

GROCERY & NEWSAGENT CONCESSION APPLICATION – FESTIVAL TERMS AND CONDITIONS

References to:

- a. 'Festival' are to the Cambridge Folk Festival;
- b. 'CLive' are to Cambridge Live of Cambridge City Council ('Council'), 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE;
- c. 'You', 'trader' and 'applicant' are to the applicant whose details are on page one of this application form.
- d. 'Staff' are to any staff of the trader.

GENERAL CONDITIONS

1. **TRADING SPACES** – Cherry Hinton Hall, a trading space of between 6m x 6m and 9m x 7m can be provided. Please state your preferred size on your application. This space is prominently located on the main entrance into the Festival, between the arena and the campsite. Coldham's Common a space of 5m x 5m or 6m x 6m will be provided, at the site entrance. **You must not smoke or cook inside your stall(s).**
2. **SITE POSITION & ARRIVAL/DEPARTURE** - Once sited by the Festival, units should not move without agreement from Festival HQ You must arrive on **Wednesday 27th July** - no later or earlier. Earlier arrival is by written agreement only. No vehicles will be allowed to depart the site until after 2.00am **Monday 1st August** at Cherry Hinton Hall and only then at the discretion of the Site Manager depending on ground conditions and whether the arena/access route is clear of pedestrians. All units will need to be escorted. Departure from Coldham's Common will be by 12 noon **Monday 1st August.**
3. **DELIVERIES AND VEHICLE MOVEMENT - Cherry Hinton Hall:** No vehicles may be parked by your stall. State exact dimensions of any stock vehicle that is needed on site (max one per company). Please keep to a minimum and only request if necessary due to limited space in the trader's compound. **This vehicle must not be used for camping.** No vehicle movement is allowed within the arena from 10am **Thursday 27th July** to 2am **Monday 1st August.** Deliveries to the arena must be moved by hand from the production area. Wherever possible please limit deliveries to the morning before 12pm. No vehicles of any type will be allowed on site without a valid vehicle pass. Please also keep deliveries/shopping trips whilst at the festival to a minimum to cut carbon emissions and share with other traders if possible. Please bring as few vehicles to the event as possible and vehicle share to the event to cut down on emissions. Strictly no engine idling. Please encourage any local staff to arrive by public transport, walk or cycle. **Coldham's Common:** No vehicles will be permitted to be parked by your stall. There is provision to park one car at an allocated area. Vehicles will not be allowed to move about whilst the Festival is open. You must park your unit and any storage vehicle at the direction of the Site Manager. Vehicles must check with the Site Manager before entering or leaving the site. Please also keep deliveries/shopping trips whilst at the festival to a minimum to cut carbon emissions and share with other traders if possible. Please bring as few vehicles to the event as possible and vehicle share to the event to cut down on emissions. Strictly no engine idling. Please encourage any local staff to arrive by public transport, walk or cycle.

4. **TRADING HOURS - Cherry Hinton Hall:** 24 hour facility has been provided and has proved popular with customers. We are ideally seeking to repeat this but would consider alternative proposals. **Coldham's Common:** Minimum trade hours are Thursday 28th July 2pm - 9pm, Friday 29th July 10am - 9pm, Saturday 30th July and Sunday 31st July 7am - 12 midday.
5. **POWER** - Your own generators are not allowed on site. At both sites you will have access to power for low wattage lighting and drinks chillers only. This supply is not for flood lights. Supply will terminate in a 16 amp 3 pin connector. Conversion to 13 amp will be available on site. Only low energy or LED lights will be permitted. Strictly no tungsten. All external lighting should be switched off during daylight and overnight hours. All electrical equipment should be switched off when not in use. Please ensure staff are aware of the importance of reducing power consumption. Please provide an itemised list of all equipment to be brought on site including (kilo) wattage for each one.
6. **PASSES** – Please state the number of passes you will require to operate your service. These trading passes will not give access to the music. However, 4 Full Festival passes giving full access to the Festival will be provided as a courtesy. Wristbands must be worn at all times and are not transferable, re-saleable or refundable. Persons found doing so or not wearing wristbands will be removed from the site. Please note that in order for staff to access the showers on the of **Thursday 28th July**, accreditation **must** be collected from the onsite Pass Exchange **before 9pm on the Wednesday 27th July**.
7. **STAFF PARKING & CAMPING** - There is no provision for staff parking or unauthorised camping at Cherry Hinton Hall. Staff must park at Netherhall Upper School car park. Parking is not permitted in any of the local resident's streets, anyone caught doing so will risk being invited to trade at the Festival in future years. Cherry Hinton Hall 2-3 berth tent pitches and Caravan/Campervan passes **must** be requested on the application form; these are not guaranteed and will be charged at full price. Free camping in tents is available at Coldham's Common. Caravan pitches at Coldham's Common are charged at a discounted rate of £35.00 for caterers and traders. These **must** also be requested on the application form. Any additional requests made after the tender process will be charged at full price.
No camping (including RV or campervans) are allowed in car parks or in the onsite compound at Cherry Hinton Hall. You may not camp in your catering unit, prep area or supply vehicle. **There will be designated areas onsite for caterers and traders to camp at Cherry Hinton Hall.** You **must** check in with a member of our Fence staff before pitching up your tent. Anyone caught camping outside of the designated areas will be required to move.
8. **FIRE EXTINGUISHERS** - You must provide the appropriate number of in date fire fighting equipment for your unit (minimum one dry powder extinguisher and one fire blanket). The Festival shall check all equipment on arrival. You shall not be allowed to start trading until satisfactory equipment is present.

- 9. SAFETY** - In accordance with Festival policy, all traders must undertake appropriate risk assessments and comply with the requirements of the Health and Safety at Work Act 1974 and all appropriate regulations made under this Act. All electrical items and installations should conform to appropriate BS or CE standards and be inspected and compliant to current BS 7671 IET Wiring Regulations (as updated or replaced from time to time) standards. All traders must comply with any directives specifically relating to safety by the Festival over the weekend.
- 10. ENVIRONMENTAL IMPACT** – Please note under our Terms and Conditions these requirements are non-negotiable. These will be checked and evidence required on-site. These terms and conditions are updated each year and must be read carefully: **STRICTLY NO** plastic bags allowed. **STRICTLY NO** single use plastic bottles allowed. Any glitter being used or sold at the Festival **MUST** be biodegradable. All packaging must be biodegradable. Drinks only to be sold in cartons or aluminium cans. Water is available for free in the arena and campsites for the audience to refill their bottles. Avoid excess packaging to help minimise waste. Please use water wisely on site and limit usage where possible. Please ensure all staff use refillable drinking water containers and hot drinks cups for personal use. The Festival plants trees each year out of its own pocket in [Festival Wood](#) to balance the power and other production environmental impacts, including traders and caterers power. This year we are wishing to balance the travel miles more as they account for 80% of an event's impact. We will **add £2** to the cost of your pitch to contribute to carbon balancing your travel miles through [Ecolibrium](#) which invests 100% donations in renewable energy projects.
- 11. GREEN DEPOSIT** – ALL traders to provide a deposit of £50. This is your commitment to adhering to the Festival environmental and ethical practice policies and is designed to enable us to maintain our Greener Festival Award and Festival ethos. As part of the selection process we review your ethical statements and have accepted you partly because we think yours is good - so we hope and expect to see all Green Deposits returned. However, any that aren't returned will be used to help further the environmental development of the Festival.
- 12. ACCESSIBILITY** – In an effort to improve accessibility at the Festival we ask that you be mindful about what you can do to assist customers with disabilities. Where at all possible; please take orders directly by coming in front of the stall, taking money, and returning with products; ensure minimum width of 1.2m for access into your stall; where product lists are able to be provided, these should have black print on white background, be laminated, be large print (min. 18pt) and be available on the bar or counter for customers to hold if they wish.
- 13. TYPES/PRICES OF PRODUCTS TO BE SOLD** - This concession is to sell a broad range of grocery and newsagent products at the Festival, including but not limited to: tobacco products, confectionery, dairy products, bakery products, camping gear, chemist products including plasters, batteries, newspapers and magazines, sandwiches, carbonated soft drinks (**STRICTLY NO** single use plastic bottles allowed) and fresh fruits. Provision should be made for a small freezer to sell ice cream



products at Coldham's Common only, no ice cream at Cherry Hinton Hall site. This concession will be the only outlet for cigarettes and tobacco products. Your range of products should reflect this. The grocery is not able to sell alcohol due to specific traders being contracted to provide these items. You must include details of all products and prices and be clearly displayed to the public throughout the Festival. This will be checked on site. Any changes must be agreed by the organisers in writing by **Monday 30th May 2022**. Please also ensure your sustainability credentials for the products is advertised including, Fairtrade, organic, local, British, sustainably sourced.

- 14. ALLERGENS** - You are required by law to provide allergy information on all food sold unpackaged. You will need to provide detailing allergen information, documentation showing this information and proof of training for all staff.
- 15. PAYMENT** – Successful applicants will be invoiced by the Council in two stages. First payment will be due by **Friday 26th March 2022** and the final payment by **Friday 27th May 2022**. Failure to meet payment deadlines will affect your opportunity to return to the Festival in the future. Any late payment issues must be submitted in writing and reach us by no later than **Friday 29th April 2022**.
- 16. GLASS** – No glass of any kind is permitted on site, for sale or personal use
- 17. INSURANCE** - A copy of your third-party liability insurance (minimum £5million) valid for the duration of the Festival must be provided to the Council in order to trade.
- 18. MUSIC** - If you wish to play music from your stall please play music appropriate to the nature of the Festival and only at an appropriate level during day time hours. No music is to be played overnight.
- 19. APPEARANCE & WASTE** - Your stall space must be kept clean and tidy at all times. You must dispose of waste carefully and segregate cardboard, mixed recycling and general waste as directed. Waste water must be collected in the IBC waste water containers provided and not poured into the ground. The pitch must be clear and tidy when vacating on the Monday. All rubbish is to be placed in the proper containers.
- 20. SAFETY COMPLIANCE** – All trading is subject to these Terms and Conditions, satisfactory completion of Food Safety Pack, Food Safety legislation and any other Health and Safety legislation. The Council will take appropriate action against any none compliance including stopping you from trading and/or exclusion from future festivals. Please note inspections will be carried out during the event and therefore evidence of your Food Safety, Health & Safety procedures should be available for inspection. They may also check that your menu and prices match those in your application.



- 21. OTHER COMPLIANCE** - The Council takes bribery and corruption and discrimination seriously. Any bribe or any attempt to bribe any personnel in connection with the Festival is prohibited and will entitle the Council to terminate the agreement immediately and require your removal from the Festival site. You must comply with the requirements of the Equality Act 2000. Failure to do so will entitle the Council to terminate this agreement immediately and require your removal from the Festival site.
- 22. SUBLETTING** - Sub-contracting is not permitted without the written consent of the Council. Any agreed sub-contracting shall not relieve the accepted company, trader, caterer or pitch holder of any obligation or duty attributable to the accepted company, trader, caterer or pitch holder under any part of this agreement or terms and conditions.
- 23.** The Council reserves the right to photograph or photocopy insurance, food safety certificates, or other documents presented on site for their records.