

# The Celtic Blue Rock Community Arts Festival

## Celtic Blue Rock Festival - Terms of Trade

### INSURANCE/LICENSES

All traders are required to have Public Liability insurance including coverage endorsements for product, personal injury and property damage. A copy of your Insurance Certificate must be available on site and must cover the period of the festival. **Please ensure a copy is included with your application form.**

A copy of your Environmental Health Office certification must be available on site **and should be included with any catering application.**

### WATER

Water will be on site and available for all sited traders

### POWER

All traders are required to supply their own generators for power supply **and supply full risk assessment and documents for generator.** Any trader wishing to trade after dark must provide lighting for public safety.

### CATERING EQUIPMENT

All catering equipment is the responsibility of the caterer and must have all relevant documentation for hygiene and safety.

### WASTE MANAGEMENT

Traders are responsible for keeping their pitch tidy and free of rubbish. **Traders must leave the site as they found it.** All rubbish must be disposed of before the trader leaves the site.

Only recycled and recyclable utensils and packaging is acceptable at this event. Non-recyclable plastic and Styrofoam packaging is **absolutely prohibited.** All food vendors will be required to pay a waste bond. Vendors who leave their site tidy and undamaged, leave no waste behind etc will have their deposit returned.

Your site will be inspected when you leave. If any of the following items are found or suspected your waste deposit will not be returned. The deposit will be returned at the discretion of the organisers.

1. Damage to grass caused by oil spills, burns, tyres etc
2. Oil containers left behind at the site
3. Misuse of general waste bins, recycling bins, cardboard containers.
4. Bread/milk crates left behind
5. Liquid waste of any kind left behind
6. Styrofoam or any other large food packaging being left behind
7. Inappropriate disposal of grey water/oil etc.

**Absolutely no glass is permitted on site;** broken glass can pose a danger to all but especially children, cleaning staff and the farm animals who want to be back in their field by the Tuesday following the Festival. This rule will be strictly adhered to.

#### **TRADING HOURS**

Caterers are required to be open for business 10am – 10pm during the festival period, but may trade 24 hours if they wish.

The Trade site must be cleared no later than 18:00 on the Sunday of the festival – this time is subject to change. The Festival Organisers will inform you in advance of any changes to site exit time.

#### **ALCOHOL/TOBACCO**

There are two licensed bars on site and alcohol may only be sold from these sites.

**There is to be no selling of liquor or tobacco products on Catering Stands.**

Anyone found in breach of this condition will be removed from the site immediately and without refund.

#### **STAFFING AND STAFF PASSES**

All stands must be manned at all times during the festival.

Staff passes will be supplied with application – any further requirements must be made at least 2 weeks before the event, and preferably with the initial application. Extra staff passes will be charged at £30 per pass.

#### **PAYMENT**

The site fee and caterers' clean-up bond should be included with this application. Fees are not negotiable or refundable after the event. Once your application has been accepted, the cheque/money order will be banked to secure the stall. The stall fee is then subject to cancellation fees.

**Cheques made payable to:** The Celtic Blue Rock Festival  
**Send to:** Celtic Blue Rock Festival Office,  
Hermon Community Resource Centre,  
Hermon,  
Glogue,  
Pembrokeshire,  
SA36 0DT.

All bookings must be confirmed and any outstanding payments received within 14 days of your confirmation letter. Any outstanding bookings following this will be put a waiting list and the pitch cannot be guaranteed.

The Celtic Blue Rock Festival 2010 anticipates approximately 9,999 attendees (including all voluntary staff, entertainers, traders and festival visitors) but will not guarantee numbers or the amount of business you receive. No rebates will be given as a result of adverse weather conditions and the Festival won't accept responsibility for the level of trading during the event.

## **LIABILITY**

The organisers of the Celtic Blue Rock Festival will not be held responsible for any accident, damage or loss however caused that may occur to any Exhibitor, articles or property brought on to the site during the Festival. The said Organisers will not be responsible for any actions or Expenses on account of, or in respect of any damage or injury caused.

## **CANCELLATIONS**

**Cancellations must be received in writing no later than 6 weeks prior to the festival's first day of trading** in order to be eligible for a refund of the site fee (a cancellation charge of £40 will be charged). Cancellations received after that date will forfeit 50% of their site fee. No substitutions will be accepted.

## **WORKERS' PASSES**

Staff passes will be supplied as per your booking criteria and any extra passes required may be purchased at £30 **prior to the event**. Children's tickets may also be booked before the event through the festival office for children accompanying traders only. Please include total number required on your confirmation booking - children under the age 13 are welcomed on site free of charge, but must have their details registered and will require a junior wristband. Traders vehicle passes and tickets will be sent out two weeks before the event and tickets will be exchanged for traders wristbands on the gate before entry to the festival site. Allocation of wristbands is the responsibility of the trader and Celtic Blue Rock Festival is not responsible for any lost or missing tickets or wristbands.

**All staff** (including managers) will be required to have a trader's wristband. Any member of staff attempting to enter without a ticket will need to purchase a full-price ticket on the gate, if there are any available on the day. Any trader attempting to enter without correct paperwork, passes and tickets will be turned away and will forfeit their pitch fee.

## **ELECTRICITY AND GAS SUPPLIES, FIRE EXTINGUISHERS AND WORK SAFETY**

1. All electrical equipment on site must have been tested and have current safety certificate
2. Food business operators (and event management) should ensure there is a sufficient supply of electricity for food handling operations, particularly hot and cold food holding and water heating.
3. Electricity should be supplied through proper supply poles equipped with all necessary safety devices (as required by legislation).
4. All bottled gas and gas equipment in catering units must have current safety certification. Safety precautions regarding age of gas must be followed.
5. A fire extinguisher and fire blanket should be supplied in any vehicle or stall where cooking or heating processes are undertaken. Even if you are not responsible for starting a fire, you should be able to extinguish small fires
6. Fire-safety equipment should be easily accessible in the event of a fire. The extinguisher should be suitable for dealing with the type of combustible materials present.
7. Fire-safety equipment should be tested annually and have current tagging that confirm this
8. All measures should be taken to protect the health, safety and welfare of employees and patrons

### **TOILET FACILITIES**

Toilet facilities are available on site and will be clearly signposted; private toilets can be provided for traders for an extra fee.

### **GOODS AND SERVICES**

All goods, products and services provided at the festival must be as described on your application form. Anyone found in breach of this condition will be immediately removed from the site and without refund.

**No sales of any goods, products or services will be allowed outside the licensed festival site** and anyone found to be trading in this way will be removed immediately.

### **ANIMALS**

**Strictly no animals will be allowed on site.** Vehicles with animals on board will be turned away at the gate and the Organisers will not be held responsible for refunding any expenses incurred.

### **SECURITY**

Traders are required to co-operate fully with the Festival Security, Site Management, Emergency Services, Police and official organisations on site.

### **INTERPRETATION**

The decision of The Celtic Blue Rock Festival regarding the interpretation of the conditions will be final.

For any queries regarding the above terms and conditions please call 01239 831 968 or e-mail [info@celticblurerock.org](mailto:info@celticblurerock.org)