

Music Festival 27-29 August 2010

Terms and Conditions

Food Vendors

Festival Site

General

- **Traders must sell only the goods specified in their application.** Any changes to the application must be made in writing to **Watchet LIVE Music Festival** at least four weeks prior to the start of the festival.
- **Alcohol is sold as a separate concession and is not permitted to be sold from the food stalls.** Any drinks that you wish to sell need to be expressed in the application form and confirmed by our organisation.
- **Sub-contracting** stalls or a part of stalls, by traders is not permitted.
- **Payment in full for successful tenders must be made before 1 July 2010** to **Watchet LIVE CIC** Non-payment by that time will result in the pitch(es) being reallocated.
- **Traders to be on site and set up by 12 noon on Friday 27 August 2010 for a full Health & Safety inspection by West Somerset Council,** and be ready to trade by 5pm on Friday 27 August, when the public can gain entry. Access to the site for setting up will be between Midday Wednesday 25 August and 11am on Friday 27 August. **Watchet LIVE Music Festival** reserves the right to reallocate stalls if essential for operational reasons or if traders arrive late. The site must be vacated by Midday on Monday 30 August 2010.
- **All vehicles are brought on site at their owners' risk.** **Watchet LIVE Music Festival** cannot accept responsibility for any loss or damage that may occur during the festival.
- **Deliveries.** Traders are responsible for arranging with on site market managers that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates.
- **We encourage applications for food concessions from anyone who has a freshly prepared or packaged food product.** Only food & beverages may be sold at a food stall, no art or merchandise. Exhibitors not meeting these criteria will be asked to leave the festival site without refund of entry fee.
- **Registration and certificates.** Traders must send with their application forms;
 - HACCP System (documented food hygiene management system)
 - Food handler training permits for every person working on the catering stall
 - Liability insurance (5million public, 5million product and 10million employers' liability)
Confirmation that the food business is registered with environmental health office in the area you operate or where the unit is kept
 - A health and safety policy document
- **Refrigeration.** Food traders will need proper refrigerated units in which to store their foodstuff suitable for an event of 3 days.
- **Each exhibitor must provide his or her mobile display,** equipment, and must attend to the unit.
- **Exhibitors must have adequate internal cooking and/or cooling equipment** as needed to maintain your product in a safe and healthy fashion.
- **All equipment must meet or exceed NSF specifications.**
- **Setting up.** Exhibitors are responsible for setting up their own equipment (mobile unit, awning, table & chairs, etc.) and keeping their booth space clean.
- **Watchet LIVE Music Festival will provide electricity for all food vendors, unless otherwise agreed with the trader.** Brought in Generators are not permitted on site for health, safety and noise reasons. Traders must have electric light for safety and security. Please advise **Watchet LIVE Music Festival** your power requirements in advance; failure to do so may result in you having no or not enough power. Traders who pull more power than ordered and cause the circuit to go down will be disconnected and their stall closed down.
- **We request that food traders use biodegradable disposables.** In the interest of the environment we ask that if at all possible food traders use biodegradable disposable and avoid polystyrene.
- **Closed waste containers** must be provided by the trader and kept to the rear of the trader's space to accommodate refuse generated during the festival.

- **We request that where possible all coffee, tea and drinking chocolate etc sold at the Festival must be Fairtrade.**
- **No animals are to be brought on site.** This is a license condition.
- **Traders are responsible for ensuring that they and their staff adhere to the published pass system.** Watchet LIVE Music Festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without passes will not be admitted to the festival. Vehicle passes are non-transferable and must not be moved to other vehicle.
- **Amplified Music.** No music to be played without prior agreement with the **Watchet LIVE Music Festival.**
- **No broadcasting of visual images** without prior agreement with **Watchet LIVE Music Festival.**
- **No rebates will be given** to traders as a result of adverse weather conditions, nor as a result of changes in performance programmes or re-siting stalls within the Festival. **Watchet LIVE Music Festival** cannot be held responsible for the level of trading during the event.

Health & Safety

- **Traders must comply with the Health, Safety and Hygiene requirements** of Watchet Town Council and West Somerset Council. Traders are not permitted to start trading until they have been given the go ahead by the Health and Safety officer, following a Health and Safety Inspection.
- **Risk assessments** are required for all traders and should be returned with this form
- **Official organisations.** Traders are required to co-operate fully with **Watchet LIVE Music Festival**, The Event Safety Officer, Security, Emergency Services, Police and all official organisations on site - such as Environmental Health Officers, Fire Officers, HMRC staff, the Environment Agency, Trading Standards Officers.
- **Wastewater must be disposed of as directed** and not poured on the ground. Traders must ensure taps are not left running.
- **Traders are responsible for the removal and disposal of any waste water and oil from the site** There will be no facilities provided by **Watchet LIVE Music Festival** for disposal on site.
- **Structures.** All traders' structures will be checked by the Event Safety Officer for stability. Unsuitable or unsafe structures will be required to be removed.
- **In order to reduce on site traffic**, Traders are expected to bring sufficient stock for each days trading. Vehicle movement will not be allowed during trading hours. Any vehicles being used must have the relevant passes. No motorcycles or unlicensed off road vehicles will be permitted.
- **Items not permitted on site.** Body-piercing equipment, generators, lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons and will be confiscated. Traders must co-operate fully with Festival Security in any search of vehicles or stalls.
- **An emergency access route** will be established into the main festival site, this must be kept clear of traffic and obstacles at all times.

Fire Safety

- All traders should familiarise themselves with the Regulatory Reform (Fire Safety) Order 2005. The Responsible person for the stall must carry out a Fire Risk Assessment; this must be in a written format where more than 5 persons are employed or where a licence is in force. Further information can be found at - www.firesafetyguides.communities.gov.uk
- **Fires.** No open fires are allowed on site.
- **No Petrol or Diesel or Gas Generators** will be permitted on site.
- **Fire Safety.** Please ensure that you have adequate exit points in the event of a fire and that you have sufficient lighting to see them. We also ask that you have fire safety equipment 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 durably flame proofed to BS3120.
- **Catering Units** and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.
- **Liquefied Petroleum Gases (LPG).** Traders are only allowed to bring one spare container of bottled gas on site (those for primary use plus 1 spare) and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas equipment in catering units must have a safety certificate issued within the last three months by a competent approved contractor, and must have a pressure relief valve. The storage of the spare container of LPG must be in the designated point as directed by **Watchet LIVE Music Festival**,
- **Waste.** Traders are responsible for keeping both the 5-metre area in front of their stalls as well as the back area of their market space tidy and free of rubbish. Traders must leave their site as they found it. All rubbish must be put into the appropriate skips or waste fluid containers. We ask you all too please take care of the environment in which you trade.

Catering Hazards

This document does not claim to be complete and is provided solely to assist caterers in operating a safe environment at the **Watchet LIVE Music Festival**. All caterers must submit risk assessments that apply to their own particular circumstances.

Caterers should ensure that:

- All working practices comply with the regulations as outlined in the Management of Health and Safety at Work regulations 1999,
- All working practices comply within the regulations as outlined in the Manual Handling Operations Regulations 1992,
- All working practices comply with the regulations as outlined in the Personal Protective Equipment at Work Regulations 1992.
- All working practices comply with the regulations as outlined in the Provision and Use of Work Equipment Regulations 1992.

Many hazards are encountered within the catering environment, including:

- Back injuries through incorrect manual handling techniques,
- Bruising, abrasions and fractures due to slips, trips and falls on wet and greasy floors,
- Burns to the hands and forearms from ovens, hotplates, ovenware, plates and hot liquids,
- Cuts to the hands from the use of knives, slicing machinery and can-opening devices, together with those caused from contact with broken crockery and appliances,
- Scalds to the hands, forearms, feet legs and trunk through contact with hot fats, oils and liquids, and boiling water.

Breakdown of hygiene controls can cause illness and deaths to those affected, general areas are mentioned below, but are not inclusive of the stages of food delivery where this can happen:

- Check delivery vehicles and visual inspection of produce against contamination of foreign matter, physical including pests, micro organisms or chemicals when purchasing or taking delivery of produce,
- Check quality and condition of produce, check stores and/or containers, rotate stock, ensure against cross contamination and keep clean and hygienic, and store chemicals separately, when storing produce,
- Check cleanliness of produce, use clean equipment, ensure adequate contact/dwell time in water for removal of bacteria and soiling of equipment and produce,
- Use clean equipment and good personal hygiene; make visual checks in the preparation of food,
- Specify and use food grade packaging, store according to good practice, purchase and check against specification and visually check all packaging.
- Chill produce/food as required according to risk of microbiological growth in a cold store and measure product/food temperature.
- Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995.
- Ensure that all working practices comply with Food Safety (Temperature Control) Regulations 1995.

Hazards from the use of flammable liquids are fire and explosion, involving either the liquid or the vapour given off from it. Fires or explosions are likely to occur when vapours or liquids are released from a controlled environment to areas where there may be an ignition source, or alternatively, when an ignition source is introduced into a controlled environment. Common causes of such incidents are:

- Lack of awareness of the properties of flammable liquids,
- Operator error, due to lack of training,
- Hot work on or close to flammable liquid containers,
- Inadequate design of equipment.
- Inadequate installation or maintenance,
- Failure or malfunction of equipment,
- Exposure to heat from a nearby fire,
- Misuse of flammable liquids for example to burn waste materials or brighten fires,
- Inadequate control of ignition sources,
- Electrostatic discharges,
- Heating materials above their auto-ignition temperature,
- Dismantling or disposing of equipment containing flammable liquids,
- Movement from storage, Movement within premises,
- Dealing with spillages,

Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following:

- The Management of Health and Safety at Work Regulations 1992,
- The Health and Safety at Work Act 1974,
- Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972