



## **MOBILE CATERING OPPORTUNITIES IN 2020**

Dear Caterer,

Please find enclosed a Tender Pack for our events taking place in 2020. If you would like to submit your tender for any, all or several of them please complete and return the attached tender form by the 1st February 2020. We will contact you shortly after the deadline to let you know which, if any, events you have been successful for. Once we have confirmed your attendance we will need payment in order to secure your place.

To submit your tender you must:

- \* Complete your details on the attached form and you must include a detailed description of your offering and a PHOTOGRAPH of your unit
- \* If you are successful we will take a £100 deposit from the card number you put on your tender form, or from the cheque you enclose. This deposit will be taken ONLY FOR SUCCESSFUL tenders.
- \* Balances for each event are due immediately upon successful acceptance either in the form of a post dated cheque dated one month before the event, or credit card details and your card will be charged one month before the event.
- \* All bids must be ££s for rent. We do not accept % tenders, apart from for Knebworth where we are required by Sodexo, their catering supplier, to accept 27.5% per unit. Once accepted all licences/fees etc are direct with Sodexo.

We limit the number of caterers at each event to a sensible level - it is in our interest to ensure these events are worthwhile to you so that you rebook with us in the future. Details on page 4 of this document.

Please note the following details and requirements when considering if you wish to tender:

- 1) All caterers must be registered with their local authority and must provide copies with the tender
- 2) All caterers must carry their own public liability insurance and must provide copies with the tender
- 3) You must power yourself and generators used on site must be the low noise or silenced type
- 4) All rubbish produced by caterers or in your own area must be cleared up, bagged and put in the skips provided. No bread trays or cooking oil may be left under any circumstances. Rubbish bins must be provided at your unit, including ice cream vans
- 5) All concessionaires can sell canned drinks, teas and instant coffee
- 6) Water is available to all sites but may not be next to your pitch
- 7) Price lists for all food and drink must be displayed and prices must not be increased during the show
- 8) If you are tendering for more than one unit/food type please photocopy the tender form and send back individual tenders for each unit
- 9) At Knebworth the only basis is 27.5% with proceeds going to the venue (Sodexo) and not us and they will have final say on attendance

We hope that you would like to join us and look forward to hearing from you soon.

Yours sincerely,

**Charlie Owen**  
Managing Director

**THE FINAL DATE FOR RECEIPT OF TENDERS THIS YEAR IS 14<sup>th</sup> FEBRUARY 2020**

# Catering 2020 Tender Form

Name: ..... Trading Name .....

Address: .....  
 ..... Post code .....

Email Address: ..... Tel.....

FOOD TYPE TENDERED FOR (remember you must provide your own power):

Food .....

<b>VENUE</b>	<u>Tendered</u>
28/29 Mar, Spring Food & Home Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	£_____
12/13 Apr, Lee Valley Easter Country Fair, Waltham Cross, Hertfordshire <b>EN9 1AB</b>	£_____
2/3 May, Colchester Town & Country Show, Colchester Castle, Colchester, Essex CO1 1YG	£_____
16/17 May, Tatton Park Country Fair, Knutsford, Cheshire WA16 6QN	£_____
6/7 June, Windsor Summer Craft & Food Fair, Windsor Racecourse, Windsor SL4 5JJ	£_____
13/14 Jun, Cambridge Town & Country Show, Parkers Piece, Cambridge CB1 1JF	£_____
27/28 June, Rockingham Castle Country Fair, Market Harborough, Leicestershire LE16 8TH	£_____
8/9 Aug, The Knebworth Country Fair, Knebworth, Herts SG1 2AX	%_____
19/20 Sep, The Cambridge Food and Home Fair, Parkers Piece, Cambridge CB1 1JF	£_____
26/27 Sep, Autumn Food & Home Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	£_____
31 Oct/1 Nov, Suffolk Christmas Gift Fair, Suffolk Showground, Trinity Park, Suffolk IP3 8UH	£_____
31 Oct/1 Nov, Berkshire Christmas Fair, Newbury Showground, Newbury, Berkshire RG18 9QZ	£_____
7/8 Nov, Essex Christmas Fair, Cressing Temple Barns, Witham, Essex CM77 8PD	£_____
13/14/15 Nov, Knebworth Christmas Fair, Knebworth House, Herts SG1 2AX	%_____

**DO ENCLOSE A PHOTOGRAPH OF YOUR UNIT/SET-UP WITH YOUR TENDER AND COPIES OF INSURANCE, RISK ASSESSMENTS, HYGIENCE CERTIFICATES**

**PLEASE PHOTOCOPY THE DOCUMENT TO TENDER FOR MORE THAN ONE FOOD TYPE**

Signed.....Print name.....

PAYMENT WILL BE MADE:-

**BY CHEQUE** £100 Non-refundable deposit per event and balance cheque for each event post-dated one month before each event. Please send cheques only when your tender has been accepted

**BY CREDIT CARD** £100 Non-refundable deposit per event to be charged on acceptance, the balance to be charged one month before the event

Credit Card Number.....

Valid from.....Valid to.....Security code.....

Post code the card is registered at: .....

Return to Oakleigh Fairs, Thrift Farm House, Horkesley Hill, Colchester, Essex CO6 4JP  
 Or email to [admin@oakleighfairs.co.uk](mailto:admin@oakleighfairs.co.uk)

## **OAKLEIGH FAIRS CONDITIONS OF BOOKING (December 2019)**

### **OAKLEIGH FAIRS GUARANTEE**

When sole or lead promoter Oakleigh Fairs guarantees to promote fairs in a professional manner. Events will be well advertised in local press and national publications. Leaflets, posters and other publicity may also be made available. Providing there are no objections from local authorities all fairs will be signposted.

### **GOODS OFFERED FOR SALE**

Oakleigh Fairs will only accept bookings from caterers or fairground whose food or equipment is acceptable.

**Anyone selling goods or bringing equipment other than those on their original application form may be asked to remove them immediately.**

### **ATTENDEES ARE REQUIRED TO DO THE FOLLOWING**

All units, rides, stalls and units are to be set up by the advertised start time. Access may be gained from 12pm the day before each event or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands are to be set up in an attractive manner. Your car/lorry must be parked sensibly and you must comply with our stewards' requests to move cars/lorries or boxes etc. if we consider them to be in the way. You must ensure your equipment is set up correctly and must not do anything to encroach upon gangways, exits or other access. Rubbish may be left behind providing it is put in the skip provided; no bread trays or cooking oil may be left. Rubbish bins must be provided at your unit, including ice cream vans.

You must provide copies of local authority registration, public liability insurance, food hygiene training certificate, gas safety certificates, electricity test certificate, local authority inspection certificate for your unit, mechanical safety certificates and any other paperwork relevant to your trade. These must be sent with your acceptance of booking. You must bring all paperwork with you to each event in case of inspection by Health & Safety or Trading Standards personnel. If you are not allowed to trade through out of date certificates or insurance you will still be liable for your pitch fee.

### **BOOKINGS**

Payment will be accepted by cash, cheque, credit card or any bank account charge card. If you choose to pay by cheque (which should be payable to 'Oakleigh Fairs') you may send either one cheque for the full amount that is bankable immediately or one cheque for £100 per booking which is bankable immediately and the balance post-dated to ONE calendar month before each fair. Individual cheques are required for each deposit and individual post-dated cheques for the balance of each event. Please write the venue and the date of the fair on the back of any post-dated cheques. If you choose to pay by credit card we will charge a £100 deposit straight away and take the balance ONE month before the event. If you authorize us to charge your credit card you will be giving us full authority to charge the relevant cancellation fee in the event that you cancel a booking. It is a condition of booking that you understand and accept this. Oakleigh Fairs reserves the right to refuse or cancel any booking without giving a reason.

### **CANCELLATION OF BOOKINGS**

Cancellations will be accepted up to ONE calendar month before the date of the event but will be subject to a £100 administration fee for each fair cancelled. Any booking cancelled at less than ONE month's notice before the event, for whatever reason, may forfeit the total pitch fee paid even if we re-let the pitch. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Failure to do so or persistent cancellations may result in our cancelling all future bookings. Cancellation fees that are to be charged to credit cards will be debited in full at the time of cancellation. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation. Any "no show" at an event without prior cancellation one month before will be subject to the full fee. We will follow non-payers through the courts.

### **DISHONOURD CHEQUES AND UNACCEPTED CREDIT CARD PAYMENTS**

If your bank refuses to honour a cheque that you have given as payment for a stall or your credit card company refuses to process a pitch fee we will levy an administration charge. This charge is £10 every time a cheque is returned unpaid or a credit or charge card is not honoured. No exceptions are made even if a cheque is dishonoured as a result of you changing banks. It is important to note that if you change banks or credit card companies you must provide us with replacement cheques or new credit card details.

### **LIMIT OF LIABILITY**

Oakleigh Fairs will do everything in our power to ensure that you have a successful event but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather including if in the reasonable opinion of Oakleigh Fairs (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions, astrological incompatibility or anything else beyond our control no refund of booking fee or any other payment will be forthcoming. Oakleigh Fairs does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Oakleigh Fairs responsible for any losses you sustain. Oakleigh Fairs carries £10,000,000 of public liability insurance.

## OAKLEIGH EVENTS FOR 2020

DATE	TYPE OF EVENT	VENUE & ADDRESS	YEARS EST	ATTENDANCE				ADMISSION	# FOOD UNITS	# DRINK UNITS	
				2015	2016	2017	2018				2019
28/29 March	Essex Spring Food, Drink & Craft	Cressing Temple, Witham, Essex CM77 8PD	23	2,900 V Cold	3,200	3,100	2,900	2,900	£6/£5/£0	5	4
12/13 Apr Easter Bank Holiday	Lee Valley Country Fair	Lee Valley Country Park, Waltham Cross, Herts EN9 1AB	6	9,000	Cancelled due to rain	5000, was Aug BH in 2017	Cancelled due to rain	5,500	£7.50 /£6/£3	6	4
2/3 May	Colchester Town & Country Fair	Colchester Castle, Lower Castle Park, Colchester CO1 1YG	11	4,700	3,100 Rain	4,550	3,900	4,100	£6/£5/£3	5	4
16/17 May	Tatton Park Country Fair	Tatton Park, Knutsford, Cheshire WA16 6QN	6	6,100 V Cold	6,500	5,100	4,900	5,100	£9.50/£8/£4	6	4
6/7 June	Windsor Summer Food, Drink & Craft	Windsor Racecourse Windsor, Berkshire SL4 5JJ	3	Moved from April as too cold, hope for 3-5,000			Cold and Rain	Very cold	£6/£5/£3	6	4
13/14 June	Cambridge Town & Country Fair	Parkers Piece, Cambridge, CB1 1JF	13	49,000	45,000	55,000	49,000	31,000 Rain Sat	FREE	10	6
27/28 June	Rockingham Castle Country Fair	Rockingham Castle, Market Harborough, Leics LE16 8TH	9	4,400	4,500	3,300 Rain	2,200 Rain Sun	950 Rain Sat & Sun	£9.50/£8/£4	5	4
10/11 August	Knebworth Steam & Country Fair	Knebworth House, Knebworth, Herts SG1 2AX	8	8,600	6,500	7,450	4,900 Rain Sun	5,200	£10.00	7	4
19/20 September	Cambridge Food, Garden & Produce	Parkers Piece, Cambridge, CB1 1JF	11	20,000	20,000	15,000 Rain	20,000	18,000	FREE	7	4
26/27 September	Essex Autumn Food, Drink & Craft	Cressing Temple, Witham, Essex CM77 8PD	23	3,300	2,500	3,900	3,100	3,000	£6/£5/£0	5	4
31 October 1 November	Suffolk Christmas Fair	Suffolk Showground, Trinity Park, Suffolk IP8 3UH	8	2,850	2,300	2,500	2,450	3,050	£4/£3	2	2
31 October 1 November	Berkshire Christmas Fair	Newbury Showground, Newbury, Berkshire RG18 9QZ	3	At different venue previously			3,500	3,050	£5/£0	4	3
7/8 November	Essex Christmas Fair	Cressing Temple, Witham, Essex CM77 8PD	23	Run by others these years			6,700	6,800	£5/£0	5	4