



# IPSWICH INDIAN SUMMER MELA SUNDAY 9<sup>TH</sup> JULY 2017

## Application for Catering Stall Holders

**Closing date for application is Monday 29<sup>th</sup> May 2017**

**Limited number of stall spaces available in the food village so book early to avoid disappointment.**

### YOUR DETAILS:

<b>Contact Name:</b>	<b>Business Name and Address:</b>		
<b>Tel:</b> Daytime:	Evening:	Mobile:	
<b>E-mail:</b>			
<b>Your Vehicle Registration No:</b> <b>FREE Parking</b> for <b>One vehicle</b> provided inside the park if the vehicle is registered beforehand with ISIA.			

**Your Business & Stall Requirements:** Tick boxes or enter information that applies to you.

**A SEPARATE FOOD STALL MARQUEE CAN BE PROVIDED IF REQUIRED.**

#### Commercial Business

Stall comprises 2 tables (6ft x 3ft) + 2 chairs + power [approx 12' x 3' area]


#### Non-Commercial Business

**Indicate No. of Additional Tables required**


**Mobile Self Contained Unit you intend to bring to site: IF YES:**

**Type.....Size.....**

**Please tick your cooking equipment you intend to use or bring ON SITE:**

Fridge /Freezer

Freezer (standalone)

Electric Cooker/Hob/Grill/Chip Fryers


Water Heater/Kettle/Urn

Microwave/Hot Cupboard

Other appliance: \_\_\_\_\_


### Terms & Conditions:

Please read and tick [✓] each item to indicate that you abide by the following T&C:

1	Deliver items, set-up exhibits & occupy stall <b>between 9.00am &amp; 11.00am</b> in the FOOD Village in the Christchurch Park. - All vehicles <b>must be removed by 11.00am</b> and parked in the designated area.	
2	<b>Food &amp; Public Liability Insurance.</b> Certificates Minimum of 5 million pounds. Suitable <b>Fire Extinguishers</b> ( <i>Dry powder, CO2 or Fire blanket etc.</i> ) must be brought. This is <b>Mandatory</b> . Photocopies of insurance certificate <b>must be submitted to ISIA with the application form.</b>	
3	<b>Insure and accept responsibility</b> of items for damage or theft for the duration of Indian Summer Mela. <b>ISIA or Ip-art</b> will not be liable for any public liability relating to sale of food or catering goods etc. & will not be responsible if the Health & Safety requests are not met by you, & you are not allowed to do business on the day.	
4	All traders of food products must be registered with a local authority and must provide evidence of their current rating ( <b>3 star is the minimum acceptable</b> ) together with copies of the food hygiene certificates of staff who will be working on the stall. Traders must comply with the provisions of The Food Hygiene (England) Regulations 2006, Regulation (EC) No 852/2004 and the Food Safety Act 1990. All traders selling food will be asked to provide additional information nearer the time	
5	<b>LPG/Gas</b> Prior to the event caterers using gas must provide full documentation. This must include documentary proof of the gas system inspection by a Gas Registered engineer within the last year, or in line with manufacturer's instructions. Any gas bottles must be stored in an appropriate cage	
6	<b>Housekeeping</b> Stallholders are required to keep their stall smart and presentable at all times. All debris must be bagged and disposed of in the bins provided, at the end of each day and all liquid waste must be removed from the site. Any costs of cleaning a pitch will be the responsibility of the trader.	
7	<b>Goods for sale</b> Traders are only allowed to sell goods as stated on their application form and any changes or additions must be approved prior to the event. Sale of the following goods is prohibited: live animals and birds, fireworks, firearms, replica and decommissioned firearms, combat knives, counterfeit goods or any other items deemed by the organisers as likely to cause offence or danger to the public	
8	<b>Security</b> Security staff will be employed to patrol the site during the event with the aim of ensuring that property and goods are protected. However, no liability for loss or damage to these is accepted by the organisers with the stall holder being responsible at all times for this. It is recommended that suitable insurance is obtained for stock and equipment.	
9	<b>Stallholder behaviour</b> Stallholders and their staff are expected to conduct themselves in a manner that does not bring any adverse publicity to the Mela, fellow traders or to Ipswich Borough Council. The following behaviour will not be tolerated: swearing or arguing; fighting; consumption of drugs or alcohol. Traders are expected to present a positive image at the Mela and to treat customers, fellow traders and others with courtesy at all times. Failure to comply will result in the immediate termination, without notice or compensation.	
10	<b>Safety &amp; Compliance</b> The organisers will be on site during the event; including set-up and clear-up and will be responsible for the safety of the site and management of the event. If any health and safety issues are identified by the organisers, the stallholder must immediately rectify them. Failure to respond to reasonable requests from the organisers or their representative will result in your space being forfeited without refund of fees.	
11	A refundable <b>cheque of £25</b> is required as a deposit to ensure that pitch is cleared to ISIA/Ip-art representative satisfaction. This cheque will be returned on the day if pitch cleared satisfactorily.	
12	Extra table(s) available, only by pre-booking, at a cost of <b>£10</b> per table requested.	
13	Attend stall for the duration of the Indian Summer Mela <b>12 PM – 6 PM</b>	
14	You are responsible for removal & disposal of items including litter from site between <b>6 PM – 7 PM</b>	
15	Full payment to be made at time of booking, which is Non-Refundable unless the event is cancelled	

☐ I/we confirm we have Food Safety Certificate & Public Liability Insurance Certificate minimum of £5million.  
[mandatory]

☐ Total Cheque Payment: £\_\_\_\_\_ (payable to 'Ipswich & Suffolk Indian Association' or 'ISIA')

☐ Refundable Deposit Cheque: £25 (payable to 'Ipswich & Suffolk Indian Association' or 'ISIA')

**I confirm that I have read the above Terms and Conditions and will agree to them. [Your application will be rejected if you fail to confirm your acceptance of T&C]**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send your completed application & cheques to: Ipswich & Suffolk Indian Association (ISIA),  
P O Box 757, Ipswich, IP1 9ND.  
Tel: 0844 8844 825  
Email: sec.isia@googlemail.com

