



Comhairle Chontae na Gaillimhe Galway County Council



Ballinasloe October Fair 2015 *3rd – 11th October 2015*

Application Form for Food and Beverage Pitch Allocation

Applicant's Name: _____

Address: _____

Contact Phone No. _____

Dates Applied For:

Sunday/Monday 4/5th October	Country Fair Saturday 10th October	All Three Days
Yes/No	Yes/No	Yes/No

Range of Food and Beverage Facilities, Bill of Fare and Itemised Prices to be offered:-

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Dimensions of Vehicle	State Measurement in Feet
Length including cab & towbar	
Width including service hatches	
Number of back up units	
Back up units: length / width*	

***Note: Back up units will only be permitted at back of operating unit**

Fee: €65.00 per ft.

**I confirm that I have read the attached guidelines and I agree to comply with all the
Conditions therein**

Signed: _____

Date: _____

Applicants are required to submit the following documentation with Original Application:

- Number of units which you wish to apply for
- Name and Address of operators
- Range of food/beverages/ Menu for Day and Prices offered
- **Original** documentation of current Public Liability Insurance, indemnifying expressly Galway County Council, and the October Fair Co-Ordinating Committee for a minimum of €6.5 million. This insurance should confirm that the Law Jurisdiction Clause/Territorial Limits extend to include the Republic of Ireland.
- Original documentation of current Employers Liability Insurance
- Original documentation of current Product Insurance
- Original documentation of Food Hygiene Certificate for each individual unit
- Most Recent Tax Clearance Certificate
- Photograph/Drawings of the Food & Beverage Unit – Dimensions – length/width of serving hatches (total length must include cab)
- Supply unit details – number of back up units, length/width. These units will only be permitted at back of operating unit
- List of four contacts from previous outdoor events catered for in the last six months (For Reference)
- Three Passport Photographs of Food & Beverage Operator

Applicants are required to adhere to the following Standards & Regulations

- **Petrol generators will NOT be allowed on-site.** If you require generator power to carry out your casual trading activity, please ensure that a **diesel generator** is used and is in compliance with all Health & Safety Regulations requirements. All generators must be properly serviced and connected. They must be earthed and it is recommended that the power distribution from each generator should have an RCD Trip switch.
- Fuel should be stored in containers with a maximum capacity of 25 litres or less. The containers must be suitable for the storage of diesel and be clearly labelled.
- All Catering units (with cooking facilities) should have the following readily accessible:
 - 1 x large CO2 fire extinguisher
 - 1 x large Dry Powder Fire Extinguisher
 - 1 x large Fire blanket
 - All fire equipment must have up-to-date certification and be in compliance with current standards and regulations. All vendors must have a member of staff trained in the use of their fire fighting equipment on site at all times of operation.
- Where **Gas** is used for cooking the relevant safety standards must be adhered to and ensure compliance with current best practice to include as follows:
 - There should be 6 metres clear space, each side of a stall using Gas. This is to prevent the spread of fire in the event of an accident
 - All gas connections should be pressure tested and all gas cylinders stored in metal cages
 - There should be a cut-off valve within easy access of the staff

- When using **Electricity** for cooking there should be 3 metres clear space between a unit using electrical cooking equipment and the next unit (6 metres if the next unit is using gas to cook). All units should have an RCD trip.
- It is the responsibility of the vendors to ensure that their structures remain as built in accordance with the manufacturer's instructions and are properly maintained for the duration of the event in compliance with all Health & Safety Regulations.
- Where fabric covered structures (marquees, pop-up tents, tarpaulins etc.) are used, these must be fire retardant and conform to BS 3120 'Performance Requirements of Materials for Flameproof Clothing and Other Purposes'.
- Please ensure that there are no potential trip hazards in the vicinity of the stall holders. If there are any cables being used please ensure that they are housed in an appropriate cable tray system to ensure there is no likelihood of slips/trips/falls and that there is no risk of the cable becoming frayed.
- All equipment sockets should be c-form with waterproof standard (IP rating).
- In relation to casual trading on the three main streets and in St. Michael's Square, please note that all vehicles must be removed to long-term car parking areas when unloading and setting up has been completed. **Any van being retained, must be incorporated within the specific stall size** and must **not** be parked on the footpath.
- **All Traders / Vendors must ensure that they are in full compliance with all the required relevant statutory/ regulatory requirements associated with their respective Trade/Business.**

**Completed application forms should be forwarded to the following address:-
Ballinasloe Municipal Authority, Civic Offices, Ballinasloe, Co. Galway**

LATEST DATE FOR SUBMISSION OF APPLICATION
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Monday 31st August, 2015 at 4.00 pm