



**CITY OF ELY COUNCIL
COUNCIL CHAMBERS
72 MARKET STREET
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23rd January 2012

Dear Sir / Madam

Queens Diamond Jubilee Celebrations 2012.

The City of Ely Council are proud to announce that the Queen's Diamond Jubilee Celebrations in Ely, will take the form of a concert in The Park. You are invited to apply to be part of this event as a commercial food / drink vendor.

The concert will be a family inclusive event with a mixed audience of all ages. There will be three bands playing across the music spectrum headlined by a nationally renowned Queen Tribute band. The evening will culminate in the lighting of a Beacon which will be coordinated as part of the official Anchor Chain of 2012 Beacon's being lit throughout the United Kingdom, Channel Islands, Isle of Man, the Commonwealth and other Countries around the world on the 4th June 2012.

It is envisaged that admission will be either a very low charge or free which should result in a well-attended event. An audience of a minimum of 3,000 people is expected but there is potential for a much higher attendance. The Park will be open to the public from about 4pm with the first band playing around 6pm but there may be other attractions, ie children's entertainment from 4pm. The concert is expected to finish at approximately 11pm.

The Park will be open to vendors for setting up from midday unless otherwise agreed.

It is expected that there will be only one vendor of each food type and you are invited to apply to attend via the attached application form. If you operate businesses of more than one food type, you are welcome to submit more than one application form.

The closing date for applications is 15th February 2012.

We look forward to hearing from you.

Yours faithfully

**Sarah Jay (Mrs)
Assistant Clerk to the Council**

QUEEN'S DIAMOND JUBILEE CELEBRATIONS
THE PARK, ELY.
4TH JUNE 2012
APPLICATION FOR FOOD VENDOR.

Please be advised this form must be completed and returned to the
City of Ely Council
72 Market Street, Ely CB7 4LS
No later than 15th February 2012

DATE OF APPLICATION	
NAME	
ADDRESS	
TELEPHONE	EMAIL
TRADERS NAME / BUSINESS NAME	
ADDRESS	
TELEPHONE	EMAIL
TYPE OF CATERING PROVIDED (PLEASE DETAIL)	
PITCH SIZE REQUIRED	
ARE YOU SELLING FROM A VEHICLE	YES / NO
WHAT IS THE SIZE OF VEHICLE?	
IF NO WHAT DO YOU INTEND SELLING FROM	

I can confirm that I adhere to the terms and conditions on the attached sheet.

Signed _____ Name (Please print) _____ Date _____

**Diamond Jubilee Celebrations 4th June 2012. The Park, Ely.
Terms and Conditions -**

1. Process of Application

The Council reserves the right to determine all food and drink producer applications and stand locations at all times. Duplication of vendors will be taken into account. Your application will be considered by a selection panel process. All successful vendor applications will be contacted with an offer of a pitch within 2 weeks of the closing date. After which the fee and accompanying documents (as mentioned below) will be due within 7 days. All unsuccessful applicants will be contacted as soon as possible. A waiting list will be maintained in the event a vendor withdraws. No refunds will be given in the event a vendor cancels their booking.

2. Health and Safety

All food vendors must have their own current Public Liability Insurance and a Certificate in Food Safety and Hygiene. Copies of these will be required and need to be sent with your payment.

3. Risk Assessments

You are required to carry out a risk assessment of potential hazards to the public and other vendors. This must be submitted with your payment.

Please be advised that the placing of products/advertising boards etc should not touch the ground and therefore become a trip hazard.

4. Gas/Electrical items

PAT tested electrical equipment only. You are required to provide a generator for your electrical supply as there is none provided. Gas certificates are required for gas equipment.

5. Water and waste

You are required to provide your own water and washing facilities. You are required to dispose of your own waste water.

6. Fire

You will need to provide sufficient fire fighting equipment for your own use.

7. First Aid

All vendors are required to have their own first aid kit for immediate minor injuries.

8. Cleaning and disposal of waste

You are required to dispose of your own waste.

9. Fees

Food and soft drink vendors £250

Alcohol (only 1 vendor will be permitted and will be required to apply for their own licence)
£500