



## CATERING OPPORTUNITY

**BRADFORD ROOTS MUSIC FESTIVAL 2019**

FRI 17 JAN 2020, 7.30PM /

SAT 18 JAN 2020, 11AM – 11PM /

SUN 19 JAN 2020, 11AM – 4PM

**CALL FOR EXPRESSIONS OF INTEREST**

Planning is underway for the 8<sup>th</sup> annual Bradford Roots Music Festival, which will take place at Wiltshire Music Centre on Friday 17, Saturday 18 and Sunday 19 January 2020. The festival has become a staple of the Wiltshire music calendar, receiving 600+ visitors each day, and is synonymous with community spirit, local talent and an inclusive atmosphere, with all musicians volunteering their time and all proceeds going to charity. The festival really shows off the best of Bradford on Avon and in 2020 we are committing to having zero single use plastic at the event.

We are offering an exciting opportunity due to the unavailability of our previous supplier (maternity leave) to be the exclusive caterer of this established festival which receives a thousand plus festivalgoers annually. The caterer plays an integral part of the weekend offer and will also be connected to one of the five music stages at the festival. There are NO PITCH FEES or percentage of profits taken in return for this opportunity. The consideration we require from the exclusive caterer is in-kind only, in the form of providing up to a maximum of 150 meals free of charge to the artists performing at the festival. Please find further details of the requirements of this opportunity below.

The Trader will supply:

- Food available for purchase on Saturday 18<sup>th</sup> (10:00 – 21:00) and Sunday 19<sup>th</sup> January (10:00 – 16:00). Options to include vegetarian and vegan meals, meat options, breakfast options and sweet options
- Non-alcoholic drink options agreed with WMC in advance
- Basic tea and coffee – prices to not exceed £2.50 (Tea £2.00 & basic coffee £2.50), espresso coffee optional prices to be discussed
- Up to a maximum of 150 meals for artists performing at the festival which is equivalent to the public offer (i.e. in terms of value) to include vegetarian, vegan and meat options, upon presentation of a numbered and authorized artist meal voucher, issued by WMC
- A hygienic and safe stand-alone structure under which to cook foods that 'smoke' (if applicable, dimensions tbc)
- A marquee or equivalent under cover space measuring the minimum of 12m x 15m with suitable flooring on the front lawn of WMC to act as a trade space and seating space for customers after allowing sufficient space for a 4ft x 4 ft stage
- Heating and lighting in the marquee or equivalent appropriate for the event time of year
- An up to date food hygiene certificate
- A sufficiently robust risk assessment and risk management plan for all aspects of trading at this event
- Waste management within all temporary structures
- Recyclable crockery and cutlery – we are working toward this being a zero single use plastic event
- Power requirements agreed 4 weeks prior to the event, with caterer to provide own power needs if they cannot be supplied from the WMC building's 32-amp power supply
- An adequate float to cater for the level of customers and ideally EFT payment facilities

WMC will supply to the Exclusive caterer:



- Chairs and tables to seat 56
- 32-amp power supply
- A water supply
- Fire extinguishers, emergency exit signs and an adequate fire evacuation plan
- Member of WMC team to act as a Fire Steward
- Storage overnight for valuables left at the Traders discretion
- Sufficient weekend passes to enable staff to access the onsite toilet facilities
- Promotion of the exclusive caterer, e.g. logo on website, in the festival programme and on any appropriate press releases
- A maximum of 150 numbered and authorised artist meal vouchers, issued to artists and redeemable for 1 meal per voucher from the caterer

Based on last year's figures we would expect gross food and beverage sales to exceed £7000.

**To apply** please return the requested details below to [chloe.edgell@wiltshiremusic.org.uk](mailto:chloe.edgell@wiltshiremusic.org.uk)

- Statement of up to 300 words detailing how your offer will be the best fit for this event
- Detailed menus and price list
- Evidence of insurance, risk assessment and food hygiene certificate
- Details of structure and equipment for cooking facilities and a staffing plan
- Waste management statement including minimisation of single-use plastic
- Heating and lighting plan
- Utilities requirements
- Details of previous events you have traded at in the past 3 years
- Trader biography and logo
- Trade references, minimum of 2

We are accepting applications up until Wednesday 30<sup>th</sup> October, and if you would like to have an informal discussion please contact Chloe on 01225 860100.