

GREAT YARMOUTH MARITIME FESTIVAL

Saturday 12th – Sunday 13th September 2020

FESTIVAL TERMS & CONDITIONS - CATERERS

SITE TIMES

Friday 11th September 2020

1. The site will be open to all caterers from **09:00** from the **South End** subject to confirmation of access arrangements with organisers. Please telephone to check the site is clear before you set out.
2. Please position your vehicle according to instructions.

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3. The site will be open to all caterers from **07:30** from the **South End**, or the Fo'c'sle gate by arrangement. Persons arriving to work on your stand should enter the site at the south end or middle pedestrian gate (opposite Nelson Museum) only. There will be no entry at the north end (Town Hall) until the festival opens to the public.
4. No vehicles will be permitted to enter the site after **09:00** and all vehicles must be removed from the site by **09:30**, after which no vehicular movements will be permitted until after the event closes for the day.
5. The site will be open to the public from **10:00** on both days.
6. On Saturday and Sunday the event will close to the public at **17:00**.

CATERERS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THIS TIMES.

7. After visitors have left, exhibitors must wait for the all clear to be given before any vehicles already on site are moved. The Health and Safety Manager and Site Management will walk the length of the quay making checks before this announcement is made. No vehicles will be admitted to the site until **17:45** on Saturday or until **17:45** on Sunday at the very earliest.
8. Any vehicles which are not an integral part of the display must be removed from the site on each morning of the event before **09:30**.
9. All vehicular access gates will be locked at **09:30** on both days of the event and only pedestrian or emergency vehicle movement will be permitted until the event closes for the day and the visitors have left.
10. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
11. All caterers must clear their stand from the site before **20:00** on Sunday.
12. No audio or visual equipment is allowed.
13. If tables and chairs are sited near you for the public to use whilst eating your food, please try to keep them clean and tidy.
14. Stall holders are encouraged to dress in a Maritime Theme.
15. **No-one may hold raffles or tombolas.**

SITE SECURITY



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
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16. The site is secured by heras fencing around the perimeter. The heras fencing must not be tampered with, moved or opened.
17. A security presence will be provided overnight from **19:00 to 07:00** on Friday, Saturday and Sunday nights but no guarantee can be given as to the safety of goods and equipment.
18. All caterers should arrange their own insurance for goods and equipment.
19. Goods and equipment which may be damaged by water should not be left on the floor.
20. Vulnerable goods should be kept clear of marquee walls as they are liable to be disturbed by weather conditions.

SAFETY

21. All persons using the site must follow the directions of the stewards.
22. All safety instructions broadcast over the public address system must be complied with and the public address system should not be moved or interfered with at any time.
23. The marquee walls are not load bearing and should not be used to lean against or support loads. The securing systems for the marquees should not be interfered with. If there is a problem, consult the Health and Safety Manager and Site Management.
24. The public aisles are to be kept clear of gear, equipment or rubbish and any location designated as a doorway or exit must be kept clear.
25. No electrical power will be available on site except for lighting purposes. Electrical power can be made available, but only by prior arrangement and with agreement from the Maritime Festival Committee.
26. Any caterer who wishes to bring portable electricity generating equipment on to the site must gain permission in advance and must ensure that the equipment is fenced off to prevent public access and that it is set up in such a manner so as to prevent any injury to the public.
27. Adjustment of, or interference with, the site electrical wiring/gear is not permitted. Any problems noticed should be reported immediately.
28. For the use of gas or other hot equipment the Health and Safety Manager and Site Management must be consulted. Such equipment must be set up in such a manner so as to prevent injury to the public.
29. If gas bottles are used they must be located in such a way that they cannot be tampered with. Used or empty bottles must be removed from the site at the end of the day.
30. Gas bottles must have piping that is properly fastened and in good condition.
31. Cooking equipment and all hot surfaces should be set up in such a way that members of the public cannot burn or scald themselves.
32. Caterers who provide their own tents, awnings, gazebos, tables, chairs or other equipment must ensure that they are adequate for the purpose, adequately secured or set up and adequate for the load that they are to carry. Care should be taken to avoid any areas that could trap fingers or hands.
33. Caterers should acquaint themselves with the location of the nearest Fire Points. Notices and extinguishers at these Fire Points must not be obstructed or removed.
34. In the event of fire or other emergency it may be necessary to evacuate the marquees or quay areas. The instructions of the Stewards, Health and Safety Manager and Site Management should



be followed. In general there will be clear areas to the north and south along the quay and in conditions permitting these areas should be used.

35. Caterers should provide a sufficient number of waste bins to hold any litter caused by the sale of their product. Arrangements should be made for the collection and disposal of your own litter. Suitable large bins will be provided on site for disposal of litter.
36. Rubbish should not be allowed to accumulate in the marquees, quay areas or the pedestrian routes.
37. The quay must be kept clear of all tripping hazards such as cables, pipes and debris.
38. A valid Health and Safety Certificate must be available for inspection at any time.
39. All caterers must be registered with their local authority Environmental Health Department. A photocopy of your most recent inspection certificate must be submitted with your booking. The GYBC Environmental Health department reserves the right to check certificates during the festival.
40. All caterers must carry valid Public Liability insurance.
41. The speed limit for all vehicular movements on the site is ten miles per hour.

Generators

42. A maximum charge of £30 will be applied for the use of our generators and fuel.
43. You are not permitted to bring your own generator on site unless it is certified silenced or less than 65dbh fenced in and out of the way of the public. This must be arranged well in advance at the time of booking and approved by our Safety Office before the generator can be brought on site. Petrol or diesel generators are not permitted.

IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN CONSULT THE HEALTH & SAFETY OFFICER/ SITE MANAGER.

Thank you for your co-operation in helping us to make the Maritime Festival a safe and enjoyable event for everyone.



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Office Use Only:

Date rec'd
Accepted: YES / NO

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TENDER FORM – CATERERS

I wish to tender for space at the 2020 Great Yarmouth Maritime Festival. I understand that the tender fee quoted below is the total amount I wish to tender for attendance at the two day event.
All tenders must be received by 5pm on 3rd April 2020.

Catering Name		
Type of Food		
Local Authority		
Contact Name		
Address		
Telephone		Proposed Event Tender Fee £
Mobile		
E-MAIL		

Site Information	
Power Requirements Do you need to use our generator? Please include Amp/Watt etc of your power units. Please list types of equipment/ machinery to be used. Unlisted items will not be powered.	
Size of space required Please give details of catering provided, exact stand space required e.g. 3' x 3' and type of stand being brought e.g. gazebo, marquee.	
Combustible Materials Please provide details	
Additional Info Anything else we should know? Please list Food Safety certificates and endorsements, Environmental Health rating certificate from GYBC, insurance certificates including public liability, emissions check info and anything else you think we should know. Please include copies of all certificates.	
All staff must be trained on firefighting equipment	Please sign here to confirm
PLEASE NOTE: A charge of £30 will be added to your booking for the use of our generator and fuel during the festival.	
I have read and agree to the Festival Terms & Conditions for Caterers	
Signed	Name (capital letters)



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