

Information for Caterers at The Magpies Festival 2025

These terms and conditions govern the agreement between caterers (referred to as "the Caterer") and The Magpies Festival (referred to as "the Festival"), to be held in 2025. By trading at the Festival, the Caterer acknowledges that they have read, understood and agreed to these terms and conditions.

The Festival grants the Caterer a temporary licence to occupy land for the sole purpose of operating a catering stall at the Festival. The Caterer is responsible for arranging their own utilities, insurance and operational requirements.

1. Payment: Payments, as agreed with the Festival, should be received by BACS transfer, within 14 days of the invoice being sent.

2. Timings: Caterers are permitted to set up from midday on Thursday 7th August 2025. All Caterers must be set up by midday on Friday 8th August 2025. Gates open to visitors at midday on Friday 8th August and close at midday on Sunday 10th August. Caterers may be open and trade at anytime between:

- Midday and midnight on Friday 8th August
- 8am and midnight on Saturday 9th August
- 8am and midday on Sunday 10th August

Caterers must be open and trading between:

- 5pm and 8.30pm on Friday 8th August
- Midday and 2pm; 5pm and 8.30pm on Saturday 9th August

Equipment must be dismantled and removed from site by 5pm on Sunday 10th August.

3. Pitch Details: All pitches are located outdoors, in the grounds of Sutton Park Stately Home. Pitches will be designated by the Festival, Caterers are not permitted to move or change their pitch from the designated location. Caterers must provide their own weather protection and lighting. Caterers may also bring tables and chairs for customers and A-frames to advertise menus. All temporary catering structures must be of heavy duty, professional quality and flame retardant. Caterers may be asked to remove advertising boards and other infrastructure in the case of high winds, at the Festival's discretion. Stall holders are welcome to camp directly behind their stall.

4. Menus and Pricing: Caterers must submit their proposed menu and pricing for approval before the pitch will be confirmed, to ensure: all dietary requirements are catered for; limited overlap between traders; menus are in line with our ethos as an affordable and inclusive festival. Changes to approved menus are not permitted without consent from the Festival. Prices must be clearly displayed at the stall.

5. Meal Vouchers: Caterers are required to honour any 'Meal Vouchers' that are submitted. The Festival will give vouchers to the value of £10 to 70-100 artists to spend with Caterers. If the artist would like to spend more than £10, they should top this up themselves. If the artist spends less than £10, no change needs to be given, you may keep the remainder. Caterers should submit vouchers to the Festival, within 30 days following the event, and the Festival will reimburse Caterers £7 per voucher via BACS. The Festival is grateful for your participation in providing up to a 30% discount on artists' food.

6. Food Hygiene: A valid Food Hygiene Rating is required, which must be submitted to the Festival before the pitch can be confirmed. Caterers must comply with all relevant food safety and hygiene regulations.

7. Health and Safety: Caterers are responsible for ensuring their stall complies with all health and safety regulations. An experienced first aid response team is available on site. Caterers should also supply their own fully stocked first aid box.

8. Fire Safety and Equipment: It is the Caterers responsibility to ensure that adequate fire precautions are provided. Caterers must provide a suitable fire extinguisher and fire blanket at their stall.

9. Security: Caterers are responsible for the safety and security of their own stock, vehicles and pitch.

10. Vehicles: No vehicles may move during the Festival operating hours (midday on Friday 8th August until midday on Sunday 10th August) without permission from the Festival. Speed is a maximum of 5mph, vehicles should be escorted by a steward wearing a hi-vis jacket and hazard warning lights must be used at all times. If you wish to use your vehicle on a regular basis, you should park it outside the Festival Arena at Gate B.

11. Waste Management: Caterers are responsible for disposing of their waste. Single-use plastics are discouraged; environmentally friendly packaging is preferred. Stall areas must be kept clean and free of litter throughout the event and left tidy at the end.

12. Generators: Private generators are permitted, but safety guidelines must be followed, including proper installation, ventilation and maintenance. Private generators must not be in use between midnight and 8am.

13. Insurance: The Caterer must hold valid Public Liability Insurance with a minimum cover of £5 million and Employers Liability with a minimum cover of £10 million. A copy of the insurance certificate must be provided to the Festival at least 30 days before the event.

14. Cancellation: The Caterer must notify the Festival in writing of any cancellations at least 30 days before the event. Refunds will not be provided for cancellations made less than 30 days prior. Cancellations prior to 30 days will incur an administration fee cost of £100.

15. Conduct and Compliance: The Caterer must conduct themselves professionally and courteously at all times. The Caterer must comply with all instructions issued by Festival staff. Any behavior deemed inappropriate and non-compliant by the Festival may result in immediate removal without refund.

16. Liability and Losses: The Festival is not liable for any loss, damage or injury incurred by the Caterer, their staff or their property. The Caterer indemnifies the Festival against any claims arising from their participation. The Festival does not accept any responsibility for the levels of trade during the event.

Contact Details For queries in advance, please contact Holly Brandon at themagpiesfestival@gmail.com. For queries on the day, please contact Yvonne Brandon on 07989817543.