

SESSIONS CAFÉ APPLICATION FORM

CHERRY HINTON HALL SITE FESTIVAL TERMS & CONDITIONS

References to:

- a. 'Festival' are to the Cambridge Folk Festival;
- b. 'Council' are to Cambridge City Council ('Council'), 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE
- c. 'You', 'trader' and 'applicant' are to the applicant whose details are on page one of this application form.
- d. 'Staff' are to any staff of the trader.

GENERAL CONDITIONS

1. **TRADING SPACE** - The Festival will provide a 9m x 15m Indian style marquee. This will be floored with hessian matting in the public areas. Any flooring for the trade and kitchen areas will need to be provided by the applicant.
2. **SITE POSITION & ARRIVAL/DEPARTURE** - The Café is situated within the camping area at Cherry Hinton Hall. You must arrive on **Tuesday 23 July 2024**, no earlier or later.
3. **VEHICLE MOVEMENT AND DELIVERIES** - No vehicles or cold units may be parked by your stall. There is provision for one storage vehicle only, inclusive of chiller units, to park in the compound on site and one at Netherhall Upper School car park. These vehicles may not be used for camping. You are required to give exact dimensions of any stock vehicle that is required to stay on site. Vehicle movement must be kept to a minimum on site. All other vehicles must be removed from site by 10am on **Thursday 25 July 2024**. **No vehicle movement is allowed on the grass**, all vehicles to stay on tarmac and deliver to the production area. Deliveries to the Sessions Café must be moved by hand from the production area. No vehicles of any type including those dropping units off will be allowed on site without a valid vehicle pass. Where ever possible please limit deliveries to the morning, preferably before 12pm. Please also keep deliveries/shopping trips whilst at the festival to a minimum to cut carbon emissions and share with other caterers if possible. Please bring as few vehicles to the event as possible and vehicle share to the event to cut down on emissions. Strictly no engine idling. Please encourage any local staff to arrive by public transport, walk or cycle.
4. **TRADING TIMES** - You must be ready for trading at 10:00am on **Thursday 25 July 2024**. Trading must then take place as follows:

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|--------|--------------------|---|
| Thurs: | Food 10:00 - 01:00 | Alcohol 12:00 - 01:00 (off sales until 22:00) |
| Fri: | Food 07:30 - 01:00 | Alcohol 12:00 - 01:00 (off sales until 23:30) |
| Sat: | Food 07:30 - 01:00 | Alcohol 12:00 - 01:00 (off sales until 23:30) |
| Sun: | Food 07:30 - 12:00 | Alcohol 12:00 - 01:00 (off sales until 23:00) |
| Mon: | Food 07:30 - 12:00 | |



NB – A temporary event notice will be applied for alcohol sales and café operator will be expected to act as DPS. Alcohol being supplied by the Sessions Café provider will need to be in line with what the Festival's Official Bar Operator is serving across the other bars onsite. The Festival will provide the necessary information once these have been confirmed for the Festival.

5. **POWER** - Your own generators are not allowed on site. All cooking should be powered by LPG. Each unit will have free access to a 16-amp maximum draw which will terminate in a 16amp Ceeform. Any additional power must be paid for and requested on the application form. Only low energy or LED lights will be permitted. Strictly no tungsten. All external lighting should be switched off during daylight and overnight hours. All equipment both gas and electrical should be switched off when not in use. Please ensure staff are aware of the importance of reducing power consumption. Please provide an itemised list of all electrical equipment prior to the festival including kilowattage for each one.
6. **PASSES** - A maximum of four passes will be allocated per unit at Cherry Hinton Hall. Please state the minimum number of passes you require to trade. Additional passes must be requested at the time of tendering. Their value (£230 per additional pass) will be deducted from your tender bid. Wristbands must be worn at all times and are not transferable, re-saleable or refundable. Persons found doing so or not wearing wristbands will be removed from the site. Please note that in order for staff to access the showers on the morning of **Thursday 25 July 2024**, accreditation **must** be collected from the onsite Pass Exchange before **9pm** on the **Wednesday 24 July 2024**.
7. **STAFF PARKING & CAMPING** - There is no provision for staff parking or unauthorised camping at Cherry Hinton Hall. Staff must park at Netherhall Upper School car park. Parking is not permitted in any of the local resident's streets, anyone caught doing so will risk being invited to trade at the Festival in future years. Cherry Hinton Hall 2-3 berth tent pitches and Caravan/Campervan passes **must** be requested on the application form; these are not guaranteed and will be charged at full price. Free camping in tents is available at Coldham's Common. Caravan pitches at Coldham's Common are charged at a discounted rate of £40for caterers and traders. These **must** also be requested on the application form. Any additional requests made after the tender process will be charged at full price.
No camping (including RV or campervans) are allowed in car parks or in the onsite compound at Cherry Hinton Hall. You may not camp in your catering unit, prep area or supply vehicle. **There will be designated areas onsite for caterers and traders to camp at Cherry Hinton Hall.** You **must** check in with a member of our Fence staff before pitching up your tent. Anyone caught camping outside of the designated areas will be required to move.
8. **FIRE EXTINGUISHERS** - You must provide the appropriate number of fire fighting equipment for your unit tested within the last 12 months (minimum one dry powder extinguisher and one fire blanket). The Festival shall check all equipment on arrival. You shall not be allowed to start trading until satisfactory equipment is present.



9. **SAFETY** - In accordance with Festival policy, all traders must undertake appropriate risk assessments and comply with the requirements of the Health and Safety at Work Act 1974 and all appropriate regulations made under this Act. All electrical items and installations should conform to appropriate BS or CE standards and be inspected and compliant to current BS 7671 IET Wiring Regulations (as updated or replaced from time to time) standards. All traders must comply with any directives specifically relating to safety by the Festival over the weekend.

10. **ENVIRONMENTAL IMPACT & ETHICAL PRACTICES** - Please note under our Terms and Conditions these requirements are non-negotiable. These will be checked and evidence required on-site. These terms and conditions are updated each year and must be read carefully:

ALL food packaging and cutlery must be compostable. We are allowing compostables only and RPET is not permitted. **Please note:** No disposable coffee/tea cups or lids to be brought onsite or provided to the audience. We are telling all audience and other persons on site to bring their own cup. All containers or wrappings used for food servings should be minimal to cut waste and if requested by the audience, their own reusable containers should be used for serving. Avoid excess packaging to help minimise waste. Please ask your suppliers to cut packaging to bare minimum and take trays away with you at the end of the festival. **STRICTLY NO** plastic bags allowed. **STRICTLY NO single use plastic, plastic straws, stirrers OR plastic bottles are permitted.** Drinks only to be sold in cartons or aluminium cans. Water is available for free in the arena and campsites for the audience to refill their bottles. Disposable paper straws must not be available to everyone and only available for small children or medical reasons. **ALL** coffee, tea, cocoa and chocolate must be Fairtrade. **ALL** eggs and egg products must be free range. **ALL** fish must come from sustainable supplies and evidenced on labels. **All** meat must be British and reared in a sustainable environment and evidenced on labels. All other food must be grown and reared using environmentally positive practices and use local fresh produce and drinks. We will provide a list of local suppliers who can supply Red Tractor and organic supplies. Please tell us where produce is to be sourced, what products are organic and any other information to assist your bid. Please use refillable sauce/condiments – **NO** individual sachets. Please use water wisely onsite and limit usage where possible. Please ensure all staff use refillable drinking water containers and hot drinks cups for personal use. All outlets selling tea and coffee to provide a discount to customers for using their own reusable cup/mug. **Food Waste and Collection:** There is a Monday collection of any leftovers for a local food charity. We award a Sustainable Stand Award for the caterer and trader demonstrating the best practices each year and promote them through our website and social media, as well as awarding a certificate. The Festival plants trees each year out of its own pocket in [Festival Wood](#) to balance the power and other production environmental impacts, including traders and caterers power. This year we are wishing to balance the travel miles more as they account for 80% of an event's impact. We will **add £2** to the cost of your pitch to contribute to carbon balancing your travel miles through [Ecolibrium](#) which invests 100% donations in renewable energy projects.

- 11. GREEN DEPOSIT – All caterers to provide a deposit.** The deposit for the Sessions Café is **£100.00**. This is your commitment to adhering to the Festival environmental and ethical practice policies and is designed to enable us to maintain our Greener Festival Award and Festival ethos. As part of the selection process we review your ethical statements and have accepted you partly because we think yours is good - so we hope and expect to see all Green Deposits returned. However, any that aren't returned will be used to help further the environmental development of the Festival.
- 12. ACCESSIBILITY –** As part of our Bronze award with Attitude is Everything, you must accommodate customers with disabilities. Please provide; a lowered counter, if a lowered counter is not possible please take orders directly by coming in front of the bar or counter, taking money, and returning with drink/food and change; ; there must be menus provided and there must be large print versions of these, these should have black print on white background, be laminated, be large print (min. 18pt) and be available on the bar or counter for customers to hold if they wish; please consider that picture-based menus make choosing items far more accessible for some people, so where possible these should be implemented.
- 13. MENUS & PRICES –** Menus and price lists must be submitted with your bid, be clearly displayed to the public throughout the Festival and will be checked on site. Any changes must be agreed by the organisers in writing by **Friday 7 June 2024**. Please also ensure your sustainability credentials for the food is advertised including, Fairtrade, organic, local, British, sustainably sourced.
- 14. ALLERGENS -** You are required by law to provide allergy information on all food sold unpackaged. You will need to provide details of allergen information, documentation showing this information and proof of training for all staff.
- 15. PAYMENT –** Successful applicants will be invoiced by the Council in two stages. First payment will be due by **Friday 22 March 2024** and the final payment by **Friday 24 May 2024**. Failure to meet payment deadlines will affect your opportunity to return to the Festival in the future. Any late payment issues must be submitted in writing and reach us by no later than **Friday 19 April 2024**.
- 16. DRINKS -** You may purchase your own proprietary brands of soft drinks and sell them on site only on payment in advance of an additional £129 per unit to the Council. This will be strictly enforced. **All soft drinks including water will need to be provided in cans as per clause 10 and the Festival's ban on single use plastic bottles.**
- 17. GLASS –** No glass of any kind is permitted on site, for sale or personal use.
- 18. FIELD KITCHENS -** Any caterers not cooking within a purpose built catering unit will be required to provide method statement, plan and risk assessment in advance of the Festival and subject to an inspection on site before trading can commence.

- 19. INSURANCE** - A copy of your third party liability insurance (minimum of £5million) valid for the duration of the Festival must be provided to the Council to trade.
- 20. MUSIC** – We would like to encourage the playing of music within the Café in a session and acoustic style. This will be unamplified and no PA will be provided or will be allowed. To compliment this, we would also like to offer the Café the ability to play recorded music at an appropriate level during operation. If there are no musicians in the Café, a play list of festival artists and similar can be played but live musicians would override this. For 2024, we will be introducing a new area in the Sessions Café for open stage opportunities. This will be managed by the Festival and shared with the successful Sessions Café Operator in advance of the Festival.
- 21. GAS SAFETY** - All caterers are required to comply with the Festival’s outdoor event gas safety checklist which must be completed as part of your online application submission. Max 2 safely secured, spare canisters are allowed at stalls. Extras or empty canisters must be kept in the gas cage in the production compound. You must ensure you have the means to transport your canisters safely. Local supplier will deliver gas daily. All LPG storage and cooking will be subject to inspection. If you fail to meet required standards, you may not be allowed to trade. No cooking or in use gas appliance is to be left unattended. **If you require more than two gas canisters, these must be stored in the safest manner possible. Please note that ‘Calor Gas’ and ‘AvantiGas’ cylinders are not permitted to be left anywhere onsite or returned to the compound for collection. You must discard of these cylinders elsewhere. If you fail to comply with this and leave it by your pitch, your Green Deposit will not be returned and we may reconsider inviting you back to the festival in future years.**
- 22. APPEARANCE & WASTE** – The Sessions Café must be kept clean and tidy always. All waste must be placed in designated bins as per onsite guidance. You must dispose of waste carefully and segregate cardboard, food composting, mixed recycling and general waste. Waste water must be collected in the IBC waste water containers provided and not poured into the ground. Please take used cooking oil away with you. The Café must be clear and tidy when vacating on the Monday. All rubbish is to be placed in the proper containers.
- 23. SAFETY COMPLIANCE** – All trading is subject to these Terms and Conditions, satisfactory completion of Food Safety Pack, Food Safety legislation and any other Health and Safety legislation. The Council will take appropriate action against any non compliance including stopping you from trading and/or exclusion from future festivals. Please note inspections will be carried out during the event and therefore evidence of your Food Safety, Health & Safety procedures should be available for inspection. They may also check that your menu and prices match those in your application.

- 24. OTHER COMPLIANCE** - The Council takes bribery and corruption and discrimination seriously. Any bribe or any attempt to bribe any personnel in connection with the Festival is prohibited and will entitle the Council to terminate the agreement immediately and require your removal from the Festival site. You must comply with the requirements of the Equality Act 2000. Failure to do so will entitle the Council to terminate this agreement immediately and require your removal from the Festival site.
- 25. SUBLETTING** - Sub-contracting is not permitted without the written consent of the Council. Any agreed sub-contracting shall not relieve the accepted company, trader, caterer or pitch holder of any obligation or duty attributable to the accepted company, trader, caterer or pitch holder under any part of this agreement or terms and conditions.
- 26.** The Council reserves the right to photograph or photocopy insurance, food safety certificates, or other documents presented on site for their records.