

**SEWARDS OF PETERSFIELD PROUDLY PRESENT THE 2014,
STEAM and VINTAGE VEHICLE GATHERING and ROAD RUN**

**July 12th – 13th 2014
CATERING ENTRY FORM**

Office Use Only

No:
Rec:
Ret:

Dear Caterer,

Swards of Petersfield invite you to have a catering stand at our gathering, to be held at Barr Field, Farnham Road, Liss, Hampshire, GU33 6LA, approximately 300 yards from the "Ham Barn" roundabout off the A3. We aim to make the gathering as relaxed as possible and fun for everyone.

Closing date for entries is **March 9th 2014**. Late entries will be considered if space allows. Confirmation of acceptance of your entry will be sent in the post along with your allotted vehicle pass and directions of how to find us. We look forward to receiving your entry to this relaxing fun filled gathering for all the family.

Please complete a separate form for each stand.

Company Name		Contact Name.....	
Address			
.....		Postcode	
Tel. No.		Email	
Brief description of catering provided:			
Please circle as appropriate:			
Attending on		Friday (Setup) Saturday Sunday	
Concession Cost: £150 per day (Saturday and/or Sunday)			
<i>Cheques payable to Swards of Petersfield. Payment is non-refundable and must be received in full by 9th March 2014.</i>			
Vehicle Registration Number:..... (for Vehicle Pass)			
Additional vehicle passes available upon request subject to available space on site.			

Please note: Caterers may commence work on their stand from 1pm on Friday 11th July or from 8am on both the Saturday and Sunday.

THIS ENTRY FORM IS FOR CATERERS ONLY

Please sign the Declaration and return the completed form with an

A5 Stamped Addressed Envelope

to: Swards of Petersfield, 24 Kelsey Close, Liss, Hants, GU33 7HR. Tel 01730 892944

Declaration

I/We have read the regulations and conditions of entry overleaf and agree to be bound by them. In consideration of acceptance of this entry to my taking part in the Swards of Petersfield, Steam and Vintage Vehicle Gathering and Road Run, I/We declare that, during the period of the event the entered stand* will be covered by Public Liability Policy, having a limit of indemnity of not less than £2,000,000 for any one claim and all relevant hygiene certificates are valid and all health and safety requirements are met.

By signing this declaration I confirm that I am authorised to do so by the company describe above.

Signed

Dated

Insurance Details

Public Liability Insurance:

Name of Company

Expiry Date

Certificate Number

Please keep a copy of this form for your own records. Please send copy of your Insurance and Hygiene Certificates.

Regulations and Conditions of Entry

The committee (Sewards of Petersfield) of this event, herein known as the "Organisers" require all Caterers to read and understand the regulations and conditions of entry detailed below. All Caterers are then required to sign the declaration overleaf confirming that they and their staff have read, understand and agree to be bound by these regulations and conditions of entry while attending the event.

1. All applications to Cater at the event must be submitted on the appropriate form overleaf. Payment must be made in full by 9th March and are non-refundable. Your pitch will not be available and entry passes will not be sent until the correct payment is received and cleared.
2. Caterers must supply a copy of their public liability insurance (for not less than £2,000,000) and all relevant hygiene certificates and health and safety certificates by 9th March*. The insurance and certificates must be valid on the dates of the event.
3. An accurate description of Foods to be sold must be completed on the entry form.
4. Prohibited Items / Restrictions of Sale
 - a. Includes knives, crossbows, catapults, explosive, flares, offensive weapons, and all firearms which include shot guns, air guns, BB guns, replica and toy guns, and any type of ammunition. This list is not exhaustive or exclusive.
 - b. The Organisers reserve the right that any items it deems unsuitable or unsafe for sale be removed from sale.
5. The positioning of the Catering stands will be entirely at the discretion of the event Organisers.
6. The Caterer must not use any part of the showground outside the boundary of his stand.
7. All goods, materials and equipment must be within the allotted space and in a safe working condition.
8. Caterers are required to clear all rubbish from their stands each day. If excessive rubbish is left this will result in a charge being made for the removal and the Caterers not being invited back another year.
9. Caterers may commence work on their stand from 1pm on the Friday immediately prior to the event or from 8am on the Saturday and Sunday of the event.
10. Caterers may not dismantle their stand until 5pm on either day of the event unless by prior arrangement with the Organisers.
11. The Organisers reserve the right to reject any application for Catering stand space and the Organisers reserve the right to cancel the Caterers right to use the Catering stand at any time without any reason being given. In the event of refusal of cancellation the Organisers will not enter into correspondence on the subject.
12. Where the Caterer withdraws from the event or cancels the Catering stand, all Caterers monies shall be forfeited and all Caterers monies will become due and the Organisers reserve the right to re-let the Catering stand without refund to the Caterer.
13. The Caterer shall not sub-let any part of the Catering stand or move to another area of the showground to trade.
14. Caterers are required to co-operate fully with the Organisers, Security, Emergency Services, and all official organisations on site – such as Environmental Health Officers, Fire Officers, Customs and Excise Staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
15. All Caterers must have a valid Trade vehicle pass to gain admission to the showground.
16. Caterers are responsible for ensuring that they and their staff adhere to the pass system. The Organisers will not accept responsibility if Caterers do not adhere to the system, or lose passes. Caterers without the correct pass will not be admitted to the showground. Vehicle passes are non-transferable and must not be switched to another vehicle.
17. The Caterer is only permitted to distribute leaflets, stickers etc from within the boundary of the Catering stand. The Caterer must not distribute "political propaganda" of any type. The Organisers will determine what is "political propaganda" and may confiscate such material and or/remove the Caterer or their staff from the showground.
18. All vehicles being driven on site must be done so in accordance of the Road Traffic Act. All drivers must have a valid driving licence, insurance and an MOT certificate. The Organisers reserve the right to inspect insurance, MOT and driving licences on demand.
19. All exhibitors and Caterers must comply with the site speed limit of 5 mph at all times.
20. Vehicle movements must be kept to a minimum at all times. During the hours of 10am and 5pm on the days of the event no traffic movement for trade is allowed on site apart from emergency vehicles. Anyone seen failing to comply with this request will be asked to leave the site.
21. Parked vehicles that cause an obstruction will be towed away.
22. The Organisers allow generators to be used providing they are moderately sized and do not reach a noise level whereby they become a nuisance to adjacent exhibitors. The Organisers will stop the use of and such equipment if, in their opinion, it is causing a nuisance to others or it in a dangerous condition.
23. The Organisers have the power to order the removal of any articles from the showground, or to close a stand of any Caterer who does not conform to the regulations laid out in this document. If the information given on the entry form as to the nature of the stand is found not to be in accordance with the actual good or services being marketed at the event then the Organisers shall have the power to order the removal of the stand or exhibit from the showground with all fees being forfeited. A Caterer found with a prohibited item or any objects which create obnoxious smells, smoke or disturbing noises will be immediately ordered from the showground.
24. All exhibits or articles remain on the showground at the sole risk of the Caterer; the Organisers will not be responsible for any loss or damage to equipment whilst on the showground. Caterers are advised to make their own arrangements for the security of their stands / exhibits.