

Hilly Fields Midsummer Fayre Catering Policy

Saturday 22 June 2019, 12 noon to 5pm

Brockley Society is committed to moving towards a 'green' and sustainable policy over the coming years. We ask caterers to try and comply with the following policy this year and by next year (2020) it will require be required:

Paper cups, paper straws and paper plates
Drinks in cans or bottles
Quiet generators

Policy for booking food stalls

- Priority will be given to those applications nearest to Brockley in a progressively widening area. (Area will be determined by the catering coordinator.)
- 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.
- The coordinator's decision is final.
- Deadline for applications: **Friday 10th May 2019**
- No food stalls will be permitted to sell **burgers, sausages, or cakes.**
- Generators are permitted but the fayre will be moving to quiet generators by 2020
- Hot food stalls are charged at **£120 for three staff and above**
- **£100 for two staff** and are sited in the catering area
- 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 **£50** for the standard 3x3m pitch
- **All rubbish**, oil, packaging, unused food, hot coals etc. must be removed off-site by 6pm. Failure to do so will invalidate future applications.

Applications to book a food stall at the Fayre

Complete 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:

1. Applications must have **all up-to-date appropriate paperwork** listed on the application form included with a **cheque** made out to Brockley Society for £120, £100, £50 (see 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 the criteria above and an invoice will be emailed
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 10th May 2019.**
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 22 June 2019, 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 or
fayre.caterers@brockleysociety.org.uk:

I have read the Catering Policy for Hilly Fields Fayre tick

Name of catering organisation.

Contact Name.

Business address

..... Number of staff on stall.

Contact number.

Email

Description of catering offered / type of food.

.....

Vehicle/stand description and rough dimensions

.....

Arrangements for taking your stall rubbish and waste off-site - Including hot coals

.....

.....

No equipment will be provided by Brockley Society.

I agree to:

- Sell no alcohol unless licensed by the fayre
- 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
- 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 **22 June 2019**)
- Hygiene and safety certificates for food handling, gas and electric equipment
- Fire retardant certificate for tents or similar enclosures
- **Stamped and self-addressed envelope OR email address for return of receipt**
- **£120 fee (for three catering staff and above) £100 (for two catering staff) or £50 (for packaged cold food)**
- Cheques should be made payable to Brockley Society.

Signed (trader) Date