you in due course to request this document.

If your application is successful, you will be contacted to pay. Payment will be through Market Hall Museum shop either by Cash, Cheque or Card via phone or in person. Only payment will secure your place.

Please **DO NOT** attempt to make any payments until you have received confirmation of acceptance onto the festival. Any refunds required are subject to our Terms & Conditions.

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By printing your name below, you are indicating all the above is true to the best of your knowledge and agreeing to our Terms & Conditions of Application and/or our Event Regulations for the event.

I understand and accept that I may be prosecuted if any information in the application is known to be untrue or false.

**Print name:**

**Date:**

Please return this completed form by email to [louisejennings@warwickshire.gov.uk](mailto:louisejennings@warwickshire.gov.uk)

***Please note stalls will be accepted according to their suitability and not on a first come, first served basis, submission of your application form does not guarantee a place at the festival.***

**Have a question, we'd love to help you:** Telephone: 01926 736 492 Email: [louisejennings@warwickshire.gov.uk](mailto:louisejennings@warwickshire.gov.uk)

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## **TERMS AND CONDITIONS OF APPLICATION**

1. We regret that exhibitors are not able to specify the exact location of their stand/space; however, we will attempt to be accommodating where possible.
2. **Full payment is required.** This fee is non refundable, except when Heritage and Culture Warwickshire (HCW) cancels the event.
3. Please be aware that an EHO Officer may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after the Festival. **Any directions given must be complied with immediately.**
4. The provision of food and drink is governed by **Food Hygiene Regulations**. It is the **exhibitor's responsibility to comply with Environmental Health Organisations regulations**. For further information, contact a member of the Food and Occupational Safety & Health Team on 01926 456710 or visit - <http://warwickdc.gov.uk/WDC/Environment+and+planning/Food+safety/Food+hygiene+and+quality/>
5. Stallholders are asked to keep their surrounding area clean throughout the festival. Stallholders are responsible for the safe and responsible disposal of any waste produced by themselves; **Under no circumstances may refuse of any kind be left on site.**
6. All electrical equipment must be listed on the booking form, certified and have a current PAT certificate. A copy of this certificate must be returned with the booking form and also be made available for inspection at any time, before during or after the Festival. **Please note that non-PAT tested equipment must not be used under any circumstances.**
7. All exhibitors must have valid public liability, product liability and employee liability insurance and a site risk assessment. Failure to produce these documents will result in immediate cancellation of their booking.
8. Exhibitors will be liable for any damage they cause, and no blame or liability will be passed on to HCW under any circumstances.
9. Warwick Food Festival is open to the public from 10am and closes at 6pm. Stallholders may arrive on site at their allocated time slot only. Please note there is a maximum time limit of 1 hour for unloading. All vehicles must be moved to the FREE Exhibitors' car park immediately after unloading. **No stall display is to be taken down before end of trading at 6pm, and no vehicles are permitted on site outside of their allocated times.**
10. The application form is not valid unless completed in full and signed. By signing the application form, you agree to comply with these conditions.
11. We regret credits or refunds will not be given for bookings cancelled by exhibitors under any circumstances. No refunds will be given due to inclement weather or adverse conditions.
12. Traders will have some limited space on the floor around their space but must not take up any additional space that encroaches gallery space, on neighbouring pitches or blocks access for visitors. Do not attempt to move museum fixtures or fittings to make extra space, or block access for visitors. Please make sure there are no trip hazards and walk ways are not obstructed.
13. The Hirer shall use its reasonable endeavours to ensure that all people at the Hire Space with the Hirer's implicit or explicit consent are familiar with the fire evacuation procedures, the location of all emergency exits and fire fighting equipment and that during the Hire Period all emergency and security procedures relevant to the Premises are complied with. The Hirer shall ensure that:
  - a. all entrances and exits to the Hire Space must be kept clear of obstructions at all times and appropriate access for the disabled observed;

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- b. no flammable liquids, gases or explosive substances shall be brought into or kept in the Hire Space;
  - c. no special effects such as candles, fireworks, explosives, smoke generators, lasers shall be used in the Hire Space unless the Hirer has first obtained written approval from HCW;
14. As we are a museum, no materials that could potentially damage our objects, or cause a health and safety risk to the public, are allowed in your space. Please do not bring materials such as dried flowers, fresh flowers, twigs, teasels and other organic matter as it attracts pests and therefore cannot be allowed in the museum near our collections.
  15. No food products can be cooked on site.
  16. Museum cabinets, displays, exhibits must not be used or moved to display your products.
  17. HCW reserves the right to cancel, curtail all or part of the event at their absolute discretion. HCW reserves the right to refuse access and also the right to require traders to leave immediately should any of the foregoing terms not be adhered to.