

ACP Bars & Events

Hot & Cold Food Vendors



LOCAL AUTHORITY REGISTRATION:

It is a requirement that the food business has already registered with its Local Authority.

FOOD HYGIENE CERTIFICATE

We require the relevant principal stallholder to have obtained and produced a Food Hygiene Certificate. (Copy required).

INSURANCE

It is a requirement for all stallholders to possess both public and product liability insurance. (Copy required)

PRODUCE ON STALLS

Environmental Health and Trading Standards dictate that NO PRODUCE is laid directly on the ground. Traders/Sellers are responsible and liable for making customers aware of any *ALLERGY RISK from their products sold. Please clearly label ingredients.

Reference: can be made to the Food & Safety Act 1990 – Conditions for Food Vendors at Markets. The General Food Regulations 2004. The Food Safety & Hygiene Regulations 2013 and October 2021, the new food Safety Regulations known as *Natasha's Law, whereby strict requirements for pre-packaged food labelling. Under this law, ingredients must be listed on individual packaging of food which is prepackaged for direct sale (PPDS).

LABELING OF PRODUCTS

All food sold loose only has to be labelled with the name of the food. All other foods sold which are prepackaged at premises other than the final seller will require to be labelled with:- Name of the food – List of Ingredients– An appropriate 'use by' or 'best before' declaration– Any special storage conditions or conditions of use– Name of manufacturer or packer

TRADING STANDARDS

Weights and measures requirements should also be adhered to.

MANNING OF STALLS

Stalls must be manned at all times.

HAND-WASHING FACILITIES

Stalls that supply samples of food and sell open food will require their dedicated hand-washing facilities, which will need to be provided by the stallholder. There are public toilets and hand-washing facilities available in the community centre.

CARRIER BAGS

Stallholders should ensure that they provide carrier bags, which are preferably biodegradable and adhere to all relevant legislation.

CODE OF DRESS & CONDUCT

It is recommended that stallholders selling food should be clean and presentable. Hair should be tied back or covered when serving open-cooked food. Good conduct is expected at all times, and antisocial behaviour will mean instant dismissal from the market.

STALL PRESENTATION

Stalls should be clean, tidy and well presented at all times with a clean, fresh table covering.

TRIP HAZARDS

Please ensure wires are covered to prevent trip hazards and electrical equipment carries a up-to-date PAT tested certificate.

BRANDING

Each stall should display the Company Name. Banners should be secured and well-presented. Torn banners must not be used.

SECURITY

It is recommended that you obtain a money belt or have your money in zipped pockets in order to keep your money safe.

FIRST AID

Stallholders should provide a clearly labelled first aid box with a supply of coloured waterproof dressings.

SMOKING

'No Smoking' policy whilst manning a stall. Please ensure hands are clean at all times.

REFUSE RESPONSIBILITIES

At the end of the day, stallholders will be responsible for ensuring that all refuse is bagged up. Stallholders are also responsible for leaving the area around their stall clean and tidy.

SETTING UP

Set up from 16:00 on the day, access will be provided to unhitch, unload, and parking is available at the side and the front of the venue. Access is limited to pedestrians only from 18:00-22:00.

HOT & COLD FOOD APPLICATION FORM

Please complete your details below to confirm your booking

Company Name: (please print)	
Type of Produce/what exactly do you sell	
Your Name:	
Address:	
Post Code:	
Mobile:	
Email:	
Website:	
Facebook:	
Instagram:	

Signature:	
Date:	

PAYMENT DETAILS

Please secure your pitch by paying in advance £25.00:

Included a copy of your Public Liability Insurance

Payable to Natwest:

ACP Bars & Events

Sort Code: 01-01-38

Account Number: 25442104

Please send your completed form and any corresponding paperwork to:
info@acpbars.co.uk