



LodeStar Leisure Ltd
The Guildhall Lode
Cambridge CB25 9EW
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info@lodestarfestival.com
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Traders / Caterers Application Form

| | | |
|--------------------|---|-----|
| LodeStar use only. | | |
| Date Recv'd | / | / |
| Accepted | N | / Y |
| Confirmed | N | / Y |
| Recorded tick | (|) |
| Paid | N | / Y |
| Papers in | N | / Y |
| and valid | N | / Y |

Please see website for current year's dates for the festival.

Licensed trading times are
from current legislative hot food trading times
into the next day at 02:00 on all festival days.

Your details

(Merchandise, Type or style of foods served):

Your pitch fee offer is: £

Payment

If your application is successful, you will be required to pay in full within 2 weeks from the date you have been confirmed at the same time as all other traders. Only traders who have fully paid, been confirmed and have supplied all necessary and valid paperwork will be allowed on-site.

Payment is by cheque to LodeStar Leisure Ltd or online Sort code 30-95-96 Account 15030260.

Your Contact Details

Trading Name:

Owner Name:

Owner Telephone:

Owner Mobile:

Email Address:

Postal Address:

Contact managing the stall at the festival if different from above or in addition to:

Name:

Position / responsibility:

Qualifications if a food vendor:

Mobile:

Emergency contact name and number:

Background

Brief description of your trading history, approach, products and values.

Photographs of your stall are welcome. Please attach them to your application.

Food traders

Average number of people catered for per hour:

Photographs of food and stall are welcome. Please attach them to your application.

Please provide a separate Menu & Price list.

Council Environmental Health Office you are registered with:

1. Council:
2. EHO name:
3. Phone number:

Cooker type (applicable to hot food vendors), i.e. electric, wood burner:

If applicable:

1. Trade Association name:
2. Membership number:

Power requirements.

We need to arrange power in advance so please state your power needs here.

We may have to charge on the day if more power is required.

Your electrical equipment must be PAT tested and showing a current label to certify test.

It is assumed you will have lighting for your stall and work area, LodeStar has lighting for the public areas.

1. kW's needed:
2. Number of 16 amp - blue round ceeform:
3. Number of 32 amp - yellow round ceeform:

Pitch Size and Costs:

Please indicate below all the details specified. **Total area to include camping, parking and total trading area.**
Please include staff numbers in total and your pitch fee offer.

Pitch details

Type of unit:

Trailer, marquee, counter, gazebo - (these must be commercial grade and able to withstand reasonably strong winds).

Trading area size: metres by metres

Number of vehicles, please state type, car, van beside each quantity:

(HGV / LGV only allowed by prior agreement, please inform here of any large vehicle requirement for arrival or deliveries that you may have). Also see General Terms and Conditions on further pages of this application,

Accommodation type and number (tents, caravans):

Total area: metres by metres

Including trading unit, stall, cars, accommodation.

Number of staff:

(Accurate numbers are needed to produce wristbands and access to Market Square)

Number of staff first aid trained:

Marketing

Please indicate if you are willing (when able at other events) to display and /or distribute LodeStar printed material at your stall throughout the year **Please delete /cross out:** **Yes / No**

Your support works for us all and is acknowledged by LodeStar to be preferred traders.

All material will be posted to you, do let us know when you need more. We regard this as a matter of trust.

Standards

Food traders

Please include all necessary and valid (in date) paperwork as required by Councils and to meet LodeStar's standards showing you comply to the standards required in serving and selling food and drinks to the public.

***Please supply valid dated paperwork not included as soon as possible.**

If you are confirmed and paid for the pitch but fail to have supplied papers to trade you will not be allowed on-site and no refund will be given, this is your responsibility.

LodeStar expects all on-site to follow all Health and Safety Executive guidelines

1. Relevant hygiene certificates and accreditations
2. Insurance policy certificate:
 - a. Product
 - b. Employer
 - c. Public Liability cover
3. Health and Safety Risk Assessment
4. Fire risk assessment showing fire extinguisher number, type and size
5. CP44 form Mobile Catering Vehicle/Trailer Safety Check Form
(council may only accept 6 monthly ones, ask for advice)
6. Electrical Installation Certificate and PAT test labels.
7. Policy on Accident Reporting to be followed.
8. A number of staff are first aid trained
9. Please provide any other applicable information (ie details of your quality assurance processes and management systems).

Your delaration

I the trader have read and understood the terms and conditions of this application and agree to abide by them if my application is accepted.

Submitting this application form does not guarantee inclusion at the festival, only confirmations by email are valid.

I understand I will be required to pay in full with-in two weeks of my application confirmed.

Please ensure all information is provided in full.

Traders Signature:

Date:

Print Name:

Company Name:
(if applicable)

Please send this application by:

Email to: events@lodestarfestival.com

Or

Post to: Trader Applications, LodeStar Festival, The Guildhall, Lode, Cambridge, CB25 9EW.

**These notes are for your records and to relate to before you come and whilst at LodeStar!
Please give a copy to each staff member.**

General Terms and Conditions

1. The site offered is pitch with electric & water.
2. **Traders are not permitted to use their own generators.**
3. **No GLASS items to be served.**
4. **No pets or animals on site.**
5. **No alcohol or cigarettes to be served or sold.**
6. LodeStar will not supply tables, chairs or any other equipment.
7. Food stalls must be open for service during the licensing hours and provide food for the **whole** festival period.
8. Final layout of the stalls will be at LodeStar's discretion.
9. The stall operator is responsible for security and liability of their pitch.
10. LodeStar SIA security staff will be onsite 24 hours.
11. No potentially offensive items to be sold.
12. No permanent tattooing or skin piercing services to be offered.
13. No flammable items including 'fire toys', fireworks and candles to be sold.
14. No gas helium cartridge canisters or 'legal herbs / substances'.
15. Overhanging top poles and goods likely to be dangerous are not permitted.
16. No smoking (only in allocated smoking zones).
17. No broadcasting of visual images without prior agreement with the festival management.
18. No music, PA system or other potential noise source.
19. Bad language or verbal, physical abuse of any nature will not be tolerated at LodeStar, perpetrators will be escorted from the site without a refund.
20. Cash handling and security is the responsibility of each stallholder.
21. All fuels and gas cylinders to be stored safely following fire safety guidelines and not in public areas.

General Health and Safety

LodeStar's H&S officer has the final say if a discrepancy occurs.

First Aid

Seek immediate help from the festival medical team and isolate any bleeding or contaminated food.

Allergy Awareness

Please display or make customers aware of any nut content in the foodstuffs provided.

Full records of wholesale suppliers including purchase date and use by dates of products must be kept and shown on request to LodeStar Leisure Ltd or any responsible authority.

Waste & the Environment

LodeStar encourages recycling and responsible waste disposal.

NO FLUIDS ARE ALLOWED TO BE DISPOSED OF ON THE LAND.

Please use the holding tanks provided by the toilet company nearby.

Bottled Water

LodeStar supplies and sells ALL Bottled Water at the festival.

You may purchase the bottles from the LodeStar during the festival to sell on at the site wide set price.

Getting to LodeStar

Traffic signage is in place from the A14 turn off for Cambridge.

Head through Stow cum Quy and onto Lode, the home of LodeStar Festival.

On Arrival

1. All traders vehicles MUST STOP at the entrance and await directions, if you drive across the fields without permission you are likely to be asked to leave with no recourse or refund.
2. Please observe a safe and sensible driving speed at all times and showing consideration for local traffic and residents.
3. Please tell security /car park attendants you are a trader, they will then direct you to the Traders manager or HQ.
4. The trader manager or HQ will check you in and if all requirements are in order they will escort you to your pitch.
5. Access to the site will be from two days before the festival from 09:30hrs to 20:00hrs and not before, unless previously agreed with LodeStar.
6. No site access allowed after 20:00hrs on the day before the festival.
7. Supply vehicle movement times are from 06:00hrs to 09:30hrs daily.
8. ALL moving vehicles must be guided by LodeStar stewards.

Parking

Maximum of two vehicles allowed on site (unless a prior arrangement is agreed prior to the festival).

All other stall vehicles are offered free car parking in its designated vendor parking area (note this is strictly for staff only).

LodeStar accepts no liability for loss of or damage to vehicles or other property on the Festival site.

Accommodation

Camping/sleep-in vehicles may be used in the area provided behind your pitch (note this is strictly applicable to staff only).

Please observe safe distances between catering trailer and sleeping area for fire safety.

Camping is not permitted outside the space booked without written permission from LodeStar's site manager.

Leaving

Please contact the Trader Manager or HQ before leaving LodeStar. ALL moving vehicles must be guided by site staff.

Packing down and leaving the site will be from curfew Sunday at 11pm or on the Monday following the festival from 10:30am depending on level of festival-goer traffic. The site must be cleared by 4pm Monday.

Cancellation Policy

If you cancel your pitch after confirmation & payment has been processed, any refund will be at the discretion of LodeStar.

Contact the LodeStar office on info@lodestarfestival.com or ph 01223 813 318

Food Traders - Caterers

Hazard Analysis and Critical Control Points (HACCP)

1. A daily recording diary to note;
 - a. Fridge temperatures.
 - b. Freezer temperatures
 - c. Food temperatures
 - d. The cleaning schedule used on the day
 - e. A laminated cleaning schedule to be kept in each food preparation area
2. Health & Safety Policy document
3. Health & Safety Risk assessment
4. A flow diagram of the food through the business on a step by step basis for each of the types of food that are prepared
5. A risk assessment for each of the above steps
6. Customer complaint register
7. Supplier Complaint register
8. Pest control register
9. Training register
10. Accident and sickness register
11. Driver record
12. Vehicle records
13. A code of practice
14. Cleaning procedure and recording

NO Alcohol is allowed to be sold or given freely to festival-goers or consumed in the public areas.

Under the Licensing Act 2003 ("the Act"), the supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment can all be carried on under one authorisation.

For the purposes of the Act, the provision of late night refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

Food or drink is "hot" for the purposes of the Act if it is heated on the premises or elsewhere before it is supplied for the purpose of enabling it to be consumed at above ambient air temperature, or if it may be heated on the premises for this purpose after it is supplied.

The Act provides for a number of supplies to be exempt supplies which will not constitute the provision of late night refreshment. Examples are the provision of hot drink by vending machines in certain circumstances; where the hot food or hot drink is supplied free of charge; or where it is supplied by a registered charity

The information contained in this pack is subject to constant updating and amendment in the future and is necessarily selective. It does not purport to contain all of the information which a trader may require.

While LodeStar has taken all reasonable steps to ensure, as at the date of this document, that the facts are true and accurate in all material respects, LodeStar does not make any representation or warranty as to the accuracy or completeness or otherwise, or the reasonableness of any assumptions on which this document may be based. LodeStar accepts no liability to caterers whatsoever and however arising and whether resulting from the use of this document or any omissions from or deficiencies in this document

Thank you for your interest in wanting to be a part of LodeStar.

LodeStar recognises traders that have given good value and service to festival-goers in previous years.

We look forward to meeting and working with you to make LodeStar an enjoyable experience for all.

Yours sincerely,



Doug Durrant
Festival Director