

2016 Catering Concessions Proposal Form

Please read the Tender Details before completing this Form and return by 7 December 2015.

1. Basic Information

Trade name:

Contact name:

Address:

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..... Postcode:.....

Tel. Number:

Mobile Number:

Onsite mobile number:

Email address:

Website:

2. Trade details and offer

I would like to tender for the following concession category:

- ☐ Y Pentref Bwyd (Mobile Catering Units)
- ☐ Other Retail Offers (Please see 9b of the Tender Details)
- ☐ Ice Cream (Please see 9c of the Tender Details)
- ☐ Crew Canteen
- ☐ Caravan Site Catering
- ☐ Caravan Site Shop

Please complete details of your offer(s) below:

Category (See Tender Details)	Type of Offer	No of Units	Offer Value + VAT (Excludes additional power and water requirements)	Notes
<i>e.g 1c</i>	<i>Ice Cream Units</i>	<i>6</i>	<i>£XXXX + VAT</i>	<i>Welsh dairy ice cream only</i>

PLEASE COMPLETE THE FOLLOWING SECTIONS SEPARATELY FOR EACH OFFER

3. Menu and pricing

List all the items on your menu and the prices you will be charging during the Festival including drinks (if any). Your product list and prices will be monitored onsite.

[illegible]

4. Relevant Experience

Please tell us about relevant experience and anything special or unique your presence would bring or add to the Festival. (200 words maximum)

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Local Authority you are registered with:

5. Sustainable Food Policy

Please note below how you will commit to support the National Eisteddfod with its Sustainable Food Policy as noted in Appendix 1 of the Tender Details.

Locally Sourced:

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Fair Trade:

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Healthy Food:

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Waste Reduction:

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7. Pitch / Staff Requirements

Exact unit width (metres) : ; Exact unit depth (metres) :

Total frontage width (metres) : (including guy ropes, menu boards, towing hitch etc.)

If you have a hitch, which side of your serving counter is it (when looking in) ☐ Left ☐ Right

Note: Mobile units may be sited from the Monday afternoon prior to the event, but not without the approval of the Catering Co-ordinator.

Estimate number of daily staff daily passes required:

Estimate number of staff staying onsite overnight:

Note: We will require names and contact details of staff in advance for security purposes.



8. Power and Water Requirements

A single electricity hook up supply (32 amp – single phase) will be provided free of charge for each unit.

Access to mains water stand pipes and a central tank for waste water collection will be also be provided free of charge.

If you require any additional power or/and a water tap or waste water tank direct to your unit, please complete the form below:

Additional requirements will be charged.

Electricity supply		Cost	No.	Total
	Single phase (blue, ceeform connection) - 16 amp	£255.00 + VAT		
	- 32 amp	£414.00 + VAT		
	- 63 amp	£793.00 + VAT		
	3 phase (red, ceeform connection) - 32 amp	£1,004.00 + VAT		
	- 63 amp	£1,156.00 + VAT		

Water supply	Cost	No.	Total
Water tap direct to your unit	£295.00 + VAT		
Water supply and waste water collection to own tank (no sink)	£425.00 + VAT		

It is the responsibility of the concessionaire to notify us of any other requirements. Please specify below:

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9. Prep / Storage/ Vehicle Requirements

Number of essential onsite vehicles / units:

Note: Onsite vehicles and units will be parked / sited near your pitch - vehicles must be parked for the duration of the Festival.

Estimate number of Accommodation units / Caravans:

Tents:

10. Public Liability Insurance

Concessionaires are required to have a value of indemnity under their Public Liability of at least £1,000,000. Before the Eisteddfod grants entry to the festival the concessionaire must provide the Eisteddfod with evidence that they have adequate insurance.

Do you hold your own public liability insurance? ☐ Yes ☐ No

What is the expiry date for your insurance?

11. And finally...

Please complete details of your offer(s) below and note additional requirements:

Type of Offer	Units	Offer Value + VAT	Additional Power and Water Requirements
<i>e.g Ice Cream</i>	<i>6</i>	<i>£XXXX + VAT</i>	<i>£XXX.XX + VAT</i>
TOTAL		£	+ VAT

- ☐ Have you checked your entries on this form?
- ☐ Have you read and understood all the requirements as set out in the General Brief?
- ☐ Do you agree to provide all signage and materials in Welsh or bilingually, with priority given to the Welsh language?
- ☐ Do you agree to provide a Welsh speaking member(s) of staff?
- ☐ Have you provided evidence of your public liability insurance?
- ☐ Have you provided supporting photos?
- ☐ Do you understand the payment terms?

If you are confident that the information supplied is correct and as accurate as possible, please send the **COMPLETED** form and any other supporting documentation or photos to elfed@eisteddfod.org.uk by **7 of December 2015**.

I agree to abide by the Terms and Conditions for trading at the National Eisteddfod if offered a concession(s). I also understand that if I wish to change any details in this form I must inform the National Eisteddfod by email.

Signed:

Name:

Date: