

THE COP' CARNIVAL

Saturday 6th July 2024

Catering Terms and Conditions

Cop Carnival includes a music festival, fairground and similar attractions, traditional games, stalls and lots to eat and drink. We aim to attract 4,000+ paying customers and a similar number of children under 14 who enter free. The Carnival opens to the public at 11.30 am. The Stage show starts at noon and finishes at 18.00 or thereabouts.

PLEASE NOTE:

INSURANCES/CERTIFICATES:

- **You must have** public liability and product liability insurance of at least £5million each, as well as appropriate health and hygiene certificates (for all staff) all valid until midnight on 6th July 2024.
- You must supply copies of certificates that gas installations have been installed by a Gas Safety Register approved contractor and confirm that your staff are trained in the use and cylinder changing of LPG cylinders.
- All insurances and certificates must be sent electronically to us at the latest 10 working days prior to the event.
- All insurances and certificates must be available during the Carnival for public information.

STALL CONDITIONS:

- You must have a fully stocked First Aid box in your unit and a fully trained and certified first aider.
- Units must have access to hot and cold water for hand washing.
- Units should have hand sanitizer available for customer and staff use.
- You should have available a list of ingredients to cater for allergies and intolerances.

RESTRICTIONS:

- **Dogs are not allowed on any part of the site** as the Carnival is held on a sports field, during set up, during the event or clearing away.

ON THE DAY:

- Admission to the site for setting up will be from 08:30 on Saturday 6th July 2024.
- No access to the site after 10.45am on the event day.
- Parking is only permitted for one vehicle and one catering unit for food and beverage stall holders.
- Additional vehicles bringing goods and equipment for stalls must be unloaded and removed from site before 11am (the centre's car park is exclusively reserved for disabled parking and emergency vehicles during the Carnival).
- If you would like to set up on Friday 5th July 2024, please contact the organisers on stalls@copcarnival.org.uk in advance to arrange this. Please note that the organisers cannot be responsible for any items left at the Recreation Centre before, during or after the Carnival.
- ***NB* There is no power available on site.** Generators are brought at your liability, please see attached generator usage document.
- LPG is limited to one spare cylinder for each one in use. Additional cylinders must be stored in a secure remote place. If additional LPG storage is required, please advise prior to the day.
- Abuse/intimidation to other stall holders, visitors, committee members and volunteers will not be tolerated and those implicated will be asked to leave the site by the security team.
- Any abuse or intimidation to stall holders by members of the public must be reported immediately to the Field/stall Manager.
- Exit from the site is not permitted before 18.00 unless otherwise agreed with the Field/stall Manager on the day.
- For site safety during the event - any vehicle movement whilst the event is taking place must be authorised by the field manager or health and safety officer and subsequently escorted by a marshal, travel at 5mph max with their hazard lights on until they have left the site.
- The organisers reserve the right to charge any stall holder for the repair of any damage caused by the stall or personnel to the sports field or its environs.

Generator usage policy

All persons operating any food stalls, riding machine, exhibition, game, stall or other amusement device in connection with the Carnival are reminded that they must always comply with statutory requirements in respect of the use of electricity.

All users are responsible for ensuring the safe operation of any generators which must conform to Section 740 of BS7671:2008(2011) as a minimum requirement. It is preferred that the generators are built into an exhibition unit; if you intend to use a generator that is not built into an exhibition unit the generator must be secured in a barriered compound away from public access and should be silent running with circuit protection and earth leakage trips and not generate excessive exhaust/noise emissions. **The generator must sit within a bund capable of holding the entire contents of the generator fuel tank** in case of leakage to ensure that no fuel comes into contact with the field surface

The Carnival Committee requires that all generators on site should be fuelled by diesel unless otherwise agreed with the Carnival Committee. Fuel storage and refuelling must be carried out safely and securely, considering the environmental impact of any loss of containment and fuel spillages. **An appropriate and valid fire extinguisher must be kept with the generator and be easily accessible at all times in case of fire. A copy of the valid Safety inspection certificate must be available on site.**

Portable generators with a fuel capacity of ten (10) gallons or less or a diesel fuel capacity of sixty (60) gallons or less may be located a minimum of ten (10) feet from stalls, exits and exit pathways and shall be located in an area not accessible to the public.

Generators shall not be refuelled during public hours of the event. Generators shall not be refuelled when the engine is running or hot and shall be performed at least twenty (20) feet from tents

Any Generators near to or where the public could have access, **MUST** be barriered off.

Cables of the correct rating will be used for the possible load. Insulation must be clear of defects and the correct type of connectors for external use must be used.

All supply cables, including connections to sound equipment, will be positioned so they do not cause a trip or other hazard.

All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e. in the open air where it may get wet.