



# Burnham Donkey Derby

Saturday 26<sup>th</sup> May 2018

## Terms & Conditions

### Food Stands Terms and Conditions –

All stalls must comply with health requirements of the Food Act and Food Regulations 2006 and the Food Safety Standards supervised by the South Bucks District Council.

Members of the Burnham Donkey Derby Committee ('Committee members') will be monitoring food stalls during the event. Premises found with inadequate facilities will be requested to comply. Stallholders who refuse to comply will not be allowed to operate.

Every operator will need to submit a proposed stall set-up plan for assessment by one of the Committee to ensure the site complies with the requirements of the Act. They will also need to submit information on what they propose to sell during the event.

#### 1. General Health Requirements

- All food handlers must provide proof of formal qualifications in their field e.g. Food Hygiene Certification
- All persons engaged in the preparation or sale of food shall:
  - Wear clean and appropriate clothing.
  - Ensure they keep themselves and their work area clean.
  - Long hair kept tied back.
  - Ensure hands are clean, before commencing or resuming work and after visiting a sanitary convenience, smoking, handling a refuse container, handkerchief or nasal tissue.
- No smoking in any food stall, van or other place where food is to be prepared and/or sold.
- Food shall be stored at least 75cm above the ground for protection from contamination.
- All food is to be protected from contamination by dust, flies, vermin, breath or handling:
  - By display in bain-maries (where possible fitted with sliding doors), refrigerated cabinets or behind sneeze-proof shields.
  - Food must be stored within a sealed cabinet, plastic film or food grade paper or plastic bags or covered with a food grade plastic film.
  - Squeeze-type dispensers, in covered containers must dispense sauces and other condiments.
  - Whole fruit and vegetables are exempt from this requirement.
  - There is a legal requirement that food vendors must provide a food-approved thermometer, which is accurate to + or - 1 C. This will enable food vendors to monitor food deliveries, production, display and storage.
- Temperatures:
  - Cooked food must be kept at a temperature above 60C until the time of sale.
  - Bain-maries, keep running at a temperature (approx 80C), this maintains your food at 60C.
  - Food containing meat, poultry, fish, eggs, dairy products or potentially hazardous food must be stored at below 5C. Frozen food must be stored at below -15C.
  - Meat and seafood to be kept iced down on trays or in fridges, when waiting use in the kitchen.

## 2. Remember: “Keep it hot or keep it cold, or don’t keep it at all.”

- Cooked foods should be stored for no longer than 4 hours.
- Use tongs or suitable implements for the serving or cooking of foods.
- Food stalls or vans are not to be used for sleeping purposes or to store bedding, clothing or animals.
- No raw timber is permitted in food preparation areas. (i.e. benches, cutting boards, wooden spoons)
- Protection must be provided for the public against deep fryers, barbecue plates and hot food displays. Direct heat cooking appliances must be suitably shielded.
- All food displayed must be covered from direct sunlight.

## 3. Food Preparation Areas

Minimum Requirements for Food Preparation areas:

- Roof
  - Free from cracks or other defects.
  - Weatherproof
  - Cover the entire food prep area and scullery.
- Walls
  - Smooth, impervious, non-absorbent, non-toxic.
  - Easily washable.
  - Non-flammable near cooking equipment.
- Floor
  - Raised to at least 10cm (4 inches) off the ground.
  - Non-slip, impervious non-absorbent.
  - Free from cracks, crevices or other defects.
  - Easily swept and washed.
- Water Supply
  - Connected prior to commencement of trade.
  - Adequate supply of hot and cold water available at all times.
- Lighting
  - Adequate to provide a safe work environment.
- Hand Wash Sink
  - Located in an accessible position in the food prep area.
  - Supplied with clean running water. Alcohol cleansers or other alternatives **will not** suffice.
  - Provided with liquid soap and paper towels.
  - Be used only for hand washing and be separate from utensil basins.
- Double Bowl Sink
  - Size adequate for requirements.
  - Includes adequate drainage area for utensils.
- Prep Surfaces
  - Constructed of or covered by smooth, impervious, non-absorbent, non-toxic material.
  - Used solely for food preparation.
  - Free from cracks, crevices or other defects.
  - Easily washed with an appropriate cleaner.
- Hot & Cold Food Storage Unit
  - Adequate for requirements, with a light inside cold room.
  - Thermometer or temperature gauges provided.
  - Able to maintain food at appropriate temperatures.
- Personal Effects/Chemical Storage
  - Stored away from food preparation areas.

**4. Pre-packaged Foods** (Including foods such as cakes, biscuits, confectionery and jams that are wrapped, sealed or packaged).

Foods such as such as these can be sold subject to the following:

- Prepared in licensed food premises. (Proof of such licence is to be forwarded to the Donkey Derby Committee 21 days prior to the commencement of the Event).

#### **Application Closing Date**

- Closing date for applications is Friday 30<sup>th</sup> March 2018
- Applicants will be notified via e-mail if they have been successful or not.

#### **Support Material**

- All support material must be received no later than Friday 30<sup>th</sup> March 2018 and must include (where appropriate) the following:
  - Photographs of your stall in operation...
  - Copy of current Public Liability Insurance Certificate that covers Donkey Derby day.
  - Copy of Food Hygiene Certificates for your staff.
  - Evidence of Food Hygiene Rating.
  - Gas Safety Certificate.
  - Electrical Inspection Certificate.
  - Evidence of 'Due Diligence' System.

#### **Payment**

- The cost of Food pitches will be agreed individually with the provider.
- Application Forms and payment in full must be received no later than Friday 30<sup>th</sup> March 2018 by cheque or BACS.
  - Bank: CAF Bank
  - Sort code: 40-52-40
  - Account no: 00023754
  - Account name: RCBB Trust Fund
  - Ref: [Payee to quote reference e.g. Name of your stall or business]

#### **Cancellation**

- Once payment has been made, there will be no refunds if the stallholder wishes to cancel this contract.

#### **Parking**

- All vehicles must be removed to the parking area after setting up (or by **11.30a.m.** at the very latest) as directed by the Committee. Food stallholders will not be permitted to have vehicles in the public areas during the hours of trading unless they form part of their unit.

#### **Insurance**

- £2,000,000 (at least) Public Liability Insurance is compulsory for all stallholders.

#### **Trading Hours**

- Food Stall holders will be expected to operate from **12 noon to 5.00p.m.**

#### **Subletting**

- Food stall holders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the Committee.

#### **Right of Veto**

- The Organisers of the Donkey Derby retain the right to enter upon the site of any food stall at any time and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.

#### **Pre-recorded Amplified Music**

- Use of amplifiers or loud speakers, including CD or MP3 players, by stallholders is prohibited.

#### **Stall Presentation**

- The Committee will reject any stall that is considered to be dirty or not up to standard.
- All stallholders must keep within the space of their stall. No free-standing adverts or signs are allowed.

## **Rubbish & Recycling**

- Each stall holder is responsible for their own waste disposal.
- The Stalls Manager will inspect your site before you leave the Donkey Derby. Do not be expected to be invited back next year if you leave a mess and/or rubbish.

## **First Aid Kit**

- Food stalls must have a suitable First Aid Kit available for staff use.

## **Fire Extinguisher / Fire Blanket**

- To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 1991, food outlets must have at least a 20B (E) Dry Chemical (or equivalent) fire extinguisher. Any food vendors using a deep fryer must have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher. All stalls must have a Fire Blanket. All equipment must have a current test tag.

## **Hazardous Substances**

- There are substances that may be used in a food stall that are considered hazardous. The most common are LPG gas, Spray and Wipe, dishwashing detergent, hand sanitiser and cooking oil.
- If you store or use hazardous substances you need to:
  - Make sure all chemical containers have a label on them that clearly identifies what they are and the main safety information about the chemical (e.g. 'Flammable'; 'Toxic if swallowed'; 'Avoid contact with skin'). Do not use old drink or food containers to store chemicals.
  - Do a written risk assessment for all "hazardous substances" to help you figure out how you can use the chemical safely.
  - It is a good idea to keep that written risk assessment on site.
  - Put in place those things you decide to do in your risk assessment to make using the chemical safer.
  - Train people who have to use the chemical in how to use it safely.

## **Cleaning Fluids**

- Only biodegradable ecologically sound detergents and cleaning fluids will be permitted for use.

## **Hand washing facilities:**

- All food vendors must have clean running water hand washing facilities within their stalls to maintain hygiene.

## **Electrical Requirements**

- There is no on-site electricity supply and petrol generators are not permitted.
- You are permitted to use diesel generators only.

## **Gas Requirements**

- **Please ensure that your stall complies with the following gas regulations as set out by the Gas Safety Regulations before you arrive onsite.**
- All gas systems to be used at the Donkey Derby are required to be compliant with the related standards and legislation.
- Gas cylinders must be installed on a firm non-combustible base and be chained to an independent support.
- Your system must have a pressure test point.
- The maximum length of any flexible hose for a commercial elevated appliance is 1.2 metres.
- No gas cylinder with a capacity above 4.5kg is to be installed in a tent or building.
- Gas cylinders are to be located in a clearly accessible location with no hindrance to the inspector.
- Appliances are not to be near flammable materials or vapours. Allow 1.5 metres distance. If your appliance is near the wall of a marquee, or a refrigerator, you will need to use fireproof material (e.g. Fibro) between the appliance and the wall.
- Ring burners must have a fire resistant material under them at least 6mm thick.
- For safety reasons gas cylinders above 9kg (20lbs) may only be transported on site by the QFF Contractor. If you are transporting your own 9kg gas bottles, only one per vehicle is permitted.
- All gas systems to be used at the Donkey Derby are required to be compliant with the related standards and legislation. All gas appliances are to be an approved appliance under the Queensland legislation and have

A.G.A. or Q.G.A approval. You will not be able to use appliances certified for outdoor use indoors and vice versa.

- All mobile catering vans must have a Gas System Compliance Certificate no older than 12 months issued for them and be compliant for commercial purposes.
- Gas systems fitted up on site must be completed by a licensed person and a new Gas System Compliance Certificate issued for that gas system for the period of the event. Any non-compliant gas systems identified by Inspectors will be shut down until rectified by a licensed person.

### **Smoking**

- We do not expect food stall operators to smoke within the vicinity of their stall.

*The Burnham Donkey Derby is organised by the Rotary Club of Burnham Beeches Trust Fund  
Registered Charity No.1073196*

[www.burnhamdonkeyderby.co.uk](http://www.burnhamdonkeyderby.co.uk)