

RUGELEY TOWN COUNCIL

Invitation to Apply for Small Catering Unit

at:

Rugeley Town Councils Charter Fair

Green Lane, Rugeley

Saturday 8th June 2019

Rugeley Town Council
Rugeley Rose Theatre & Community Hall
Taylors Lane
Rugeley
Staffordshire
WS15 2AA

Tel: 01889 574074
Email: clerk@rugeleytowncouncil.gov.uk

Dear Sir/Madam

You are invited to apply for the catering provisions at the Rugeley Charter Fair 2019. The application is subject to Terms and Conditions noted in the schedule below.

The application should be delivered by post or otherwise to reach the Town Council Office (address on page 1) no later than 4.00pm on Friday 5 April 2019.

Event information:

The event will take place on 8th June 2019 between 10am and 5pm in Rugeley.

The 2019 event will include a parade through the Town followed by music from Marching Bands, dance performances, arena acts, side shows, various street entertainment and many more activities, stalls and exhibitors.

The expected attendance is 7000 – 9000 throughout the day.

Notice to Apply

1. **Acceptance:** Rugeley Town Council shall be under no obligation to accept any application. Notification of acceptance, if successful, shall be given by 15 May 2019.
2. The Application Form and accompanying documents are to be returned intact and must not be altered by the Applicant.
3. **H&S:** All units must be registered with Environmental Health and should provide copies of appropriate documentation. A Food Hygiene Rating of 4 and above is a requirement.
4. **Insurance:** All applicants should hold full public liability insurance – copy to be submitted with the application.
5. **Payment:** a cheque for the full amount should accompany the application with unsuccessful applicant cheques being returned before 24 May 2019.
6. **Sample Menu and price list to be submitted.**

Please complete and return the attached form along with the required documentation.

Yours faithfully



Hilary Goodreid
Town Clerk

APPLICATION DETAILS

To be completed and returned no later than 4.00pm on Friday 5 April 2019

EVENT: Charter Fair 08 June 2019

PLACE: Rugeley

Green Lane Playing Fields

Staffordshire

WS15 2AU

OPERATION HOURS: 10.00am – 5.00pm

Arrival time to be allocated following acceptance of application

PAYMENT: A cheque for the full amount should accompany the application and will only be cashed when you have been notified if your application has been successful. For any unsuccessful applications, cheques will be returned to you.

APPLICANT INFORMATION	
Applicant Name	
Address	
Contact Name	
Telephone	
Email	
Description of foods to be sold	
Size of Vehicle	

Please complete:

I will pay the sum of **£95.00** for **ONE 4 x 4 metre CATERING** vehicle at the Rugeley Charter Fair on Saturday 08 June 2019. Payment terms are agreed as detailed above.

Signed Print

Position Date

Document Checklist:

Insurance Document

Health and Safety/Environmental Health Documentation

Food Hygiene Certificate level 4 or 5

Sample Menu and Price List (**price list must be included**)

Photo of food stand/vehicle

All documents must be enclosed in order for the application to be considered