**2025 Catering Concessions Proposal Form**

**Please read the Tender Details before completing this Form and return by 17 February 2025 to catering@eisteddfod.cymru**

**1. Basic Information**

Trade name: .....................................................................................................................................

Local Authority Food Business Operator business registration name (if different): .............................................................................................................................................................

Contact name: ..................................................................................................................................

Address:...............................................................................................................................................

...................................................................................................... Postcode:.....................................

Tel. Number: .......................................................................................................................................

Daytime Tel Number: ........................................................................................................................

Onsite mobile number: .....................................................................................................................

Email address: .......................................................Website: .............................................................

**2. Trade details and offer**

I would like to tender for the following concession:

* Y Pentref Bwyd (Mobile Catering Units – Food Village)
* Other Retail Offers (Please see 9b of the Tender Details)
* Ice Cream (Please see 9c of the Tender Details)
* Caravan Site Catering
* Caravan Site Shop
* Maes B
* Crew Canteen

Please complete details of your offer(s) below:

**Each hot food/main meal provider must provide a smaller plate option for £5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category**  **(See Tender Details)** | **Type of Offer** | **No of Units** | **Offer Value**  **+ VAT**  **(Excludes additional power and water requirements)** | **Notes** |
| *e.g 1c* | *Ice Cream Units* | *6* | *£XXXX + VAT* | *Welsh dairy ice cream only* |
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**PLEASE COMPLETE THE FOLLOWING SECTIONS SEPARATELY FOR EACH OFFER**

**3. Menu and pricing:** List all the items on your menu and the prices you will be charging during the Festival including drinks (if any). Please note all allergen information. Your product list and prices will be monitored onsite.

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| --- | --- | --- |
| **Menu Item** | **Description/Ingredients/Allergens** | **Price** |
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| **Children’s Menu** |  |  |
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**4. Relevant Experience**

Please tell us about relevant experience and anything special or unique your presence would bring or add to the Festival. (200 words maximum)

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Local Authority you are registered with: ............................................................................................

What is your Food Hygiene Rating?....................................................................................................

Date this Food Hygiene Rating was given: ………………………………………………………………..

**5. Sustainable Food Policy**

Please note below how you will commit to support the National Eisteddfod with its Sustainable Food Policy as noted in Appendix 1 of the Tender Details.

Locally Sourced:

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Fair Trade:

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Healthy Food:

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Waste Reduction: ......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**6. Pitch / Staff Requirements**

Exact unit width (metres) : .................... ; Exact unit depth (metres) : .......................

Total frontage width (metres) : ................... (including guy ropes, menu boards, towing hitch etc.)

If you have a hitch, which side of your serving counter is it (when looking in)

 Left  Right

*Note: Mobile units may be sited from the Wednesday afternoon prior to the event.*

Estimate number of daily staff daily passes required: .............................................................

Estimate number of staff staying at the designated camp site: ............................................

*Note: We will require names and contact details of staff in advance for security and accreditation purposes.*

**7. Prep / Storage / Vehicle Requirements**

Number of essential onsite vehicles / units: ......................................................................................

*Note:* Space will be allocated behind each unit for ancillary vehicles and units, but these must be parked for the duration. **THESE UNITS MUST NOT BE USED AS ACCOMMODATION UNITS.**

An area will be allocated, adjacent to the site for caterers to park their caravans & accommodation units. **NO TRADER/PERSONS WILL BE ALLOWED TO STAY DIRECTLY BEHIND YOUR CATERING UNITS AND MUST USE THE ALLOCATED CAMPING AREA. UNDER NO CIRCUMSTANCES TRADER/PERSONS WILL BE ALLOWED TO STAY ONSITE OVERNIGHT.** The Eisteddfod will also provide a shower/washing unit.

Estimate number of Accommodation units:

Caravans: ........................................ Tents: ....................................................................

**8. Power and Water Requirements**

A single electricity hook up supply (16 or 32 amp – single phase) will be provided free of charge for each unit.

Note your requirement here:  16amp  32 amp

Access to mains water stand pipes and a central tank for waste water collection will be also be provided free of charge. **No direct connection by hosepipe is allowed. Any unauthorised connection could result in contamination of the supply. If a risk of contamination is suspected then you will be held responsible for the costs of disconnection, chlorination, sampling, laboratory tests and re-connection.**

If you require any additional power or/and a water tap or waste water tank direct to your unit, please complete the form below:

**Additional requirements will be charged.**

|  |  |  |  |
| --- | --- | --- | --- |
| Electricity supply | Cost | No. | Total |
| Single phase (blue, ceeform connection) - 16 amp  - 32 amp  - 63 amp | £370.00 + VAT  £602.00 + VAT  £1,163.00 + VAT |  |  |
| 3 phase (red, ceeform connection) - 32 amp  - 63 amp | £1,471.00 + VAT  £1,691.00 + VAT |  |  |

|  |  |  |
| --- | --- | --- |
| Water supply | Cost | Total |
| Water tap / connection direct to your unit | £419.00 + VAT |  |
| Water supply and waste water collection to own tank (no sink) | £610.00 + VAT |  |

It is the responsibility of the concessionaire to notify us of any other requirements. Please specify below:

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**9. Public Liability Insurance**

Concessionaires are required to have a value of indemnity under their Public Liability of at least £1,000,000.  Before the Eisteddfod grants entry to the festival the concessionaire must provide the Eisteddfod with evidence that they have adequate insurance.

Do you hold your own public liability insurance?  Yes  No

What is the expiry date for your insurance? …………………………………………………………….

**10. And finally…**

**Please complete details of your offer(s) below and note additional requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Offer** | **Units** | **Offer Value**  **+ VAT** | | **Additional Power and Water Requirements** |
| *e.g Ice Cream* | *6* | *£XXXX + VAT* | | *£XXX.XX + VAT* |
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| **TOTAL** | | | **£ + VAT** | |

* Have you checked your entries on this form?
* Have you read and understood all the requirements as set out in the General Brief?
* Do you agree to provide all signage and materials in Welsh or bilingually, with priority given to the Welsh language?
* Do you agree to provide a Welsh speaking member(s) of staff?
* Have you provided evidence of your public liability insurance?
* Do you agree to support the Drastic on Plastic campaign?
* Do you understand the payment terms?
* Have you read an understood the disabled access information as set out in the General Brief?
* Do you agree to display your Food Hygiene Rating?
* Do you agree to display the National Eisteddfod food EHO ‘Safe to trade’ Card? (issued once your concession has been inspected)

If you are confident that the information supplied is correct and as accurate as possible, please send the **COMPLETED** form and any other supporting documentation or photos to catering@eisteddfod.cymru or to 40 Parc Tŷ Glas, Llanishen, Cardiff, CF14 5DU by noon 17 February 2025.

I agree to abide by the Terms and Conditions for trading at the National Eisteddfod if offered a concession(s). I also understand that if I wish to change any details in this form I must inform the National Eisteddfod by email.

**Signed: ...................................................................................**

**Name: ....................................................................................**

**Date: ......................................................................................**