

Big Lunch Food Festival 2023

Food, Drink & Stall Holders Terms & Conditions

Health and Safety

- All persons attending the Big Lunch **MUST** provide proof that they have public liability insurance in place – a minimum of £5,000,000 indemnity cover is required. Proof of current cover must be provided prior to the event taking place.
- A risk assessment form **MUST** be completed and returned prior to the event in order to be eligible to trade.
- Food traders - we will also require details of your last food hygiene inspection and hygiene rating. A list of the food handlers (working on the day) and relating food hygiene certificates (with dates), also a copy of the Gas Safety record sheet.
- Stallholders have a responsibility to be aware of their own and other peoples' health & safety while attending the event. Stall structures, gazebo or awnings must be set up and secured safely. The organisers cannot be held responsible for damage to persons or property, however caused.
- Silent / quiet diesel generators may only be used on site with the prior permission of Leighton-Linslade Town Council when identified on a risk assessment and a certificate of maintenance provided. **The use of petrol, or non-silent generators is forbidden.**

Stalls and Pitches

- **Traders must provide their own stall and be self-contained including tables and chairs. Power and water will not be supplied.**
- Organisers have the right to refuse permission of the sale of goods if deemed to be unsuitable and/or were not declared on the initial registration form.
- Standard pitch size is 3m x 3m. Please state clearly on the booking form the total space required for your stall. Organisers will endeavor to provide as requested but reserve the right to make alterations to the allocated space at any time prior to or during the event, although we would welcome notification of any special requirements you may have i.e. mobility issues. Stall space is allocated at the discretion of the organisers.
- Trading times will be from 11am – 4pm.
- The site will be accessible from 0830hrs on Sunday 4th June 2023.
- Spaces are limited and on a first come, first served basis.
- The hire of pre-erected stalls is no longer available.

Vehicles

- **A speed limit of 5mph must be observed at all times and indicators used when turning left or right.** Please follow the stewards' directions to your stall location and the designated car park.
- Parking is also available at Duncombe Drive car park behind the High Street and is **FREE** all day Sunday. Free parking is also available in the gated Traders Carpark, located behind the Swan Hotel.
- Once you have unloaded your vehicle, all vehicles **MUST** be moved from the High Street before 10.30am.
- No vehicle(s) will be allowed to return to the High Street until 4.30pm, or when the organisers deem it safe to do so.

Leighton-Linslade Town Council reserve the right to amend the Terms and Condition at any time as necessary.

Weather

- In the case of an official Met Office weather warning and organisers take the decision to cancel the event, a 50% refund will be offered if the event is cancelled within 24 hours of the start time.
- Adverse weather conditions on the day will be monitored, in particular high winds and ground conditions. Organisers may take the decision to cancel the event if everyone's Health & Safety is at risk, no refund will be offered.

Payment

- Full payment will be requested 30 days prior to the event, with payment due no less than 14 days prior to the event taking place.
- Vendors have the opportunity to pay by BACS transfer or Worldpay.
- Please confirm date of payment with the organisers when bank transfer is used.
- Payment is non-refundable.

General

- Please make sure **ALL** rubbish is cleared away before you leave. A skip will be located at the top of the High Street.
- There is no running water available
- Public toilets are available in the Waterborne Walk multi-storey car park.
- Final details about the event will be sent to you 1 - 2 weeks prior to the event day.

The Council's environmental policy is now implemented at our events. All traders will be required to demonstrate no use of single use plastics, polystyrene and non-recyclable items, but the use of biodegradable/ compostable serving trays including cutlery.

If you are a food trader, please be reminded of The UK Food Information Amendment, also known as Natasha's Law, which requires food and food related businesses to provide full ingredient lists and allergen labelling on foods pre-packaged for direct sale at the event. Those not complying to the law will be asked to cease trading.

Any trader choosing not to comply with these terms and conditions may be excluded from attending the event. Leighton-Linslade Town Council reserve the right to amend the Terms and Conditions at any time as necessary.

If you have any questions or queries regarding the Big Lunch Food Festival, please email eventsteam@leightonlinslade-tc.gov.uk