

# BROCKLEY SOCIETY

**Hilly Fields Midsummer Fayre Saturday 22 June 2024, 12 noon to 5pm**

## **Expression of Interest form for Catering Stalls (hot food), Alcohol outlets, Ice Cream vans**

**[fayre.caterers@brockleysociety.org.uk](mailto:fayre.caterers@brockleysociety.org.uk)**

Thank you for your interest in running an outlet at the 2024 Hilly Fields Midsummer Fayre.

To make the system fair for all, we are asking businesses to complete and submit this initial 'Expression of Interest' form by email to **[fayre.caterers@brockleysociety.org.uk](mailto:fayre.caterers@brockleysociety.org.uk)**. The deadline for submission is **Tuesday 30 April 2024**. We have implemented this revised system to avoid applications being 'First come, first served', whilst enabling our Catering Coordinator to ensure there is a broad range of food and drink options available in the limited space available.

You will be notified asap after the deadline whether your application has been successful, at which point you will be asked to provide the relevant supporting documentation and your payment (by BACS).

Before completing the Expression of Interest details (form below), please carefully read the guidelines outlined here, to ensure that you will be able to comply with them if your application is successful.

### **Fees:**

- Catering Stalls (hot food) stalls with **one/two staff** are charged at **£120**
- Catering Stalls (hot food) stalls with **three staff and above** are charged at **£180**
- Ice Cream vans and alcohol outlets: please contact the Catering Coordinator directly
- Fees will need to be paid by BACS

**If your application is successful, you will need to provide the following up-to-date supporting documentation:**

- Copy of public liability insurance certificate (valid at 22th June 2024)
- Relevant hygiene and safety certificates for food handling, gas and electric equipment
- Fire retardant certificate for tents or similar enclosures

### **On the day, you will need to:**

- Set up in the space allocated to you
- Set up from 8am and no later than 11am
- Not sell alcohol unless previously agreed
- 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

### **Please note:**

- Priority will be given to applications by local businesses: based in or near to Brockley, in a progressively widening area.
- A range food types will be selected to bring diversity to the food offered for sale. This may override the distance criteria.
- The Catering Coordinator's decision on applications is final.
- Catering Stalls must not sell: burgers, sausages, or cakes/baked sweet foods *[cnt'd]*

- Any generator used by a Catering stall must be 'quiet', and diesel-powered.
- Hot food stalls and Alcohol outlets will be sited along the bottom of the slope. Cold food stalls can be with- in the rows of general stalls. Ice cream vans will be allowed to park at other specified locations around the field. The Catering Coordinator will provide detailed information about your location.
- We are developing a green and sustainable policy, using paper instead of plastic and drinks must be sold in cans or bottles.. Please note that failure to adhere to these may invalidate any future applications. Therefore: no plastic or polystyrene food containers for distribution to the customer. Please use paper cups, 'glasses', straws and plates, and cardboard-based food containers. Prepackaged drinks must be in cans or glass bottles only.
- NB: Packaged cold foodstuffs (e.g. 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 the standard rate for a 3x3m pitch.
- Ice Cream Vans: please note Hilly Fields park now has a policy whereby ice cream vans ARE NOT per- mitted to have their engines running while serving, Please find an alternative energy source e.g. a sepa- rate quiet diesel-powered generator.
- Fees for a pitch are **non-refundable** if a caterer does not attend the Fayre.
- If a stallholder arrives at the Fayre without a confirmation slip, access will not be permitted.
- GDPR: Brockley Society will adhere to GDPR guidelines with your personal data.

**TO EXPRESS INTEREST, PLEASE RETURN THE FOLLOWING INFORMATION TO US BY 30 APRIL 2024**

(You can cut and paste the info into your email)

**Name of catering organization:** .....

**Contact Name:** .....

**Business address:** .....

**Contact phone number:** .....

**Email address:** .....

**Number of staff:** .....

**Type of outlet:** (delete as applicable): Hot Food / Alcohol / Ice Cream

**Description of catering offered / type of food.** (Please include a sample menu indicating prices):  
 .....

**Vehicle/stand description (please include approximate length of frontage in metres)** .....

The Fayre Catering Coordinator will contact you asap after the 30 April deadline to advise whether your application has been successful.

If you have any queries, please contact us by email at: [fayre.caterers@brockleysociety.org.uk](mailto:fayre.caterers@brockleysociety.org.uk)