



CATERER APPLICATION FORM

*** One Form Per Stand Please ***

Name

Address

Post Code

Telephone Number

Email

DETAILS OF CATERING OFFER AND HOW IS YOUR STAND PRESENTED?

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Description	Fee	Please tick
Pitch Fee	£600.00	
Power Fee	£50.00	

*** IF YOU REQUIRE A POWER SUPPLY PLEASE FILL IN POWER REQUEST FORM, ON SEPARATE SHEET***

SIZE OF PITCH (Please state)m front bym depth

*** DO YOU NEED AN CARAVAN/CAMPER OVERNIGHT STAY? YES or NO (please circle) ***

PLEASE ENCLOSE COPIES OF THE FOLLOWING DOCUMENTS TO COMPLETE YOUR APPLICATION:

- Staff Food & Hygiene Certificates (Level 2 Mobile Catering)
- Insurance - to include Public Liability
- Council Registration
- Details of NCASS
- Full Price Lists
- Risk Assessments to include Fire risk, PAT/Electrical Testing
- Health and Safety Policy
- Signed Caterer Pricing List, Instructions and Declaration

Please make cheques payable to: Chatham Historic Dockyard Trust and send them with your application form to the address at the bottom of the form. Alternatively if you wish to pay by credit/debit card please mark on this form and we will contact you

*** **FOUR** tickets will be included with your application and sent in March 2019 ***

I (The Trader/Exhibitor) confirm that we will provide a Risk Assessment for our activities. I confirm that all licenses, insurance to include Public Liability up to £5 million and certificates required for our activities and exhibition stand are in place and available (enclose copy of full documentation). I have read and agree to abide by the Rules and Regulations enclosed. Please sign and date below:

Signature of Participant Date

RETURN FORM TO: EVENT CATERERS, THE TRUST OFFICES, 1ST FLOOR NORTH, ANCHOR WHARF, THE FITTED RIGGING HOUSE, THE HISTORIC DOCKYARD, CHATHAM, KENT ME4 4TZ

FESTIVAL OF STEAM & TRANSPORT 21st and 22nd APRIL 2019

General Information for Participants

Event Timetable

Saturday 20th April 2019

Stand arrival and erection

Sunday 21st and Monday 22nd April 2019

Event site opens 10:00 and closes at 18:00. (Arrival from 08:00 at The Exhibitor Entrance)

Evening of 22nd April 2019

Event breakdown and clear – site must be reset before 10:00 Tuesday 23rd April 2019

Stand Set-up

Access to the Dockyard will be via the Golf Control Security Hut (top left of the Main Visitor Car Park). All Participants **MUST** report to a member of staff before proceeding to their allocated site. It is preferred that you set up on the SATURDAY before the event days – if you cannot do this please let us know.

Stand Details

All items for sale will have been agreed prior to the event. All items offered for sale must conform to any and all relevant UK regulations and legislation. We do not allow genuine weaponry trade at this event. Please do not pour grease/fat down our drains or on the floor and please do tidy up after yourself. No support vehicles will be parked with your stand, please plan for this.

Conduct

Any group or individual behaving in what can be construed as being an 'Anti-Social' manner or causing friction with other participants, staff, dockyard residents or visitors, will be directed to leave and may be banned from future participation in any Historic Dockyard Chatham event.

Security

Whilst the Event Office will make every reasonable endeavour to keep the event site secure, we cannot guarantee or take responsibility for total security. The ultimate responsibility for the **security and insurance** of exhibits, items offered for sale, stands, vehicles, equipment, personal property and staff lies with the individual stand holder. We strongly advise that you take out adequate insurance and that you do not leave valuable display items unsecured in your stands overnight.

Insurance for Commercial Exhibitors

It is a condition of the event that all Traders/Caterers must carry a minimum level of at least £5 million Public Liability Insurance. The organisers will require photocopy proof of such current insurance cover, with your booking form. Please ensure that you have extreme weather covered by your insurance.

Vehicles

Do bear in mind that the event is sited within The Historic Dockyard environment and consequently some site procedures will be strictly enforced:

- No vehicle will be allowed on site without official passes.
- No overnight parking will be allowed – there are no overnight pitches or facilities
- No non-display vehicle can remain in the public display areas during the event
- On event days non-display vehicles will be allowed in the visitor areas only between 08:00 and 09:45 and after 18:00. Limited exhibitor parking will be available in a designated area or Main Visitor Car Park.
- Drivers are reminded to NOT drive under the influence of drink or drugs at any time

Payment Terms

1. Payment of the **full fee due** is required at the time of booking. No space will be allocated without receipt of the correct fee. We would remind exhibitors that it is an offence to issue a cheque knowing that it will not be honoured.
2. Should an Exhibitor wish to cancel their pitch at the event, no reasonable request will be refused and any money paid will be returned less a £50 administration fee.
3. There is a no refund policy for extreme weather or events out of our control. This will be reconsidered if the Organisers decide to cancel the event.

All exhibition space will be allocated by the Organiser on a “**first come – first served**” basis. All **new** items offered for sale must conform with current UK legislation. The Event Office reserves the right to refuse any applications for space, without explanation. The Organiser also has the right to not invite a Trader back.

Terms and Conditions

Please ensure that you read and agree to these **TERMS & CONDITIONS** and sign the form.

Any Questions?

If you have any questions or require further information please contact at: events@chdt.org.uk

Signature of Participant Date

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