

BROCKLEY SOCIETY

Hilly Fields Midsummer Fayre Catering Policy Saturday 17th July 2021, 12 noon to 5pm

Brockley Fayre is committed to moving towards a 'green' and sustainable policy over the coming years. Last year we notified you that we would expect our caterers to the following policy for 2021. This year we will be visiting our caterers and checking that they are complying with this year's expectations. If you do not follow these guidelines we will consider whether to book your business again. So please note the list:

- **NO plastic or polystyrene food containers for distribution to the customer**
- Paper cups
- Paper straws
- Paper plates
- Drinks must be in **cans or glass** bottles
- Quiet generators

Ice Cream Vans please note that the Hilly Fields park now has a policy whereby vans ARE NOT permitted to have their engines running while serving, this is due to concerns about air pollution. Please find an alternative energy source – a generator is accepted.

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 7th May 2021**
- **No** food stalls will be permitted to sell **burgers, sausages, or cakes.**
- Generators are permitted but quiet generators only.
- 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 and Email to:
fayre.caterers@brockleysociety.org.uk:

1. Applications must include **all up-to-date appropriate paperwork** listed on the application form:
2. Once the coordinator has decided which stalls can have a pitch based on the criteria above, you will receive a confirmation slip followed by an email with your online invoice and directions to pay the fee of £120, £100 or £50 (see above) using your invoice number and name as reference. **Bank A/c no. 10196401 Sort Code: 20-49-81**
3. **Please pay online – cheques will be accepted in special circumstances only**
4. If a stallholder arrives at the Fayre **without a confirmation slip, access will not be permitted.**
5. Applications must be made by **Friday 7th May 2021.**
6. Fees for a pitch are **non-refundable** if a caterer does not attend the Fayre.

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Reg. Charity no 1004245

Hilly Fields Midsummer Fayre

Saturday 17th July 2021, 12 noon to 5pm
Hilly Fields Crescent, London, SE4 1QA

Application form for catering pitch

Please complete this booking form and return to: 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 catering the stall

Contact number.....

Email

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

Vehicle/stand description and rough dimensions

.....

Describe arrangements for taking your stall rubbish and waste off-site — including hot coals.

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No equipment will be provided by Brockley Society.

I agree to:

- Not sell alcohol unless licensed by the fayre
- Set up from 8am and **no later than 11am.**
- Use no **plastic or polystyrene food containers**
- Provide refuse bins/bags for customers
- 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
- **Remove all rubbish, oil, packaging, unused food etc. by 6pm**

I am attaching:

- Copy of public liability insurance certificate (valid at 17th July 2021)
- Hygiene and safety certificates for food handling, gas and electric equipment
- Fire retardant certificate for tents or similar enclosures
- On receipt of my invoice I will pay by BACS £120 fee (for three catering staff and above) £100 (for two catering staff) or £50 (for packaged cold food)

Signed (trader) Date

Brockley Society, PO Box 63473, London SE4 9AZ. www.brockleysociety.org.uk