

Catering Terms & Conditions 2017



Oxfordshire's 53rd • 25-28 August 2017

towersey festival



This small print is very informative.
We suggest you read it and bring it with you to Towersey.



Towersey Festival Ltd, PO Box 296, Matlock, Derbyshire, DE4 3XU
info@towerseyfestival.com 01629 827017 www.towerseyfestival.com

Accommodation

- Camping is available within booked Concession space or on the Festival campsite.
- Caravans / Motorhomes must be pitched on the Caravan/Canvas site.
- Alternative accommodation is available in the surrounding area.
See www.southemoxfordshire.com for details.

Menu

- To avoid duplication of sales, the caterer must supply the Festival with a full menu in advance with locally acceptable and agreed prices. Goods not described on the menu must not be sold. Anyone in breach of this agreement will be asked to leave the site.

Cancellation

- Should the Trader cancel their attendance at the Festival, once confirmed, fees paid are non-refundable.
- Should the Festival be cancelled by Government decision, fees will be non-refundable.
- Should the Management cancel the Festival, fees will be refundable.
- No refunds, full or partial, will be available should trading not meet with expectation.

BACS

- Towersey Festival Ltd, A/C 51639726, S/C 60-01-31
- Please use your Stall name as bank ref

Closing Date

- 31 MARCH 2017
- Successful applicants will be notified as soon as we agree your received application.
- Unsuccessful applicants will be notified ASAP.

Collections & Appeals

- No charitable or other appeals, collections or sale of raffle tickets is allowed other than for Festival funds.

Dogs

- **Please DO NOT bring a dog to Towersey.** Dogs are **NOT** permitted anywhere on site.
- Dogs to assist people with disabilities will be admitted to all venues.

Electricity

- 24 hours power supply will be provided from a Festival generator.
- **Please notify us in advance of your requirements.** We need to know how many WATTS you wish to take from the system and for what items of equipment.
- There is a fee for any extra power supply needed.
- Caterers will be responsible for the safe wiring installations of their own units.
- Please ensure all equipment is wired to a high standard and fuses are fitted where required.
- To reduce diesel emissions **we cannot allow use of halogen lamps.** Please use LED.

Green Deposit

- Please post a separate cheque for £100 for your fully refundable GREEN deposit.
- Cheques payable to **Towersey Festival Ltd** please.
- This cheque will be retained by the Festival and only banked if you leave rubbish, equipment or gas bottles on site at the end of the Festival.
- If your deposit is retained it will be banked on Tuesday 29 August 2017.
- All unbanked cheques will be destroyed after the Festival.
- Bounced cheques will incur a £40 admin charge.

Insurance

- Each stall **must** have their own Public Liability Insurance for at least £5,000,000 (we recommend membership of NCASS).
- A copy of the current valid certificate **must be posted with your GREEN cheque.** The original to cover the Festival period **must** be produced at the Festival.

Litter

- Caterers are responsible for the disposal of litter and waste from their units.
- On departure **do not** leave your rubbish, equipment or gas bottles on site. If you do your GREEN deposit cheque will be banked by the Festival.
- The Festival will provide compostable waste collection and also collect any left over edible food.

Noise

- No public address equipment, radios, CD players, noisy engines, or amplified musical instruments are permitted on any catering unit.
- The Organisers reserve the right to ban the operation of two-way radio equipment if this is found to interfere with the Festival communications.

Opening Times

- Opening times of your unit throughout the event will be at your discretion, however closing time will be no later than 1am.

Payment

- Upon confirmation (via email) of your tender, **FULL** payment, plus a separate refundable **GREEN** deposit cheque of £100 must be received immediately. **NO PAYMENT. NO PITCH.**
- Cheques to Towersey Festival LTD please. See BACS section for bank details.
- VAT receipts will be issued on request only.
- **Payments are non-refundable once we have confirmed your stall.**

Safety

- LPG bottles, whether full or empty, should **not** be stored adjacent to marquees, cooking appliances, or in areas designated for the public.
- Caterers will be responsible for removing their empty bottles away from their stalls and full bottles that are not in use will be stored in a secure place away from the trading and public areas.
- On departure **do not** leave any LPG bottles on Site OR your GREEN deposit will be banked by the Festival.
- **Each concessionaire must bring suitable fire extinguisher/s.**

Security

- Overnight security personnel will be provided as a deterrent to theft and vandalism. There will be a uniformed patrol on Site.
- Neither the Festival NOR Security Firm can be held responsible for any loss or damage.

Setting-up & Taking Down

- Access to the Festival Site is available from 12noon on Wednesday 23 August 2017. You can only arrive earlier by **prior arrangement with the Festival Office.**
- Catering units **must not** be sited or erected without consultation with the Trade Manager.
- Setting up must be completed by 12noon on Thursday 24 August 2017.
- Trading will commence as the Site opens at 12noon on Thursday 24 August 2017.
- **Vehicle access is available from 8am-10am each day for deliveries.** At **all** other times, vehicles must be removed from the Site. We restrict movement because the Site is open to the public, who we have a duty to safe guard.
- Parking for vehicles to deliver will be available subject to space & the Trade Manager's discretion. The Rugby Club area is **NOT** for parking of any catering vehicles at any time.
- The site must be cleared by 2pm on Tuesday 29 August 2017.

Staff Discounts

- It would be very much appreciated if you were to give a 25% discount to our Volunteer Stewards (wearing a badge), the Security Co and the First Aid team (both in uniforms).

Tickets

- 2 free Adult Weekend tickets per stall. These cover all events & 6 nights camping within booked Concession space or on the Festival campsite.
- Additional Festival Green passes available on request - max of 4.
- **NB Festival Green passes do not allow access to any event or camping in any other areas.**
- For entry to events, camping and some other areas you will need a Weekend ticket.
- Additional Weekend tickets are available to buy **in advance.**

Unit Space

- No sub-letting of space is permitted.
- Metal frame structures with overhanging top poles and overhanging goods are not permitted.
- Final layout of stalls will be at the Organisers discretion, and your position will be given on arrival. **Please do not ask us in advance.**

VAT

- HMRC have declared VAT at 20% (current rate Jan '17) must be added to all pitch fees.

Vehicles

- Vehicle passes **must be displayed at all times** (emailed out with final details). **DO NOT** arrive without this pass.
- The Organisers reserve the right to restrict vehicle movement and parking subject to weather and ground conditions.

Water

- Water is available from a shared standpipe.
- You will need to provide clean and safe water containers and conform to the Local Authority regulations.