



Provision of Catering Services – Vines Park

Saturday 4th May – Monday 6th May 2019

St. Richards's Canal Festival is a well-established event in the Droitwich Spa calendar involving many people from the local community and attracting thousands of visitors to the town. The event is organised by the Worcester-Birmingham and Droitwich Canal Society; and the Droitwich Spa Historic Car Display with support from Wychavon District Council, Droitwich Town Council and other town organisations.

The St. Richards's Canal Festival committee is seeking tenders from businesses to provide catering services in Vines Parks for the duration of the event. There will be 6 catering pitches available which will be located together in a catering village. Tables and chairs will be provided in the vicinity for use by customers. The organisers are seeking a mix of catering facilities to include:

- Savoury items e.g. pizza, ethnic foods, crepes, vegetarian, barbecue
- Sweet items e.g. doughnuts, crepes, waffles, cakes
- Speciality coffee and drinks e.g. smoothies

Please note we are not seeking tenders for alcoholic and soft drinks; pig roast; burgers, sausages and breakfast items; sandwiches; and ice cream as these are already provided by the event organisers. If your submission is for barbecue type food then we would be looking for a mixed offering and not just burgers and sausage.

Event Overview

St. Richard's Festival started in 2007 and has grown rapidly through the addition of street markets, new attractions, the Historic Car Display and a Boating Festival. The event fills Vines Park and is a great day out in the heart of this historic salt town.

The festival celebrates the life of St Richard, the Spa's patron saint, who – legend has it – made the town's brine wells flow again in the Middle Ages. It offers attractions to suit all ages ranging from craft and trade stalls to face painting and children's entertainment to historic cars and boat trips on the Droitwich Canal.

The event starts on Friday 4th May 2019, in the evening, with live music and a real ale bar and will run throughout the May bank holiday weekend.

Highlights of the 2019 Festival will include:

- Entertainment
- Classic and Vintage Cars
- Boating Festival
- Real Ale Bar
- Craft and Trade Stalls
- Art Exhibition
- Live Music
- Children's Activities
- Community Stalls and Activities
- Animal Zone

Requirements

1. Catering Facility/Services

A fully operational and staffed catering facility serving a range of hot and/or cold food. The supplier will be required to provide, set up, maintain, secure and remove the catering facility, which maybe in the form of a mobile trailer or small marquee.

2. Operating Times

The catering facility would be required to be open as follows:

Saturday 29th April: 10am – 5pm with option of continuing into Saturday evening (until 8pm)

Sunday 30th April: 10am – 5pm with option of continuing into Sunday evening (until 8pm)

Monday 1st May: 10am – 5pm

4. The facility provider(s) is/are required to have public liability insurance for outside events; will be responsible for their own risk assessment and health and safety procedures; and must meet the relevant food safety requirements.

5. There will not be any electricity or water provision in the Park. Facility providers will need to bring their own generator and water supply. You will need to advise the type of generator you are bringing so the event organiser can decide whether this is suitable for use at the event. If it is not feasible to provide a generator, then the organiser could make arrangements to supply electricity at an extra charge of £20/day. Stallholders requiring electricity will be required to list the items requiring electricity on the tender form and comply with an electricity supply agreement which will be sent to you if you are awarded a tender.

6. Toilets will be provided by the event organiser.

7. There will be a limited supply of tables and chairs in the catering village area. If catering providers require tables and chairs in the immediate vicinity of their pitch, then it is advisable to provide their own.

8. The disposal of bottles, cans and related consumable packaging is the sole responsibility of the bar and catering facility provider(s). Trade waste bins will be provided.

9. The facility provider(s) will be responsible for their own 24-hour security. They will either need to remove their mobile unit overnight (if used); ensure their stock and equipment is secure if left in place overnight; or arrange for their own overnight security provision.

10. Access – facility providers are welcome to set up on Friday 1st May (after 4pm) if they wish. No vehicle access will be permitted during the opening hours of the event to re-stock and remove rubbish. Movement off the site will not be allowed until after 5pm each day. *Please note there is a weight limit of 3 tons and width limit of 2.6m on the access bridge into Vines Park if you intend to bring a mobile facility.*

Additional Notes

1. The tender opportunities are only available to businesses within 30 miles of Droitwich Spa. The reason being is priority is given to local businesses to trade at St. Richard's Boat and Car Festival. The only exception will be catering providers who have attended the event previously.
2. You will not be able to sell ice creams as there is already a concession for this in Vines Park.
3. There will be smaller catering units in the Park on each day selling hot and cold drinks, hot food (e.g. burgers/sausages/chips/breakfast items), sandwiches, snacks and cakes. There is also a real ale bar.

Tender Submission

Businesses interested in tendering to provide catering facilities are required to submit the attached form by **9am on Monday 19th February 2019** to myself at the address on the tender submission form. Email submissions will be accepted.

The successful bidder(s) will be required to pay the standard trade pitch rate and make a financial contribution to event costs either as a fixed amount and/or percentage of gross takings or a mixture of both. Please indicate your proposed contribution on the enclosed form.

The tender submission must include a copy of your public liability insurance and food hygiene certificate.

The tenders will be assessed by representatives from the St. Richard's Canal and Vintage Car Festival committee. The selection will be based on factors such as financial contribution; facility provision; product range; use of local suppliers, where applicable.

Please do not hesitate to contact me if you have any further questions about this tender.

Yours faithfully



David Wheeler
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