

Stubbington Fayre



Catering Application Pack

This document is designed to give you a few more details about the day so that we can all enjoy ourselves safely. It includes:

- Details for arrival, set-up and leaving
- Parking arrangements
- Contact details for the Organisers
- Catering application form
- Catering Terms and Conditions

The Fayre will be held on Monday 28th August 2023 between 10:30am and 4pm.

If you would like to trade at this years' event, then please:

- carefully read the Trading Agreement
- complete the attached application form
- make the required payment
- provide a Risk Assessment to include Covid precautions
- provide public liability insurance, gas safety installation certificate, local authority registration details and associated documentation as required
- return all documents to the address below as soon as possible
- the closing date for applications is **30th June 2023**

We know that with your support the event will be a great success, but should you have any questions or need any more information before the August Bank Holiday then please do get in touch:

info@farehamlions.club

For urgent queries only call 01329 663883

Address for applications:

Catering Officer of Stubbington Fayre Committee
c/o 50 Cutlers Lane
Stubbington
Fareham
PO14 2JW

Best wishes,

The Stubbington Fayre Committee

Stubbington Fayre



Arrival details:

Volunteers will be on hand to direct you to your allocated pitch or area. Please have your authorized stall number and timed vehicle pass ready. Please use your hazard lights as you drive around the site and keep your speed to below 10mph.

Address: Stubbington Recreation Ground off Bells Lane, Stubbington

Arrival: Catering vehicles may arrive as per their timed vehicle pass between 8am and 10am to set up.

Stalls set up: Your allocated pitch must be within the marked area all

Leaving: Our insurance and safety using the site means we have to prohibit the movement of vehicles without an escort half hour either side of the fayre being open **i.e. no vehicle movement between 10am and 4:30pm** All trade vehicles should be cleared away by 5:30pm

Rubbish: You are required to take all food waste and packaging away with you. Bins on site are for the use of the general public only and are not suitable trade waste.

Parking arrangements:

1. Vehicles may not be parked on the site unless they form an essential part of the stall
2. Stubbington Fayre Committee and Fareham Lions Club CIO accepts no responsibility for loss or damage caused to any stallholder's or helpers property including vehicles.
3. All other vehicles must use the public car parks within Stubbington

The Organisers:

Stubbington Fayre is run by a committee and is part of Fareham Lions Club, a CIO registered in England & Wales number 1177339.

Our objective is to run a 'Village Fayre' fundraising event for local organisations with any surplus distributed to deserving causes.

Email: info@farehamlions.club

Telephone: 01329 663883

Address: 50 Cutlers Lane, Stubbington, Fareham, PO14 2JW

Thank you for your support in making this event happen!

Stubbington Fayre



2023 Catering Application Form

Please complete in print, sign and return the completed form along with payment, signed trading agreement and copies of required documentation to either:

Stubbington Fayre, 50 Cutlers Lane, Stubbington, Fareham, PO14 2JW
Or email to info@farehamlions.club

Name	
Address	
Telephone	
Mobile	
Email Address	
Trading Name	
Details of stall (What you're proposing to do or sell, so we can keep similar stalls apart as much as possible)	
Additional Requests and Comments	

Payment (please tick which method):

- Cheque – please make payable to ‘Stubbington Fayre’
 - BACS – online payment to Stubbington Fayre
sortcode 20-30-89 ac 10867764 ref:- Trading Name / Catering
 - Cash on the day given directly to Mrs Kay Mandry who will make herself known to you on the day.
- I consent for my personal details to be stored in paper and electronic format. Your details are used for future reference and if they are requested under our legal duty of care. You can withdraw this consent at any time.

Signed:

Date:

Stubbington Fayre



Catering Terms and Conditions

Please read carefully

The conditions of use of stalls are as follows:

1. The frontage provisionally allocated for each stall will be 4 metres.
2. **It will not be possible to allocate requests for stall positions**
3. **Please do not exceed your area**
4. Stallholders should supply their own stall, tables and equipment including power supplies.
5. Stallholders are required to supply hand sanitizer, rubbish bags and ensure masks / visors, food preparation gloves are worn by all stallholders.
6. Stalls need to be set up by 10am and cleared away **after 4:30pm**.
7. **No vehicle movement will be allowed between 10am and 4:30pm**
8. Vehicles may not be parked on the site unless they form an essential part of the stall
9. One car pass will be issued per stall, which will be enforced. If there is any infringement the owner will be asked to remove the car from the site.
10. All stall holders are responsible for their own health and safety and must ensure that their pitch or stall area is free from hazards to maintain the health and safety of others.
11. Stall holders are responsible for cordoning off their stall/pitch to help improve the safety of themselves and the public if required. (see Risk Assessment)
12. Stubbington Fayre Committee and Fareham Lions Club CIO accepts no responsibility for loss or damage caused to any stallholder's or helpers property including vehicles.
13. The stallholder will be responsible for the clearance of all rubbish from their site.
14. All items taken on-site and not sold or given to a member of the public must be taken away from the site by the stallholder when you leave.
15. The selling of foodstuffs and light refreshments for immediate consumption is not permitted unless agreed by the Stubbington Fayre Committee.
16. No draw may be operated using a title that sounds like or bears the name similar to 'The Stubbington Fayre Draw' which is operated by a group for the Stubbington Fayre Committee.
17. Any draws which includes lucky dip, raffle ticket drawing or similar, must include a winning ticket and corresponding prize. Any stall found not to be adhering to this then action will be taken by Stubbington Fayre Committee.
18. No loud music or continuous noise is permitted that interferes with the Fayre's public address system or affects neighbouring stall holders.
19. No item that fires a projectile such as ball bearing guns and catapults may be taken on-site, given away or sold by stall holders.
20. Any stallholder using any form of inflatables, such as bouncy castles, as their stall must provide a copy of their PIPA certificate and Public Liability Insurance, along with information about height, age and number of people restrictions. This information must be clearly displayed at the stall.
21. Payments for stalls are required at time of booking unless alternative arrangements have been approved by Stubbington Fayre Committee.

Stubbington Fayre Committee and Fareham Lions CIO reserve the right to refuse entry or admission to any organisation or individual.