

**OXFORD CASTLE FOOD & WINE FESTIVAL**  
**Friday 17<sup>th</sup>, Saturday 18<sup>th</sup>, & Sunday 19 September 2010**



**APPLICATION FORM**

**Deadline for applications: 20 August 2010**

Please make your application on this form and return it with total remittance to:  
 BBO Food Group CIC, Speedwell House, Speedwell Street, Oxford, OX1 1NE  
 Contact: Tamara Schiopu Tel. 01865328786, Mob. 07795334474,  
 Email: [info@local-food.net](mailto:info@local-food.net)

Name of business/ organisation:	
Name of applicant:	
Goods sold/information	
Address:	
Email:	
Phone number:	
Contact name for the Festival days :	
Mobile number(s) for the Festival days:	

**Please note:** Cooking of food on site is permitted only for tasting and portions of up to £1.00

DESCRIPTION OF STALL/PITCH	COST Includes VAT 17.5%	Tick
Oxford Castle Standard Stall = 7.5ft x 3.5ft	£60.00 (for 3 days)	
Oxford Castle Double Stall = 15ft x 3.5ft	£120.00 (for 3 days)	
Standard Stall (if bringing your own) = 8ft x 4ft	£60.00 (for 3 days)	
Large Stall (if bringing your own) = 16ft x 4ft	£120.00 (for 3 days)	

**ELECTRICITY (free)**

**Oxford Castle can provide electrical supplies – please detail what equipment you will be using**  
**Please note:** All electrical equipment must be inspected by the site electrician prior to use.

Quantity	Equipment	Typical Watts	Total Watts	Type of Connection	Watts	Tick
	Cash Till	100		13 amp	3000	
	Computer	100				
	Refrigeration Unit	100				
	Kettle	3000				
	Burco Boiler	3000				
	Coffee Machine	2000				
Please list any other equipment, detailing the power consumption:						
<b>TOTAL Watts pull</b>						

All at Oxford Castle are working hard to reduce our carbon footprint. Please help us to do so by recycling, and using corn starch cups and containers.

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**PLEASE RETURN COMPLETED APPLICATION FORM AND ALL OTHER OBLIGATORY FORMS  
NO LATER THAN**

**20 August 2010**

**to:**

**BBO Food Group CIC, Speedwell House, Speedwell Street, Oxford, OX1 1NE**

Applications will be rejected unless accompanied by the total remittance – **cheques** should be made payable to 'Oxford Castle'

With any questions, please call Tamara at 07795 334474 or email [info@local-food.net](mailto:info@local-food.net)

**ALL TRADERS MUST RETURN:**

- Completed and Signed Application Form
- Completed Risk Assessment, or copy of Company Risk Assessment
- Copy of current Certificate of Public and Employer liability insurance
- PAT Testing Certificate (if applicable)
- CORGI Certificate (if applicable)
- Cheque for full fee (payable to Oxford Castle Ltd)

**TRADERS SERVING FOOD MUST ALSO RETURN:**

- Food hygiene certificate (copy)
- Gas cylinder certificate (where applicable)

**PAYMENT**

Applications will be rejected unless accompanied by the total remittance – **cheques** should be made payable to 'Oxford Castle'

**DISCLAIMER**

I hereby certify that the above particulars are correct to the most of my knowledge and belief. I/We have read and agree to conform and abide by the Terms & conditions of the Oxford Castle Food & Wine Festival.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

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**Friday 17<sup>th</sup>, Saturday 18<sup>th</sup>, & Sunday 19 September 2010**



## **TERMS & CONDITIONS**

1. The pitch fee is for the duration of the event, which is open from 11am to 6pm on Friday 17<sup>th</sup>, Saturday 18<sup>th</sup>, & Sunday 19 September 2010.
2. Pitch location is allocated in advance by the Festival Management.
3. Traders will be allowed to arrive between 8am – 10am on Friday 17<sup>th</sup>, Saturday 18<sup>th</sup>, & Sunday 19 September 2010, however there will be no vehicular movement on site from 10am on any day of the event and all stall holders are required to be fully set up by 10.00am for the site inspection. This is necessary for the safety of the public.
4. Traders must remain at their pitch until the close of the festival on each day of the festival, and the site has been cleared of public. The site must be vacated by 7pm on each night of the festival.
5. Sub letting any part of the stall is not permitted.
6. All vehicles are brought onto site is at their owner's risk and must be suitably insured
7. All vehicles must be parked in the Festival Production Car Parking area; only essential vehicles (storage / chiller) will be allowed to be parked behind stalls. Details of traffic routes and access will be sent out once confirmed.
8. The festival cannot accept responsibility for any loss or damage that may occur during the festival.
9. Traders will be held responsible for any persons coming on site to deliver to or service their stall. Deliveries are not allowed during trading hours and you must ensure that you have sufficient stock at your stall before 10am on each day of the festival.
10. Waste water must be put in containers and not poured on the ground. Traders are responsible for keeping their area tidy. All rubbish should be placed in the appropriate recycling bins provided.
11. Traders are responsible for the removal and disposal of any waste oil from the site.
12. Water will be available and there is no charge for this, but you must have suitable equipment to collect from water points.
13. Power for market traders will be provided by the Organiser. Traders are not permitted to bring generators on site. All electrical equipment on site must have been tested and have a current safety certificate (e.g. PAT certificate).
14. No animals to be allowed on site at any time, with the exception of guide dogs.
15. No unaccompanied children under the age of 12 will be allowed on site.
16. No music is to be played.
17. No camping will be allowed at this event.

## **Health & Safety**

15. Traders are not permitted to start trading until they have been given the go ahead by the Event Safety Officer, following a Health & Safety Inspection.
16. An emergency access route will be established into the main festival site, this must be kept clear of traffic and obstacles at all times.

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17. All traders will be required to provide the following copies upon application:
  - Certificate of Employer and Public Liability Insurance for a minimum of £5 million. Likewise traders are responsible for ensuring contractors delivering to, or working at their stall are suitable insured.
  - Health and Safety Policy document (*if you employ 5 or more people at the Festival*)
  - Risk Assessments are required for all traders
18. Traders serving food are also required to provide the following copies on application:
  - Basic food hygiene certificates, and where appropriate HACCP (Hazard Analysis Critical Control Points) System.
  - Portable Gas appliance certificates issued within the last 12 months by a competent approved contractor for all Gas appliances.

## Fire Safety

19. No open fires are allowed on site.
20. No petrol generators are allowed on site, as previously mentioned.
21. Please ensure that you have adequate exit points in the event of a fire. We also ask that where appropriate, you have fire safety equipment (fire blankets, H<sub>2</sub>O and CO<sub>2</sub> fire extinguishers) - to the satisfaction of the Event Safety Officer, and that it has been tested in the last 12 months. All your staff should be trained in the event of a fire, and all structures and drapes must be durable flame-proofed to BS3120.
22. Traders are only allowed to bring one spare container of bottled gas (LPG) on site and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas container used must be kept outside any structure and secured to stakes or other to ensure it cannot fall over.
23. Traders are required to keep both the 2 meter area in front of their stalls as well as the back of their market space tidy and free of rubbish.
24. Traders are asked that they comply with the terms of the local authority's license conditions and to cooperate with their officials, and the Festival Management personnel.
25. Liability disclaimer: Oxford Castle Food & Wine Festival, their servants or agents will not be responsible for any accident, loss or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the festival site, or whilst entering or leaving the site. Please ensure all stall holders and helpers are vigilant. Oxford Castle Food & Wine Festival is not responsible for effects on the level of trade caused by weather or any other unforeseen circumstances