



LodeStar Leisure Ltd

The Guildhall
Lode
Cambridge
CB25 9EW

LodeStar use only

- Date received
- Accepted
- Entered in Daylite
- Confirm email sent
- Paid
- Insur / date valid
- Hygiene cert
- Risk assess copies

TRADER APPLICATION

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

Licensed trading times (including current legislative hot food trading times) are until 02:00hrs of the following day for all the festival days.

Business Type

Food

Merchandise

Please circle which

Your pitch fee offer is: £

Payment

If we confirm your pitch you have 2 weeks from our notification of acceptance date to pay the full pitch fee.

Cheques - made out to LodeStar Leisure Ltd

Online - LodeStar Leisure Ltd Sort code 30-95-96 Account 15030260 at Lloyds Bank.

Trading Name:

Owner Name:

Owner Telephone:

Owner Mobile:

Email Address:

Full Postal Address:

Stall manager / contact if different from above

Name:

Mobile:

Position and responsibility:

Food vendors - state qualifications held by the staff

The stall manager must follow good food safety practice and use of Safe Catering record forms with the ability to show the forms used to our Health and Safety Officer or designated LodeStar Festival traders manager on request and at any time.

Off site contact in an emergency

contact name:

mobile:



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Background

Briefly describe type of products, trading history, references, approach and values.

Photographs and marketing

If your business is confirmed to attend then please send stall photos to add to our website.

Food traders

Average number of people catered for per hour:

Your stall open hours - From:

To:

(Please ensure you can provide food up to 3 hours from the end of the festival)

Please include your Menu & Price list.

Council Environmental Health Office you are registered with.

Council:

Environmental Health Officer's (EHO)

Name:

Telephone number:

Email address:

If applicable

Trade Association name:

Membership number:

Cooker type i.e. electric, gas, wood burner:

Please tick box to confirm you use a safety cage or suitable place to store gas bottles

Pitch Size and Costs:

Units on pitch i.e. Trailer, marquee, counter, gazebo etc.

(All types must be commercial grade and able to withstand reasonably strong winds)

Please indicate below the total area needed (we have plenty of space).

Total Area Required : **metres x metres**

Include - Stall, staff camping, work and preparation, parking, delivery vehicle /s



Vehicles

Please state number in each category on your area as well as deliveries.

Cars:

Vans:

Other:

Large commercials or HGV's:

Only allowed by prior agreement, please give likely vehicle movements and see General Terms and Conditions on further pages of this application.

Accommodation type and number for stall staff

Tents:

Caravans:

Other vehicles, describe type:

Number of staff:

Please be accurate and ensure all are working staff only for ID accreditation

Number First Aid trained:

Paperwork

Please send copies of all necessary and valid paperwork for your trade. If accepted you must carry originals on arrival for inspection and comply to all their standards otherwise you will not be allowed on-site and no refund will be given, this is your responsibility. It is taken that you will follow all Health and Safety Executive guidelines in your work.

1. Relevant hygiene certificates and accreditations
2. Insurance policy certificates
 - I. Product
 - II. Employer
 - III. 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 EIC.
7. Accident Reporting Policy to be followed.
8. Any other applicable information
i.e. quality assurance processes and management systems.



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Power Requirements.

You must use LodeStar's site power, no own power generation is allowed. An extra cost may be charged if you require 32A or 3 phase.

kW's needed:

Number of 16 amp - blue round ceeform:

Number of 32 amp - yellow round ceeform:

It is assumed you will have lighting for your stall and work area.

Portable Appliance Testing - PAT

Your electrical equipment must be PAT tested with a current label displayed to certify the test.

Marketing

Please tick the box if you are willing (when other events allow) to display LodeStar printed material on your stall.

All material will be posted to you.

Your declaration

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 traders we have confirmed 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)

Completed application

Please email application to events@lodestarfestival.com

OR

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



For your records and notes before you attend and whilst trading at LodeStar!

Please ensure staff managers have a copy and staff have read these notes

General Terms and Conditions

The site offered is pitch with electric & water.

Traders are not permitted to use their own generators.

No GLASS items to be served.

No pets or animals on site.

No alcohol or cigarettes to be served or sold.

LodeStar may not supply tables, chairs or any other equipment.

Food stalls must be open for service during the licensing hours and provide food for the whole festival period.

Final layout of the stalls will be at LodeStar's discretion.

The stall operator is responsible for security and all liability of their pitch.

LodeStar SIA security staff will be onsite 24 hours.

No potentially offensive items to be sold.

No permanent tattooing or skin piercing services to be offered.

No flammable items including 'fire toys', fireworks, flying lanterns and candles to be sold.

No gas Co2, helium cartridges or 'legal herbs and substances'.

No overhanging top poles and goods likely to be dangerous.

No smoking.

No broadcasting of visual images without prior agreement with the festival management.

No music, PA system or other potential noise source.

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.

Cash handling and security is the responsibility of each trader.

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 all food recipe contents for people to check their given allergy.

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 nearby.



LodeStar Festival Location

Find us on Google Maps - LodeStar Festival

Traffic signage is in place from the A14, Cambridge turn off at Stow Cum Quy.

Travel through Stow cum Quy, 1 mile turn left into Lode.

Arrival

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.

Please observe a safe and sensible driving speed at all times and showing consideration for local traffic and residents.

Please tell security /car park attendants you are a trader, they will then direct you to the Traders manager or HQ.

The trader manager or HQ will check you in and if all requirements are in order they will escort you to your pitch.

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.

No site access allowed after 20:00hrs on the day before the festival.

Supply vehicle movement times are from 06:00hrs to 09:30hrs daily.

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.

Exiting

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.



Food Traders - Caterers

Hazard Analysis and Critical Control Points (HACCP)

A daily recording diary to note;

Fridge temperatures.

Freezer temperatures

Food temperatures

The cleaning schedule used on the day

A laminated cleaning schedule to be kept in each food preparation area

Health & Safety Policy document

Health & Safety Risk assessment

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

A risk assessment for each of the above steps

Customer complaint register

Supplier Complaint register

Pest control register

Training register

Accident and sickness register

Driver record

Vehicle records

A code of practice

Cleaning procedure and recording

NO Alcohol is allowed to be sold or given freely to festival-goers.

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



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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 you and together making LodeStar an enjoyable experience for all.

Yours sincerely,

A handwritten signature in black ink that reads "Doug". The signature is stylized with a large, sweeping flourish at the end.

Doug Durrant

Festival Director