



INVITATION TO TENDER FOR CATERING CONCESSION

Gig in the Green Yateley 2012 – 30th June

Yateley Green Common

1. INTRODUCTION

1.1 The aims of the Gig on the Green (GOTG) Festival organisers are to provide a combination of live music & children's entertainment with play areas, all presented within a community village feel. The event is being supported by Yateley Town Council and local Business Sponsors. This year's event will follow on from the outstanding successful event of 2011. Any profits will be distributed for the benefit of Yateley Sports facilities and to Yateley based charities. The event is licenced for a maximum of 5,000 visitors.

1.2 The organisers, Yateley Sports Community Interests Company (YSCIC), is offering the opportunity for established outdoor catering companies (hereafter known as the Tenderer) to apply for catering concessions (hereafter known as the Concession) at the GOTG festival, the terms and conditions of which can be found in the following pages. It must be noted that this concession does not include the provision of a licensed bar or ice cream units.

2. TERMS AND CONDITIONS

2.1 YSCIC is offering up to six catering spaces to reflect the theme associated with this community event. Note Consideration will be given to those tenderers who supply Indian and Chinese food stalls alongside the traditional burger bars etc.

2.2 The Tenderer will be allowed to operate from 12noon to 11.00pm on Saturday 30th June 2012 only (11 hours).

2.3 Access to the site for catering units will be allowed from 09.00am on Saturday 30th June 2012 and removed from site by 12.00 midnight on Saturday 30th June 2012. All catering vehicles to remain in site until event finishes.

2.4 Tenderers should be aware that two ice cream units will be in operation, and a single Beer concession selling alcohol, spirits and soft drinks. There will be 20 Community (Charities, schools etc.) stalls at the Festival, and some will be allowed to sell simple items such as cakes, biscuits, jars of chutneys and jams, cans of coke, or similar. Community stalls will close at 7.00pm. There will be no restriction on people attending the event who wish to bring their own food or drinks.



2.5 Details of the catering stalls that can be provided by the Tenderer must be listed as part of the Form of Tender submission together with the income offered for the Concession, a sample copy of menus, price lists and photographs of the units.

2.6 All unit towing vehicles to be placed at the rear of the catering unit unless such a vehicle is an integral part of the catering unit. The size of the catering unit required and support vehicle to be listed as part of the Form of Tender submission.

2.7 Catering units must be self-contained and not require any power supplies from YSCIC.

2.8 All tables and chairs associated with the Concession must be provided by the Tenderer. Any area required for table and chairs must also be specified and their preferred location in relation to the Catering unit (i.e. to the side or in front).

2.9 YSCIC reserves the right, acting reasonably but at its absolute discretion, to close any Concession at any time if they consider that there is a need to do so.

2.10 In the event of the festival being postponed or abandoned, or in the event of supplies, services or facilities being curtailed due to a strike, lock-out or other circumstances beyond the reasonable control of YSCIC, YSCIC shall not be liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer.

2.11 The use of a public address system from any catering unit will be prohibited unless prior written permission has been obtained from YSCIC.

2.12 The use of silenced, non-petrol generators for the operation of the catering unit will be permitted.

2.13 The Tenderer shall fully indemnify YSCIC against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the Tenderers occupation at the festival and in particular (but without limitation to the generality of the foregoing) shall indemnify YSCIC against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused.

2.14 Further, the Tenderer shall in connection with their liability hereunder effect a public liability insurance policy for an indemnity limit of not less than £5 million pounds in respect of any one occurrence. The Tenderer must also hold employees liability insurance cover and by this tendering process it is assumed that this cover is in place and held by the Tenderer. A copy of the public liability certificates must be supplied as part of the tender; the original insurance certificate should be brought along for the festival weekend and must be available for sight by YSCIC. YSCIC accepts no responsibility for loss or damage to the property of the catering concession or their employees or visitors.



2.15 The Tenderer must keep a suitable fire fighting equipment in relation to the Concession available for use at all times. YSCIC reserves the right to inspect all units and equipment with or without the Fire Officer, for the purpose of ensuring that adequate fire precautions have been taken.

2.16 The Tenderer shall not be permitted to sub-let or share the whole or any portion of the pitch area allotted and any article or exhibition on such a pitch contrary to this rule will be removed. Any exhibitor infringing this rule will be expelled from the site.

2.17 YSCIC reserves the right to inspect all stands and equipment without prior notice.

2.18 The Tenderer will meet all costs incurred for the installation of the catering unit and any supplies or facilities / services needed.

2.19 The Tenderer is responsible to ensure that their pitch area is kept clean and free from litter. A rubbish collection point will be provided by YSCIC for the disposal of waste.

2.20 The public use of glass containers for drinks and food will not be permitted

2.21 Although security patrols are carried out during the festival, they are not used to secure specific commercial units / activities and therefore it is advisable that the Tenderer should seek their own source of security to protect stock levels and equipment subject to prior written approval of YSCIC.

2.22 Toilet facilities will be provided on site and maintained by YSCIC.

2.23 The Tenderer must ensure that all plant and equipment provided or used by the Tenderer has been inspected and tested at suitably frequent intervals (or if applicable, as required by law) and is at all times in a safe condition and safe for use and have up to date certificates in place as required by law. The Tenderer will produce to YSCIC on demand the following safety certificates:

2.23.1 Safety certificates for each item of equipment where appropriate for public use.

2.23.2 Fireproof certificates in respect of any marquee or tented accommodation.

2.23.3 Portable Appliance Test certificates (PAT) in respect of each item of electrical equipment used

2.24 All food units must conform to the FOOD SAFETY ACT 1990, REGULATION (EC) No 852/2004, FOOD HYGIENE (ENGLAND) REGULATIONS 2006 and tenderers must provide Hygiene Certificates and Council Registration documents with the tender submission. N.B. If you have any queries regarding the above or wish any assistance to enable you to comply with



this requirement, please contact Hart District Council Environmental Health Department during normal office hours; Tel: 01252 77442, E-mail: eh@hart.gov.uk

2.25 All units must comply in every respect with Food Safety & Health & Safety legislation.

2.26 The tender bid is for the running of the catering facilities only, as detailed, at the 2012 GOTG Festival only. It does not include advertising of the catering products or services; this would be covered by sponsorship.

2.27 If you wish to offer sponsorship or advertising for any part of the festival, please contact the YSCIC Sponsorship Manager Mike Gray: 01252 877061 or 07775 510137, or email mvgheath@aol.com



TENDER FORMS TO BE COMPLETED AND RETURNED (1 of 2)

3. APPLICATION

3.1 Your application must be posted to be received by **Monday 10th April 2012** to the following address:

Sharon Keane
YSCIC Concessions Manager
12 Haydon Place
Yateley
Hampshire
GU46 7UA

3.2 The receipt of the application for the concession does not constitute an acceptance by YSCIC.

3.3 Please do not forward any monies at this stage. Please read and sign this notification clause and return it with as part of your tender application

I have read these Terms and Conditions. I understand them and agree to abide by them and any other conditions as issued by YSCIC.



TENDER FORMS TO BE COMPLETED AND RETURNED (2 of 2)

Type of Unit	Maximum size required (in metres)	Photo or copy supplied?
Catering UnitM byM	Yes / No
Support VehicleM byM	Yes / No
Dining Area (Tables and Chairs)M byM	Yes / No
A range of menus/goods together with their suggested selling price enclosed		Yes / No
Hygiene Certificates and Council Registration documents enclosed		Yes / No
A copy of the companies £5m public liability certificate enclosed		Yes / No

Amount to be paid to YSCIC for the Concession £.....

I undertake to hold our tender open for acceptance for a period of two weeks from the date of submission of this tender. If successful with this submission I under take to execute a formal agreement with YSCIC forthwith when required and pay the amount tendered for each successful unit by 10 May 2012. I understand that you are not bound to accept the lowest, highest or any tender you may receive, and that YSCIC reserves the right to accept any tender.

I understand that you are not bound to consider any tender you may receive. Yours faithfully

Signature.....Name.....

On behalf of (Company)

Address

.....

DateTel No.....

Yateley Sports CIC, Company registration No. 7518014.