

Gourock Highland Games Sunday 12th May 2024

Vendor Application and Information - Food



Introduction

Inverclyde Council are seeking competent and suitably qualified food and drink vendors and independent traders to deliver a variety of high-quality food and drink and bespoke retail items at

Gourock Highland Games, Battery Park, 12 May 2024. Trading hours will be 12:00 – 18:00.

This annual event has been taking place for many years, and consists of Piping, Highland Dancing and Traditional Heavies Competitions as well as children's entertainment, representation from community groups, charities and a variety of food vendors and stalls selling arts, crafts and quality goods.

The event attracts in the region of 6,000-10,000 visitors.

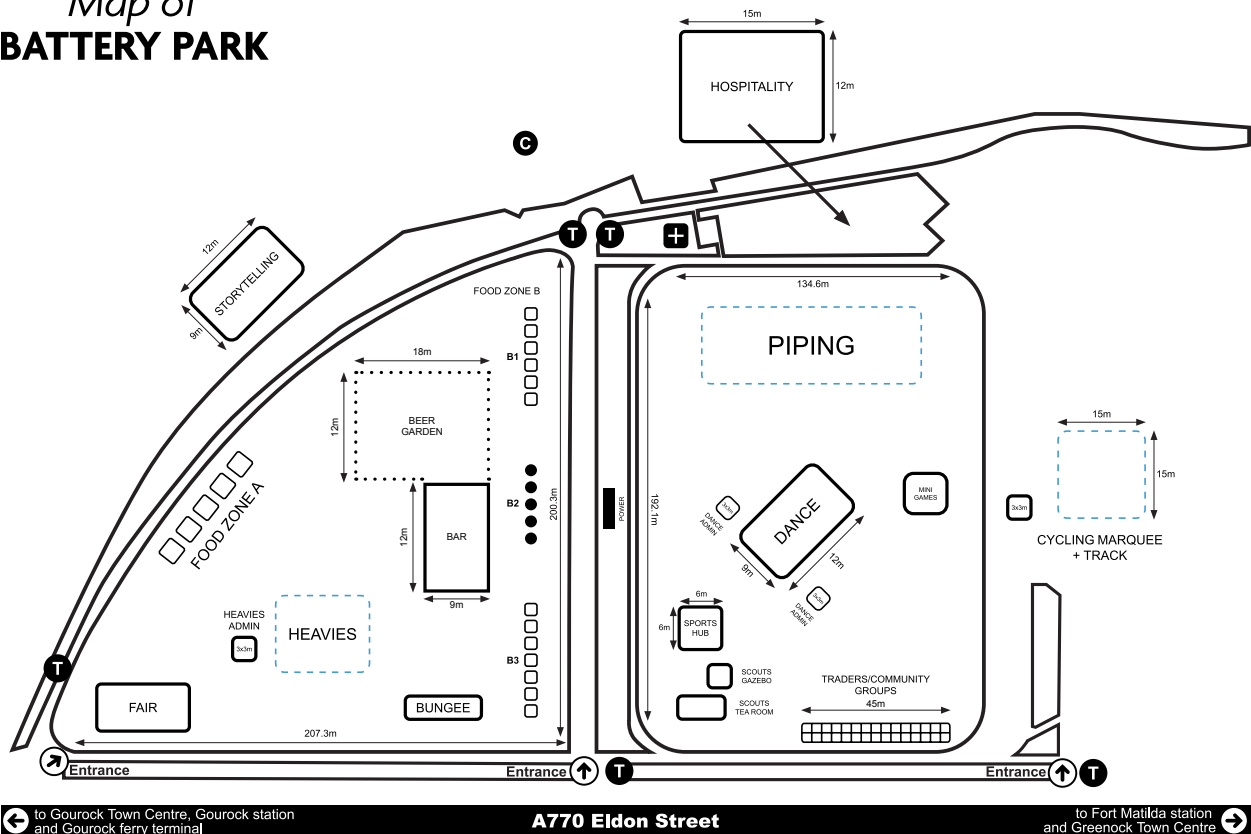
Gourock Highland Games Food Zone

We aim to curate a high-quality food and drink experience that offers the best in traditional and contemporary food, created by knowledgeable and engaging producers who are passionate about the whole farm to fork ethos and value for money.

To this end we are looking for a variety of high-quality Food, Street Food and Farmers Market Traders including those with a vegan and vegetarian offer that have a proven track record in trading at outdoor events and festivals to showcase the breadth of the Scottish larder.

Site Plan

Map of BATTERY PARK



Food vendors, selling items for on-site consumption will be located around the FOOD ZONE A, B1, B2 and B3 section, and we have SPACE ONLY pitches and MARQUEE stands.

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Food Vendor options

SPACE ONLY (suitable for food trucks, vans etc)

- Pitches for up to 3M frontage.
- Pitches for up to 7M frontage.
- Pitches for up to 10m frontage.

MARQUEES (suitable for Farmers Market produce/bakery items etc.)

- 3x3 marquee.
- A tented area with three closed sides and one open side (double units by request).
- One trestle table (6 foot) and two folding seats per marquee pitch (additional furniture can be hired).

Regardless of whether traders are located within their own mobile unit or take a space within a marquee provided by Inverclyde Council, it is the service provider's responsibility to provide:

- Relevant fire extinguisher(s) dependant on cooking method.
- Sneeze guards or other food covers as appropriate.
- Power for your mobile food truck or catering unit. NOTE: If using gas you will be able to have only 1 x gas canister, (of up to 19 kilo) active at any one time. You may have 1 x canister as back up. All gas cannisters must be stored outside any catering unit in a secure cage.
- All health and food safety documentation including your specific Food Safety Management System, HACCP (where appropriate), Public and Products Liability Insurance.
- Clear signage regarding allergenic ingredients.
- Waste oil containers.
- Cash free payment systems are preferred.

Selection Criteria

We are seeking to appoint a diverse range of food vendors to create the widest possible range of choice for attendees, including those with special dietary requirements. Acceptance of applications to trade will not be offered on an exclusive basis but will be limited to a maximum of two traders for each food and drink category to reduce over supply of products. All traders will be scored and ranked according to the evaluation matrix outlined below. The look and general aesthetic appeal of the stalls and food trucks must be of the highest standard and will be important criteria when assessing the quality of submissions. Additional weighting will be applied to local Inverclyde businesses. Inverclyde Council's decision will be final.

Pitch Fee Offered	20%
Menu - Please submit your proposed food menu with prices of all food options. Where appropriate please detail any Vegetarian, Vegan, Gluten Free and Halal options that your menu offers.	40%
Inverclyde registered business	20%
Please ensure that you have provided the required documents (listed in section) along with your application as these are part of the weighting score.	20%

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Application Details

Contact Name	
Company Name	
Address	
Contact phone number	
Contact email address	

Please return this application form by the closing date of 5th March including supporting documentation as outlined below to allow us to evaluate your application.

Your Requirements

Trader Category	Food Category List All Food/Menu Options That You Will Be Selling	Pitch Size	Pitch Fee All fees exclude VAT	Additional requirements – Marquees only <i>Power - £60 +VAT Tables - £15 each +VAT Chairs - £5 each +VAT</i>	Total Cost
Stand Alone Street Food Trucks and Ice Cream Vans		Please indicate dimensions of Food Truck in metres __m x __m	Up to 3m frontage £160 Up to 7m frontage £270 £320 for up to 10m frontage		
Specialist Food and Bakery Stalls		3m x 3m marquee supplied will include 1 x Trestle Table, 2 x Chairs 6m x 3m marquee supplied will include 2x Trestle Tables, 4 x Chairs	3m x 3m - £120 or 6m x 3m - £240		

Power is only available to vendors trading from a marquee stall hired from Inverclyde Council and must be booked in advance. All vendors trading from their own units must provide their own power.

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Required Documents

1.	A current and valid copy of your Public Liability Insurance, equal to or greater than £5million
2.	A current and valid copy of your Employers Liability, equal or greater than £5million if required by your business
3.	A current and valid copy of your Product Liability, equal or greater than £5 million
4.	Compliance certification for your Mobile Food Unit or details of your registration as a food business within your local authority
5.	Detailed final menu and price list
6.	If using gas please state the size of gas canister that you wish to use (max 19kg). Please include current Gas Safe Certificates for all gas fuelled appliances
7.	List of all electrical equipment including safety certificates (PAT tests) for all electrically operated equipment with labels on all appliances showing date of last PAT test
8.	Food Safety Management System (Cook safe, HACCP etc.) and hygiene policy
9.	Fire risk assessments
10.	Health and Safety risk assessments
11.	Food Hygiene training certificates for ALL staff working at the event
12.	Confirmation of Local Authority Food Hygiene Registration. An email confirmation or letter from your Council's Environmental Health Officer is acceptable
13.	Complete Allergen Matrix applicable to your menu
14.	Minimum of 2, maximum of 5 images of the unit/stall that you are applying to bring to or set up at the event
15.	Pressure test certificate for Cappuccino Machine if applicable – must comply with pressure system safety regulations 2000
16.	Any additional certification to support your application i.e. Halal certification if offering Halal products. Approved animal welfare scheme certification etc
17.	Proof of business address for Inverclyde where applicable (To invoke additional positive weighting to application)

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Declaration

The information provided above is correct and accurate to the best of my knowledge. I hereby agree to comply at all times with the Trading Application: Conditions of Trading and Inverclyde Council Site Safety rules.

I further agree and acknowledge that any:

- (a) false or inaccurate statement or information provided by me to Inverclyde Council in respect of my trading application;
- (b) failure to comply fully with the Trading Application: Conditions of Trading, Inverclyde Council Site Safety rules or any other conditions that may be notified to me by Inverclyde Council from time to time; or
- (c) failure to comply with any statutory requirements, may, at Inverclyde Council's sole discretion, result in my organisation being removed from Inverclyde Council's event suppliers list or being required to leave the event site.

Signed	
Name (PRINT)	
Date	

Online payment will be required by following successful application.

Inverclyde Council will aim to respond to you by 19th March 2024 to advise whether you have been successful in securing a pitch. If you have any questions relating to this application form, please contact events@inverclyde.gov.uk.



Trading Applications: Conditions of Trading – Gourock Highland Games

- 1 One vehicle will be allowed access with staff for unloading, vehicles and trailers etc, will require to be removed from the site by **10.30am on Sunday 12th May 2024**, and will not be allowed to re-enter the field until **6pm**. The site will be open from **8am on Sunday 12th May**, however please confirm this with the Communications Team. Arrangements can be made for access to the site on **Saturday 11th May, between the hours of 11am - 4pm if notified in advance**.
- 2 The trader shall, during the period of the event, be responsible for all loss and damage sustained by Inverclyde Council or any third party where such loss or damage arises from the actions or default of the trader, and shall free and relieve, and shall indemnify and keep indemnified Inverclyde Council from liability in respect of any injury to or the death of any persons, damage to any property, heritable or movable, the infringement, disturbance or destruction of any right, servitude or privilege or otherwise by reason of or arising out of or in consequence of the trader's use of the trading space allocated and from all proceedings, costs, claims and demands of whatsoever nature in respect of any such liability for which the trader is directly responsible in terms hereof.
- 3 Each trader must hold Public & Products Liability insurance, with cover to a minimum of £5million. This may require to be increased in certain circumstances, which will be advised to the trader on receipt of the completed application.
A copy of a valid Public & Products Liability insurance certificate and any appropriate safety certificates must accompany this application. **FAILURE TO MEET THE APPROPRIATE INSURANCE REQUIREMENTS WILL EXCLUDE THE TRADER FROM TRADING.**
- 4 Goods displayed or sold by the trader must be of a standard acceptable to Inverclyde Council (to be determined by Inverclyde Council in its sole discretion).
- 5 Should any matter of dispute arise as a result of the allocation of trading space, then the matter will be resolved by Inverclyde Council, whose decision will be final.
- 6 The trader shall use the trading space allocated to him entirely at his own risk and Inverclyde Council will accept no liability for any damage or injury caused to the trader, its employees or any third party as a result of the use of the trading space.
- 7 The trader shall ensure that the trading space is kept neat and tidy to the reasonable satisfaction of Inverclyde Council.
- 8 In the event of cancellation [by the trader pursuant to paragraph 9 below], a full refund of trading fees paid will be refunded as soon as is practicable after the date of Gourock Highland Games.
- 9 Should the trader wish to cancel his trading arrangement with Inverclyde Council, then **fourteen days** notice must be given in order for the trader to receive a refund of the trading fee.
- 10 There shall be reserved in favour of Inverclyde Council, access to all or any part of the trading space for any purpose deemed necessary by Inverclyde Council.
- 11 The trader shall not assign all or any of the rights and obligations contained herein.



Site safety rules / safety requirements

Transportation

- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Movement while the public are onsite will be kept to a minimum.
- Vehicle movement during the hours 12pm – 6pm is strictly prohibited and will require permission.

Work equipment

- All work equipment should satisfy all statutory requirements and meet Provision of Work Equipment Regulations 1998.
- Machinery should be immobilised and placed in a secure area when not in use.
- Defective machinery likely to cause a safety hazard should be immediately removed.

Work places (the whole event site is a work area)

- Good house keeping should be adhered to.

Food preparation and waste disposal

- All food preparation areas should comply with legislative requirements.

Accident reporting

- An accident book/incident forms will be available with first aiders, all accidents and near misses should be recorded and the Event Safety Co-ordinator notified.
- In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard. The Safety Co-ordinator should be contacted.

Electrical safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989.
- Only qualified electricians may attempt repair of electrical equipment - if a fault is suspected in any circuit or apparatus the appliance should be removed from use.

Generators

- Read and adhere to the manufacturer's instructions for safe operation - set up your generator on an impermeable surface using a drip / spill tray.
- If any fuel has to be disposed of - please dispose of as hazardous/ special waste.
- Ensure no smoking is permitted in the vicinity of generators and an approved fire extinguisher suitable for electrical fires located nearby.
- Never use a generator indoors or in any partially enclosed area.
- Keep dry and do not use in rain or wet conditions.
- Fuel should be stored in properly labelled containers and transported safely.

Gas safety

- No-one is allowed to bring gas cylinders onsite without the permission of either the Event Manager or the Event Safety Co-ordinator to ensure that they are aware of and follow our strict rules on LPG safety.

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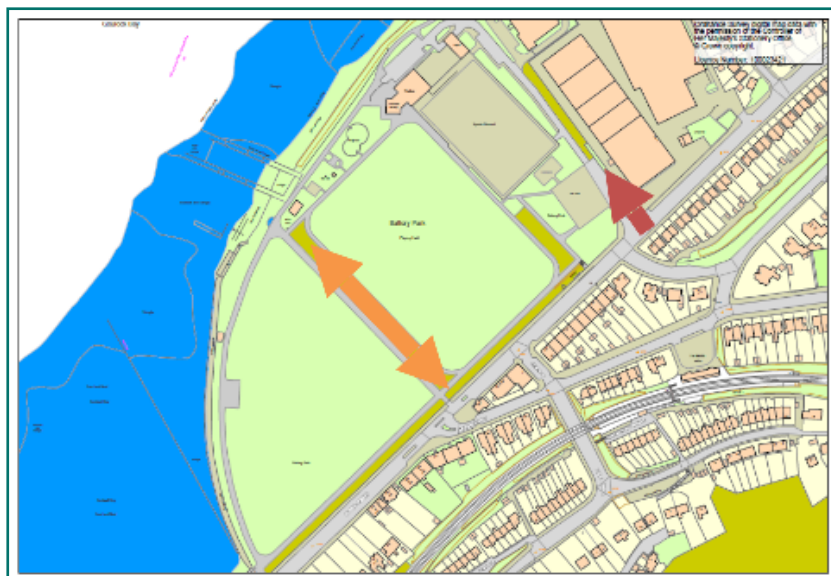
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Event location: Battery Park, Eldon Street, Greenock PA16 7QE

Date: Sunday 12th May 2024

Set-up completion time: 10.30am



Entrance to the park is marked with the Red arrow and all traders will be placed in the centre, marked with the orange arrow.

Weight limits, height restrictions, access restrictions, one way systems

Once inside Battery Park, stewards will advise you of the best way to reach your allocated position.

Entrance to use

Main entrance to Battery Park from Eldon Street, as shown with the red arrow.

Vehicle size

NO Artic vehicles.

Parking

Subject to availability there may be parking available for traders, 1 vehicle per trader stand. Please request a permit, which will be confirmed nearer the time.

Any additional trader vehicles will need to be parked off site.

Trader positioning and vehicle access is allocated by Inverclyde Council's Events Team and as such their decision is final.

Event manager's contact details by email only:

events@inverclyde.gov.uk