**Caterers and Food Traders Application Form**

Thank you for your interest in trading at Northern Green Gathering 2020. Please read the Traders Terms and Conditions, then fill out this form and return it to [traders@nggonline.org.uk](mailto:info@nggonline.org.uk?subject=Caterers%20Application) with Caterers Application in the subject field.

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| Name of Business: |  |
| Contact Name: |  |
| Contact Address: |  |
| Email address: |  |
| Telephone number: |  |
| Trading details-  Please include a description of what food and drink you sell (sample menu). |  |
| Previous Experience at other events. |  |
| Size of pitch including living area:  Please draw a basic sketch of your pitch plan and include details of the type of stall |  |
| Number of tickets required:  2 tickets are included in the £200 pitch fee.  Additional adult tickets can be purchased for £60 each, £35 for child tickets. |  |
| Number of vehicle passes?  1 on-site vehicle pass is included in the pitch fee.  All additional car/van passes will be charged at £15, and live-in vehicles at £20.  Please note only 1 vehicle can be parked behind your stall, all others must be in the car park. |  |
| Registration and make of vehicle(s): |  |
| Additional information and catering policy: (please see our T’s and C’s)  Written Food Safety Management Procedures are required by law, and must be available for inspection. All food traders must be registered with a local authority. |  |
| Please confirm that you have Public Liability insurance. This will be required. |  |
| Do You have employer’s liability? This will be required if you employ more than 5 staff. |  |
| Have you completed a risk assessment? |  |

Please feel free to provide any supporting information for your application, including photographs, price lists and brochures.

NGG requires ethical and green trade, (see T’s and C’s. Please remember you need to provide your own electrical needs without use of generators.)

In addition, any particular needs you have will help us allocate you in an appropriate location.

For caterers, water will be provided with a tap to/close to your stall, as will a wastewater tank.

Please send this form back to [traders@nggonline.org.uk](mailto:traders@nggonline.org.uk?subject=Caterers%20Application). By typing your name at the end of this form it is taken as your signature and you are agreeing to comply with the Northern Green Gathering 2020 terms and conditions.

We will endeavour to inform all applicants whether they have been successful within 2 weeks of application. Payment for stalls should be made before 1st July 2020, unless special arrangements have been made.

PAYMENT OPTIONS

The basic pitch fee for food traders is £200 and includes admission for 2 adults. Tickets for additional staff or friends are £60, plus £15 for per car/van, £20 per live-in vehicle. Once your application has been approved, your payment can be made by cheque payable to **Northern Green Gathering**, and sent to **Catering, Northern Green Gathering, 119 Gathorne Terrace, Leeds, LS8 5AU**

You can also pay by **Bank Transfer** to:

**Northern Green Gathering Ltd**

Sort code: **08-92-99**

Account number: **70144844**

(Please use your stall name as payment reference)

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| Preferred payment method:  (Cheque/Bank Transfer) |  |

DECLARATION:

I declare that I have adequate insurance to trade at Northern Green Gathering 2020. I acknowledge that all of my stock and equipment is my full responsibility and I understand that Northern Green Gathering will not take any responsibility for loss or damage to stock and/or equipment. I agree and understand Northern Green Gathering Management reserve the right to deny access where they see fit. I understand that trade space is not reserved until payment is received. I also agree not to sell any alcohol, drugs or illegal substances/merchandise and agree to adhere to Northern Green Gathering 2020 rules and regulations. I have read the notes above fully and I am aware tickets are non-refundable and non-transferrable under any circumstances:

|  |  |
| --- | --- |
| Name:  (Please print in capitals) |  |
| Signed: |  |
| Date: |  |