

## Hilly Fields Midsummer Fayre Catering Policy

March 2018

### Policy for the booking of food stalls for the annual Fayre

- a) Priority will be given to those applications nearest to Brockley in a progressively widening area. (Area will be determined by the catering coordinator.)
- b) A range of 'types' of food will be selected each year to bring diversity to the food offered for sale. This decision can override the 'nearest' criteria.
- c) The coordinator's decision is final. Objections can be made in writing to the Brockley Society PO Box and will be discussed at a committee meeting. The coordinator reserves the right to not be approached personally by stallholders, or future applications may be rejected.
- d) Deadline for applications will be Friday 25th May.
- e) No food stalls will be permitted to sell burgers, sausages, or cakes.
- f) From 2018 **no generators** are allowed on any food stalls.
- g) Hot food stalls are charged at **£100** and are sited in the catering area
- h) Cold foodstuffs which are sold packaged, such as sausage rolls, sandwiches, wraps or packaged salads, can be sold in the Food Related section on the main field alongside craft, community and bric-a-brac stalls. These stalls are charged at a rate of **£50**. Stall size is the standard 3x3m.
- i) All rubbish, oil, packaging, unused food etc. must be removed by 6pm. Failure to do so will invalidate future applications.

### Applications to book a food stall at the Fayre

Caterers should apply using the application form on the next page.

Send by post: Brockley Society  
PO Box 63473  
London SE4 9AZ

Or by email: [fayre.caterers@brockleysociety.org.uk](mailto:fayre.caterers@brockleysociety.org.uk):

This policy + application form can also be downloaded from the Brockley Society website ([www.brockleysociety.org.uk](http://www.brockleysociety.org.uk))

1. Applications must have **all up-to-date appropriate paperwork** included with **cheque** for £100 / £50 as outlined above). Or by online payment, stating reference "Cater" + your business name to **Bank A/c no. 10196401 Sort Code: 20-49-81**
2. The coordinator will decide which stalls can have a pitch based on criteria above.
3. Once payment and appropriate paperwork have been received a confirmation slip will be sent.
4. If a stallholder arrives at the Fayre **without a confirmation slip, access will not be permitted.**
5. Applications must be made by **Friday 25th May.**
6. Fees for a pitch are **non-refundable** if a caterer does not attend the Fayre.

# BROCKLEY SOCIETY



Reg. Charity no 1004245

## Hilly Fields Midsummer Fayre

Saturday 23rd June 2018

Hilly Fields, Hilly Fields Crescent, London, SE4 1QA, 12 noon to 5pm

### Application form for catering pitch

Please complete this booking form and return to: Brockley Society  
PO Box 63473  
London SE4 9AZ

I have read the Catering Policy for Hilly Fields Fayre . . . . . tick

Name of catering organisation. . . . .

Contact Name. . . . .

Business address . . . . .

. . . . .

Contact number. . . . .

Email . . . . .

Description of catering offered / type of food. . . . .

. . . . .

Vehicle/stand description and rough dimensions . . . . .

. . . . .

No equipment will be provided by the Brockley Society.

- I agree to:
- Sell no alcohol
  - Set up from 8am and **no later than 11am.**
  - Provide refuse bins/bags for customers
  - Remove all rubbish, oil, packaging, unused food etc. by 6pm
  - Provide fencing around dangerous equipment (**no generators permitted**)
  - Ensure no trip hazards from trailing leads and no hanging cables
  - Play no music
  - Comply with local authority guidelines
  - Vacate the pitch at close of the fayre as instructed by site supervisors

- I have enclosed:
- Copy of public liability insurance certificate (valid at 23 June 2018)
  - Hygiene and safety certificate
  - Fire retardant certificate for tents or similar enclosures
  - **Stamped and self addressed envelope (or email address) for return of receipt**
  - **£100 fee** (non-refundable) or **£50** (for packaged cold food)
  - Cheques should be made payable to the Brockley Society.

Signed . . . . . (trader) Date . . . . .