

# BROCKLEY SOCIETY



## Hilly Fields Midsummer Fayre Catering Policy

March 2014

### 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 being 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. In relation to objections the coordinator retains the right to not be approached personally by stallholders, or future applications may be rejected.
- d) Deadline for applications will be 30<sup>th</sup> April.
- e) No food stalls will be permitted to sell burgers, sausages, or cakes.

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

Caterers will apply to the catering coordinator using the application form which follows and should be filled out in hard copy and posted to:

Brockley Society  
PO Box 63473  
London SE4 9AZ

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 be sent to the Brockley Society PO Box.
2. Applications must have **all up-to-date appropriate paperwork** included with **cheque** (charge for catering stalls is on the application form).
3. The coordinator will decide which stalls can have a pitch based on criteria above.
4. The coordinator will write to the caterer and confirm a pitch. If a stallholder arrives at the Fayre **without a confirmation slip, access will not be permitted.**
5. Applications must be made by the 30<sup>th</sup> of April.
6. Once a confirmation slip has been written and sent (coordinator's word is final), fees for a pitch will be **non-refundable** if a caterer cannot attend the Fayre.

# BROCKLEY SOCIETY



Reg. Charity no 1004245

## Hilly Fields Midsummer Fayre

Saturday 21 June 2014

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 for return of receipt. ....

.....

Contact number. ....

Email. ....

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

.....

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

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No equipment will be provided by the Brockley Society.

I agree to:

- Sell no alcohol
- Set up between 10am and noon
- Provide refuse bins/bags for customers
- Remove all rubbish
- Provide fencing around generators or 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 21 June 2014)
- • Hygiene and safety certificate
- • Fire retardance certificate for tents or similar enclosures
- • **Stamped and self addressed envelope for return of receipt**
- • **£100 fee.** (non-refundable) Cheques should be made payable to the Brockley Society.

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

*Please advise at the time of booking if you are unable to comply with any of the above – we are happy to make special arrangements where we can.*