

DORSET



COUNTY SHOW

1 & 2 Sept 2018

Food & Drink Tender Information

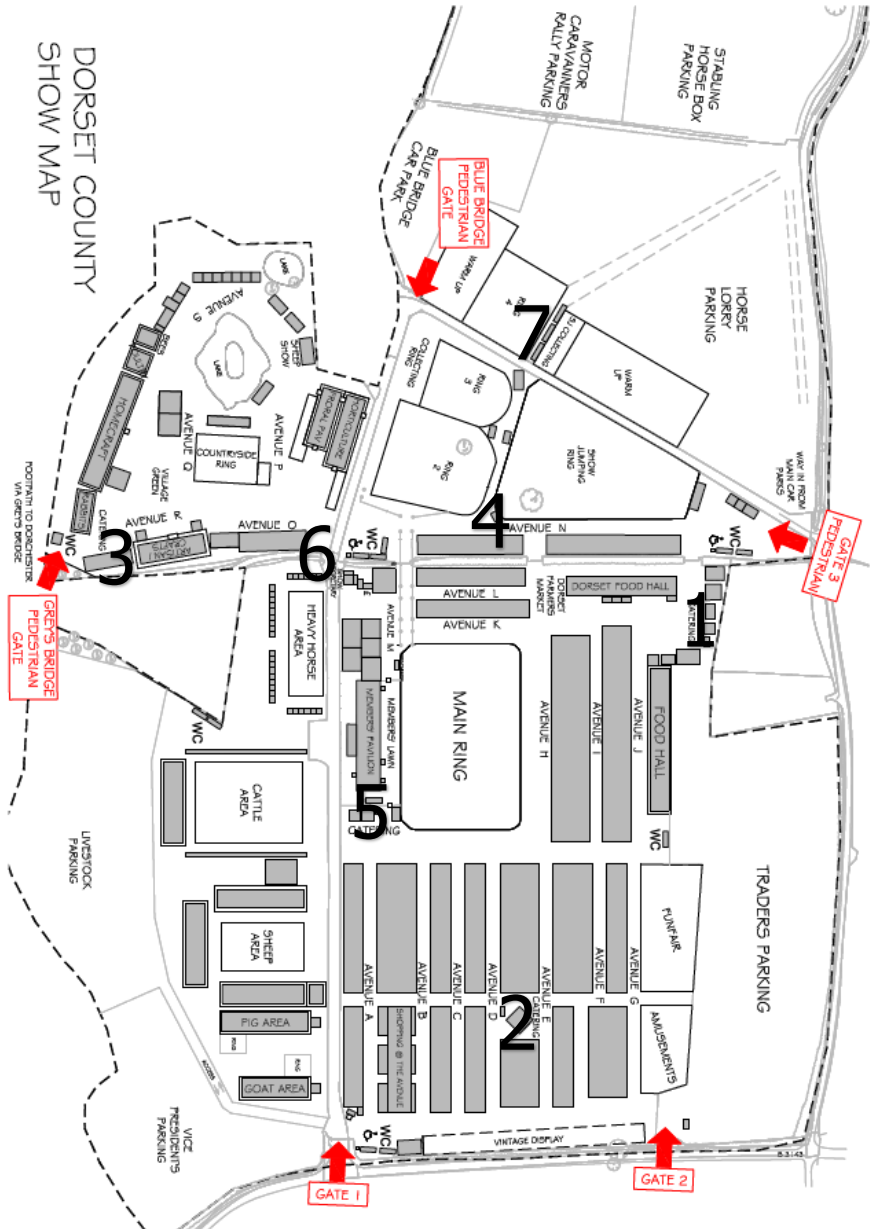
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Catering & Refreshment Sites 2018



Sites:

- 1 **Hill Food Court**
Up to 4 Catering units, 1 coffee unit and 1 crepe/donut unit
- 2 **Avenue Food Court**
Up to 4 Catering units
- 3 **Countryside Food Court**
Up to 4 Catering units
- 4 **Horse Lines**
1 Catering unit & 1 Strawberry/Fruit unit
- 5 **Members East**
Up to 2 Catering units, 1 Strawberry/Fruit unit & 1 coffee unit
- 6a **Countryside Field Gateway**
1 tea/coffee unit & 1 crepe/donut unit
- 6b **Heavy Horse Village/Education Area**
1 Sweet unit
- 7 **Horse Secretary/ Horse Car Park**
1 Catering unit & 1 Strawberry/Fruit unit

- Fees are based on 23% of turnover net of VAT, the agreed minimum fee is due even if the 23% level is not reached.
- Each stand must operate a till and a 'z' reading will be taken morning and night by a Show Catering Steward. Tills can be hired and should you run out of till rolls – the show office on site can supply more.
- Each unit must supply or pay for the hire of 5 plastic tables and 20 chairs – they must be kept clean at all times.
- Polystyrene & plastic cups, holders and cutlery are not allowed; everything must be recyclable.

GENERAL CONDITIONS AND REGULATIONS 2018

1. Concessions as detailed in the site specifications are offered in accordance with the General Conditions and Regulations for the rights of provision of catering at the 2018 Dorset County Show as given below.
2. If your tender is accepted, you hereby agree that should inclement weather impair the movement of your units or vehicles and it becomes necessary for Show operated vehicles to assist you (e.g. towing), no responsibility for damage to vehicles or units, however caused, will be accepted by the Show, its Officers or Associates.
3. The highest standards of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety/Health and Safety at Work) would lead to the caterer's immediate removal from the Show.
4. Caterers are strongly advised to obtain a copy of "National Guidance for Outdoor and Mobile Catering" published by The Chartered Institute of Environmental Health and available as a free download from their website.
5. **The Dorset County Show has a Food Hall and Dorset Food Hall & Farmers Market. A certain number of exhibitors at these features will be granted concession to serve 'food for immediate consumption'.**
6. Caterers must tender their forecast of sales (net of VAT). Caterers must submit with their tender **a detailed menu including weights and prices**. This information will be taken into account when evaluating tenders.
7. **The Dorset County Show's policy is to promote primarily Dorset, South West and British sourced products. Priority will be given to caterers confirming in writing that the product they use has been sourced and supplied from Dorset or the South West and this fact will be clearly advertised by the caterer at the Show.**
8. **Caterers must confirm in writing at the time of tendering that they will use containers and cutlery made from recycled or sustainable materials. E.g. wooden forks, recycled cardboard plates etc.**
9. Caterers must provide a high quality at a sensible price. Price lists must be displayed prominently on the Unit(s) at the Show
10. Food Courts offered to one caterer must operate 'product led' units and be sole-owner operated. **Sub-contracting is not permitted.**
11. Caterers should note that portion size and maximum prices for food items and beverages are issued by the Dorchester Agricultural Society and published in this booklet. **Hot beverage quantities must be 8/12oz.** and cannot be changed without written authority from the Show Secretary.
12. **Food Safety:** all catering and food retail outlets must follow good food hygiene and safety guidance and practices at all times. This will include having a current and up-to-date HACCP plan; effective management of allergens and a score of not less than 4 in their last EHO inspection.
13. **Caterers are to confirm at time of tendering the size of the site they require per unit, indicating frontage and depth clearly in metres, to include, if necessary tow bars, refrigerated vehicles etc.**
14. Each Caterer **must** provide a **minimum of 5 tables and 20 seats per unit**. Caterers will be responsible for keeping their area clean (litter free) and tidy.

15. Caterers must apply for electricity and/or water if required on the relevant forms which will be sent with the notification of acceptance. All caterers must have access to water although the site water must only be used where it will be boiled such as in cooking or in an urn; bottled drinking water should be used elsewhere. Please note there will be standpipes in the vicinity of the multiple catering sites. **PLEASE NOTE THE USE OF GENERATORS IS NOT PERMITTED.**
16. Caterers must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the tender form. Any catering concession employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a catering concession does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. Public Liability cover provides protection for claims made by visitors to the area of the Caterer's unit. This is particularly important where volunteers or self-employed people are working for a Caterer since there is a strict duty of care to these persons as they are treated as your employees. Caterers must confirm with their insurance company that their insurance covers all staff, whether directly employed, self-employed, temporary contract or volunteer.
17. Notification of whether or not a tender is successful will be sent **in writing** in mid-April 2018.
18. Successful Caterers will be sent an invoice for 50% deposit of the tender figure with the acceptance of the tender. **Payment of this invoice must be made by 1st June 2018. 50% deposit payments are non-refundable in any circumstances. Failure to meet the initial payment deadline will result in the concession being offered elsewhere.**
19. Agreement of total sales must be submitted by **Friday 7th September 2018 and accompanied by a breakdown of total daily sales (net of VAT) along with payment. The Office will forward a cheque for any catering vouchers presented for redeeming.** A final VAT sales receipt/statement will be sent to the caterer as soon as possible after that date.
20. **EACH CATERING UNIT MUST BE EQUIPPED WITH AN ELECTRONIC TILL.** Caterers will be checked by our nominated catering steward at the end of each day. Daily sales figures may be subjected to an audit.
21. Catering sites and type of product will be chosen at the discretion of the Dorchester Agricultural Society.
22. The Dorchester Agricultural Society reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction.
23. The Dorchester Agricultural Society may accept a tender other than the highest, or any item or items from a tender.
24. Those selling/promoting alcohol are reminded they must have correct Temporary Event Notice to cover the Show period and hours of opening. A copy must be sent to the show office when issued, without this you will not be allowed to trade on the site. The Show & Showground are a member of Pub Watch Dorchester and therefore banned customers cannot be severed. An up-to-date banned list will be circulated pre-show.
25. Alcohol Opening & Closing times are 10.00am until 6.30pm throughout the showground except for the Members & Guests Facilities.
26. A Caterer who amends or withdraws his tender after it has been accepted may be excluded from tendering for future Dorset County Show contracts.
27. **Please complete and return the tender forms by Monday 19th March 2018. Failure to do so will result in your application not being considered.**

28. **HOURS OF OPENING.** All Catering units must be fully stocked and operational during the Show opening times of 8.30am to 6.30pm. **Pre-Show and 'out of hours' catering is not permitted unless previously agreed with the Show Secretary.**
29. **CLEANLINESS AND HANDLING OF FOODSTUFFS.** Caterers are alone responsible for complying with legislation and regulations regarding the handling of foodstuffs. It is vital that all caterers ensure that all staff are adequately trained and all hygiene and safety procedures are followed. It is paramount that all caterers **must** show due diligence where food safety issues are concerned e.g. Prevention of cross contamination, correct food temperature, handling of food. All concessions awarded, and in particular multiple unit sites are to be sole owner-operated.
30. **SAFETY OF GOODS AND FIRE PROTECTION.** The Dorchester Agricultural Society will not in any way be responsible for the safety of any goods or equipment belonging to, or being delivered to, the Caterer. The Caterer is responsible for providing fire protection in respect of each unit. All catering units and sites will be subject to a visit by the Show Health and Safety Officer. Where practicable fixed piping should be used to connect LPG Cylinder to the point of use and the cylinders **must** be suitably secured within a metal cage. If flexible tubing is used it **must** comply with recognised British Standards. **Under no circumstances are jubilee clips to be used.** Please ensure that tubing is secured by **crimper clips only.** Oxyacetylene cylinders are completely banned from anywhere in the Show, whether within the Showground or in the car parks or caravan park. Any person found to have such a cylinder will be ordered to remove it and not be able to participate in the Show until this has been done. All public caterers are responsible for carrying out their own Hazard Analysis and must ensure that they have copies with them at the Show in case of 'spot checks'.
31. **DISPOSAL OF RUBBISH.** It will be the responsibility of the Caterer to provide suitable containers and to ensure frequent and adequate disposal of all rubbish and litter. All sites must be cleared of litter each evening and after the Show all fittings removed and areas cleaned/re-instated before leaving.
32. **SUPPLIES.** Caterers must arrange for delivery of supplies between 6.30am and 8.00am or 6.30pm and 8.00pm on Show days. Delivery vehicles will be permitted to enter the Showground during these times on deposit of £50 which will be refunded if the vehicles leave within the allocated time.
33. **MILK.** Fresh pasteurised full cream or semi-skimmed milk must be used by all caterers, there are several local suppliers. ***The use of UHT milk is not permitted.***
34. **LICENCES.** Where alcoholic beverages are to be served the **caterer** is to obtain the necessary Licence, forward a copy to the Show Secretary **and display the certificate at the point of sale area.**
35. **STAFF.** The caterer is responsible for the behaviour of the employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the whole period of the Show. **NB the Caterer will undertake to comply with Legislation, Food and Hygiene Regulations and Fire and Safety Regulations and ensure all staff members are fully briefed with the same.**
36. **ADMISSION TICKETS.** Caterers will receive a complimentary allocation of tickets to cover those manning each unit on each Show day and one Exhibitor Vehicle pass.
37. **SUPERVISION.** The Caterer will be required to supervise arrangements on-site and to carry out reasonable directions made by the Show Officials to rectify any omissions and faults they consider necessary to maintain the highest standards. **The Caterer will inform the Show Secretary of a contact name and mobile telephone**

number for 24 hour contact during the Show period, please make sure this is stated on your tender form.

- 38. ARRIVAL.** All catering units must arrive on site between 9am and 3pm on Friday 31st August. **Please report to the Tradestand Office at the Main Gate** to confirm actual position. Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site. **Units will not be permitted to arrive on site before Friday 31st August except by special arrangement with the Secretary.**
- 39. SITE CLEARANCE.** Caterers are responsible for ensuring all sites allocated to them are cleared/re-instated and equipment and rubbish removed by 4pm on **Monday 3rd September 2018.**
- 40. CONDITIONS.** The Dorchester Agricultural Society reserves the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold a Show or in the event of the Caterer not complying with the agreed Conditions.

2018 MAXIMUM FOOD PRICE LIST

Item	Size	Maximum Price
Coffee Bean to Cup (Speciality)	8oz /12oz	£2.50 / £3.00
Instant & Scanomatic machine	8oz /12oz	£1.60 / £1.80
Tea	8oz /12oz	£1.40 / £1.50
Speciality Tea	8oz /12oz	£1.60 / £2.00
Hot Chocolate - whipped cream & chocolate	8oz /12oz	£2.80 / £3.00
Canned Drinks	330ml	£1.50
Bottled Drinks	500ml	£2.00
Water	500ml	£1.50
Carvery - Beef/Pork/Lamb	4oz/113gm	£5.50
Hot Baguette	4oz/113gm filling	£5.50
Cold Baguette	4oz/113gm filling	£4.50
Burger - Beef/Chicken	4oz/113 gm	£5.00
With Cheese (processed)	4oz/113gm	£5.50
With Cheese (fresh)	4oz/113gm	£5.50
Bacon Roll	Back - 2 Rashers	£5.00
Sausage Bap	2 x Sausages	£5.00
Chips	8oz/227gm	£3.00
Baked Potato (excluding filling)	4oz/113gm	£4.00
Pasty (steak)	Large	£5.00
Pasty	Large	£4.50
Fresh Doughnuts	Single	£0.60
	4 x 1	£2.00
	6 x 1	£3.00
Crepes / Pancakes (excluding fillings)		£3.00
Draft - Beer/Bitter/ Lager/ Cider	1 Pint	£4.00
Bottled - Beer/Bitter/ Lager/ Cider	330ml	£3.50
Spirits	25ml	£3.00
Wine	125ml	£4.00
	250ml	£5.00
Pimms	½ Pint	£4.00
	1 Pint	£7.00
	Jug	£16.00
Champagne	Bottle	£30.00