

TRADER APPLICATION PACK

Summer Fayre at St Donat's Castle, Sunday 9th June, 10.30am – 6pm

Please complete this section in full:			
Applicants Name:			
Business Name:			
Business Address:			
Have you exhibited at St Donat's Castle before? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Telephone:		Email:	
Instagram: @		Facebook: @	
Website:			
<i>Please note the above trading business name, website and social media pages will be used in marketing for the Summer Fayre.</i>			
Merchandise Details: please provide a description of what you will be selling – this will be used to promote your stall:			
Stand Details: We provide a 6ft trestle table, chair and some surrounding space (<u>no linen provided</u>). We do not provide tables as standard for outdoor stalls, if required please contact the team. Please provide details of your outlet (include information on any electrical or fired equipment you will be bringing which must be PAT tested):			
Areas	Cost per Stall (inc VAT)	Power required (13amp) First connection FREE	Additional 13amp power supply £40 per additional connection
Outdoor Food Exhibitor – Castle Wall (10 stalls) <i>(Vehicle stalls)</i> If you are planning on bringing gazebos, please ensure they do not exceed 3m x 3m in size and that they are free standing and weighted – NOTHING CAN BE PEGGED INTO THE GROUND	£110		
Outdoor Exhibitors – Castle Drive (8 stalls) <i>(No vehicle access)</i> Own gazebo required that do not exceed 3mx3m in size and that they are free standing and weighted – NOTHING CAN BE PEGGED INTO THE GROUND	£70		
Tythe Barn (13 stalls) food stalls only (no cooking indoors)	£70		
Glass Room Food stalls only (no cooking indoors)	£70		
Gallery (7 stalls) Charity and unique stalls	£50		
Bradenstoke Hall (22 stalls) strictly handmade craft only	£70		
Great Hall (6 stalls) Strictly handmade craft, photography or flowers	£50		
Gun Room (5 stalls) homemade food, handmade craft, photography or flowers	£50		
Inner Courtyard (by invite only) Children's activities	By invite only		

Please tick to confirm you understand the following:	
I have public and products liability insurance and I have supplied a copy of this with my application	
I have included a risk assessment and food hygiene certificate (where applicable) with my application	
I have included photos or a link to photos of my products that I intend to sell at the Christmas fayre	
I understand that only 1 car per stand is allowed access to the grounds of St Donat's Castle	
I understand setup will be available on the day from 8am (setup is not available the day before)	
I understand that indoor stalls and stalls on the castle drive, and inner courtyard cannot be accessed by vehicle and will require walking stock from the car park to my stall	
I understand for outdoor stalls the organisers do not provide gazebos, tables or chairs	
I understand for indoor stalls the venue provide a 6ft trestle table and 2 chairs, linen is not included	
I understand UWC Atlantic College and cannot be held liable for any loss or damage to stalls or stock	
I understand that I am responsible for correct disposal of waste, recycling, and leaving the pitch in a tidy, undamaged condition. I have read and will abide by the biodegradability standards for caterers	
I understand that once my application has been confirmed, payment in full is required within 5 working days. All payments are non-refundable and non-transferable, unless cancelled by UWC Atlantic College. Payments can be made via BACs or over the phone by Visa/MasterCard	
I have read and agree to the terms and conditions within this document below:	

Signature:

Print Name:

Date: / /

Please return the form to: bookings@atlanticcollege.org or post to: UWC Atlantic College, St Donat's Castle, Llantwit Major, Vale of Glam. CF61 1WF

Office Use:

Date received:		Logged by:	
Application Outcome:	Successful <input type="checkbox"/>	Denied <input type="checkbox"/>	
Notes:			

TRADER INFORMATION:**About the Fayre**

The Summer Fayre at St Donat's Castle, Vale of Glamorgan, CF61 1WF is held on Sunday 9th June from 10.30am to 6pm. Trading hours will be 10.30am – 6pm with setup between 8-9am. Although this is our first summer event, we expect 2,000+ people to attend based on the attendance of our Christmas Fayre. The audience are often local to the Vale of Glamorgan, Cardiff and the surrounding areas and include families, but also couples and individuals with no particular age demographic dominating the mix.

Who can apply?

We have three types of trader:

- Outdoor Food Stalls - meals to be cooked and eaten on site
- Indoor Food Stalls – food items that can be taken away or purchase as gifts
- Craft - including those selling goods, artists makers selling their own goods

Health and Safety

We require all traders and caterers to have the following:

- Public and Products Liability Cover (5 million) (please include a copy of certificate with bid)
- A Risk Assessment for your site/activity

Additionally, food and drink traders need to provide:

- Food Hygiene Certificate
- PAT testing certificate for any electrical equipment

No Dogs are allowed on site with exception to those who live onsite and blind dogs.

Tidiness:

We expect sites to be left well cared for, and waste and recycling to be properly disposed of. Every pitch will be inspected once it has been cleared.

Waste Water

Please note that grey / waste must be disposed of using the waste water disposal points. Under no circumstances must grey/waste water to be tipped on to the ground or into the any watercourse.

What's included?

For indoor stalls we provide a 6ft trestle table and 2 chairs per stall. Table linen is not provided.

Outdoor stalls include space for a 3mx3m or 6mx6m pitch, depending on the area booked. Chairs and tables or gazebos are not included.

Only one vehicle is permitted per stall on site.

Trading and Catering - Terms and Conditions**Definitions**

"You" refers to the applicant detailed on the application form, and includes any employee or contracted staff of the applicant involved with the Christmas fayre.

"We" and "Us" refers to UWC Atlantic College and its contracted staff.

You must ensure all your staff are aware of their responsibilities as set out by these guidelines

Times

The Summer Fayre is open to the public during the following hours: From 10.30am until 6pm on Sunday 9th June 2019. You must not be open after the closing time, or pack up more than 30 minutes before the finishing time.

Packing your pitch promptly after the fayre is advised. It will not be possible for you to stay overnight.

Electricity

The site electrician will meet you shortly after your arrival to arrange your mains connection (if you have requested an electrical supply). This will include a brief inspection of your equipment, which must be suitably safe. Please indicate what power requirements are needed on your application form. Please **note there will be a surcharge for any extra electrical connection required** as stated on the application form.

PLEASE NOTE: NO PETROL GENERATORS ARE ALLOWED ON SITE. IF YOU CHOOSE TO USE A DIESEL GENERATOR RATHER THAN THE SUPPLY ON SITE, YOU MUST HAVE ELECTRICAL CERTIFICATES FOR YOUR EQUIPMENT.

Waste

All waste must be bagged and taken to the skips in the service area. Do not dispose of any waste in the wheelie bins dotted around the site, which are for the use of the public only. Do not leave any waste on your pitch when you leave. **UWC ATLANTIC COLLEGE IS COMMITTED TO REDUCING LANDFILL PLEASE SEE CATERERS BIODEGRADABILITY STANDARDS**

Gas

All gas canisters must be stored in a secure cabinet located in the production compound and canisters in use must be chained to a secure position so that they cannot fall over. Therefore, ensure that any canisters you bring are labelled with your company name. You must supply a gas certificate for any gas-powered equipment that you will use on site.

Personal Conduct

The Summer Fayre is a family event. All persons in attendance, are expected to conduct themselves accordingly. Any persons exhibiting serious or repeated anti-social behaviour will be asked to leave without hesitation. The consumption, possession or supply of illegal and/or controlled substances is not tolerated and you will be required to leave the site.

Dogs

No dogs are allowed onsite unless they live onsite or are dogs for the blind.

Vehicles

You will not be able to move vehicles on the site during the open times of the fayre. This will be usually from one hour before the event and approximately 30 minutes after the event closes to the public. Due to space limitations there is no access **behind or adjacent to your stall for storage vehicles**. All vehicles with exemption to those agreed in the food area, must be parked in the designated car park.

Health & Safety

We require you to supply us with a copy of your risk assessment and your public liability insurance certificate. You must make sure that your equipment and working practices are as safe as practically possible, and that the due process of risk assessment and documentation has been undertaken in regard of your operation.

Ultimately we reserve the right to terminate your operation should we feel it presents an unacceptable level of risk to attendees.

Hand Wash and Caterers Toilet Facilities

In line with current regulations you are responsible for the provision of suitable hot hand washing facilities in your stall.

Fees

The payment for your stall is required within 5 working days of being confirmed. Once your booking is confirmed, should you withdraw, your fees will not be refunded or transferred.

Biodegradable Standards

UWC Atlantic College wish to make the fayre as environmentally sustainable as possible. We will be doing our part in this by providing clearly marked recycling and compost waste facilities alongside general waste, and by encouraging audiences to use them. However, caterers can make the single biggest impact on this area for a fayre, and so we are implementing the following rules.

Polystyrene

- There will be no use of polystyrene in products that are used by customers.
- If bringing polystyrene on site for other purposes is unavoidable (i.e. Within refrigeration containers) the caterer must take it away with them and dispose of it themselves.

Plastic

- The amount of plastic in use will be strictly limited in catering, and should be minimised in terms of plastic bags used for non-catering goods.
- Drinks sold in plastic bottles are acceptable if it is recyclable plastic.
- The exception to limiting plastic is plastic glasses. Glasses returned to caterer and washed are ideal, however plastic glasses are the recommended disposable alternative. (The reason for this is corn starch glasses tend to be disposed of wrongly by the public and contaminate plastics recycling, and they do not make good compostable items either so can only go to landfill).
- Any stock containers that are plastic must be carefully sorted and recycled, not dumped in general waste.

Single Use Bags

- If you give out single use bags to customers to carry your goods –whatever their material –the law states you must charge 5p and donate it to charity or environmental causes
- So long as you have less than 10 employees you do not need to report these sales to Welsh Government
- UWC Atlantic College is a registered charity, and will be happy to take your 5p funds, equally, you may retain them and give to a charity of choice if you prefer.

These guidelines form an integral part of our Traders and Caterers Terms and Conditions. If they pose any issues for you please contact us early to discuss possible solutions bookings@atlanticcollege.org | 01446 799 104 or 01446 799027