



**TROWFEST LIMITED**  
**54 Haydon Place**  
**Guildford**  
**GU1 4NE**  
**01483 454159**  
Registered No. 8329783

Hi there,

Please see below for the application form for trading at GuilFest 2014. If you wish to trade at GuilFest, please read through the form carefully, fill in the slip and send along with a cheque for the full payment to the address on the form.

If you are successful your payment will be banked and you will be asked to supply the following documents by 1<sup>st</sup> June 2014.

- Health & Safety Policy
- Risk assessments for this activity
- Method statements for this activity
- Fire risk assessment
- Public/Employers/Products Liability insurances

If you require any further information please do not hesitate to contact our office on 01483 454159 or by email to [lewis@guilfest.co.uk](mailto:lewis@guilfest.co.uk).

Yours sincerely

Lewis Smith  
GuilFest

# APPLICATION FOR CATERING CONCESSIONS

## GuilFest 2014

18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> July 2014

A three day music festival with camping to be held in the beautiful setting of **STOKE PARK, Guildford Surrey**

### Conditions

- The festival gates will open to the general public at midday on Friday 18<sup>th</sup> July 2014. Caterers can arrive to set up after 10am on Tuesday 15<sup>th</sup> July. All caterers must be onsite by 8pm Wednesday 16<sup>th</sup> latest, and all stalls must be set up by 5pm Thursday 17<sup>th</sup> July 2014.
- Off site by Midday on Monday 21<sup>st</sup> July 2014.
- The event is to be licensed for 19,999 people each day.
- Each pitch will be of size 20' x 20'.
- There will be a maximum of 34 Catering Pitches available – so book now to avoid disappointment.
- The cost of hiring a Catering Pitch will be £3200.00 + VAT. This is inclusive of electricity, which will be two 16 amp sockets or one 32Amp supply. Extra 16Amp supplies will cost £120.00 + VAT and extra 32Amp supplies will cost £180.00 + VAT each. Electricity will not be connected until Thursday 17<sup>th</sup> July. Seven Traders Passes will be included with each stall. Each ticket will be exchanged for a wristband on-site which will be non transferable between staff.
- VAT is to be charged at 20%, subject to government changes.
- **NO GENERATORS WILL BE ALLOWED ON SITE.**
- A strict limit of no more LPG than the quantity required for the event can be brought onto site. All gas cylinders will need to be properly caged off..
- Catering Pitches with their own sound systems must keep their volume levels low in agreement with limits set by the Noise Officers. No amplified music after 11pm, and only from Friday 18<sup>th</sup> – Sunday 20<sup>th</sup>, NOT before.
- All rubbish and sullage must be removed from site, during and after the event. Bins will be provided.
- All Catering Concessions must meet the relevant Health & Safety Standards. All health & safety policies, risk assessments, method statements and insurance policies and approval of your Catering unit by your local authority must be submitted by June 1<sup>st</sup> 2014.
- Stalls that need to replenish stock have to do so via Lido Rd entrance, Gate E, between 6am and 10am. No vehicle movement before or after this time. A maximum speed limit of 5mph must be adhered to whilst on site. **MAIN ENTRANCE MUST NOT BE USED DURING FESTIVAL OPENING TIMES TO REPLENISH STOCK.**
- Caterers must be responsible for their own security of their stalls, equipment and staff. GuilFest will not be responsible for any damage or theft caused to the above.
- All concessions must be aware of the needs of people with disabilities. For example “How would you serve a person that is a wheelchair user?”
- **STRICTLY NO SELLING OF ALCOHOL OR CIGARETTES PERMITTED.**
- **SUBJECT TO LICENCE.**

**Replies To: Traders & Caterers Co-ordinator**, Trowfest Ltd, 54 Haydon Place, Guildford, Surrey GU1 4NE  
Telephone: 01483 454159 Website: [www.guilfest.co.uk](http://www.guilfest.co.uk)

**Cheques payable to: TROWFEST LIMITED -**

**For Bacs payment details please contact the GuilFest office on 01483 454159**



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Please reserve me .....catering pitch(es) for GuilFest 2014 on 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> July 2014.

I have enclosed full payment of £3200 + VAT (£3840.00) per pitch.....made payable to Trowfest Ltd

I also enclose £..... for extra 16Amp supply (£120 + VAT) and/or £.....for extra 32Amp supply (£180.00 + VAT)

Additional passes are £50.00 + VAT each (max. 2) – I have included payment of £.....for..... passes

*Please take a copy for your own records. I agree to abide by the above regulations.*

Signed ..... Date..... Contact Name .....

Trading Name ..... Email.....

Address.....

..... Mobile No. ....Contact No.....

Description of items on sale and/or service provided.....

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*N.B. Should your application be unsuccessful then your cheque will be returned within 30 days*