



## **Urdd National Eisteddfod 2016 - 2018** **Three Year Catering Contracts**

September 2015

Dear Colleague,

I enclose information regarding the catering opportunities at the Urdd National Eisteddfod for the next three years. The Eisteddfod will be visiting the following areas:

**2016 - Flintshire**

**2017 - Bridgend, Taf and Elái**

**2018 - South Powys / Brecon and Radnorshire.**

**A list of the types of catering concessions that have previously been at the Urdd Eisteddfod can be found on page 7 of this document. We would welcome bids for similar units or for alternative units.**

There will also be a cafeteria style '**Caffi Mistar Urdd**', and a licensed restaurant '**Y Bwyty**' on site. There is a separate tendering process for the ice cream concessions.

When considering individual applications, the highest bids will not necessarily be accepted. Emphasis will be placed on the quality of the product, creative menus, reasonable prices and attractive units. **As the Eisteddfod is a Welsh Language Festival it is expected that all signage and menus are in Welsh and that Welsh speaking staff are available at all times.**

The Urdd is committed to sustainability and reducing waste during the Eisteddfod week. Further details are available in the attached Commercial Waste Guide. I would also encourage you to use Fair Trade products and offer healthy eating choices where possible.

If you require any further information you are welcome to contact the office on the details below. Otherwise, please return your bid on the attached form, along with any additional information by post or email by **20 November 2015** at the latest using the details below:

Yours sincerely,

**Morys Gruffydd**  
**Eisteddfod Organiser**

**Nesta Jones**

Eisteddfod yr Urdd  
Gwersyll yr Urdd Glan-Ilyn  
Llanuwchllyn  
Y Bala  
Gwynedd  
LL23 7ST

email: [nesta@urdd.org](mailto:nesta@urdd.org)  
Tel.: 01678 541014

# Tender Return Form for Catering Concessions



Eisteddfod

Urdd National Eisteddfod: 2016 - 2018

## Company Details

Registered Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Address (if different to above): \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Authority where company is registered with Environmental Health Department:

\_\_\_\_\_

## Tender Offer

Type of Catering Unit (e.g. Milkshake / Indian Food etc.) : \_\_\_\_\_

**(i) 2016 Offer** (excluding VAT) £ \_\_\_\_\_ + VAT @ 20%: Total: £ \_\_\_\_\_

**(ii) 2017 Offer** (excluding VAT) £ \_\_\_\_\_ + VAT @ 20%: Total: £ \_\_\_\_\_

**(iii) 2018 Offer** (excluding VAT) £ \_\_\_\_\_ + VAT @ 20%: Total: £ \_\_\_\_\_

\*Please attach menus giving an indication of prices and products with this document.

## **Insurance**

Please indicate level of cover:

Public Liability: \_\_\_\_\_

Employers Liability: \_\_\_\_\_

Product Liability (if applicable) \_\_\_\_\_

## **Additional Information**

Training level of Staff: \_\_\_\_\_

Compliance with HACCP regulations: \_\_\_\_\_

I enclose a copy of a recent valid Risk Assessment (Please ✓) ☐

## **The Welsh Language**

By applying for a contract you are committed to ensuring that all your signs and menus are in Welsh or bilingual and ensuring that Welsh speakers are present on the catering unit at all times.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2015

**We may require photographic evidence of Welsh or bilingual signs and menus before awarding the contract to the successful caterers.**

Please return this form with any additional information to:

**Nesta Jones  
Eisteddfod yr Urdd  
Gwersyll yr Urdd Glan-llyn  
Llanuwchllyn  
Y Bala  
Gwynedd  
LL23 7ST**

**[nesta@urdd.org](mailto:nesta@urdd.org)  
01678 541014**

By 20 November 2015 at the latest.

# EISTEDDFOD GENEDLAETHOL YR URDD



## CATERING CONTRACTS 2016 - 2018

**2016:** The 2016 Urdd Eisteddfod will be held in Flintshire on the site of Flint High School and adjacent agricultural land between the 30<sup>th</sup> May 2016 - 04<sup>th</sup> June 2016.

**Postcode: CH6 5LL**

**2017:** The 2017 Urdd Eisteddfod will be held in Bridgend county on land owned by Bridgend College (Pencoed Campus) between the 29<sup>th</sup> May 2017 - 03<sup>rd</sup> June 2017.

**Postcode: CF35 5LG**

**2018:** The location of the 2018 Urdd Eisteddfod has yet to officially announced, but it's looking increasingly likely that it will be held in south Powys in the Brecon and Radnorshire area on the Agricultural Showground in Llanellwedd.

**Postcode: LD2 3SY**

*N.B. Discussions are taking place to open the Eisteddfod to the public on the Sunday prior to the bank holiday Monday (a day earlier than usual) from 2017 onwards. Nothing has been confirmed yet, but we will keep you informed of any developments.*

The following attendance figures are included as guidance to assist you in preparing your response.

Estimated number of visitors (numbers can vary depending on factors such as the weather):

**90,000** during the week with  
18k - 20k on Monday  
18k - 20k on Tuesday  
15k - 17k on Wednesday  
10k - 13k on Thursday  
10k - 13k on Friday  
8k - 10k on Saturday

- Competitions on Monday / Tuesday are for primary age children so a large number of families with children of primary school age are present. Wednesday to Saturday competitions are for children and young people up to the age of 25.

- Please read carefully the enclosed '**Trade Waste Guidance**' - every trader will be expected to comply with this document to assist the Eisteddfod to reduce waste going to landfill centres.

- No electrical equipment which could interfere with the Eisteddfod audio systems may be used on the Maes.

- Petrol generators are NOT permitted.
- You must notify us if you plan to fully or partly subcontract the catering contracts.
- It is your responsibility to inform subcontractors of all contractual information and specifications.

#### **Facilities provided by the Urdd**

- Water (regulated, clean drinking water)
- Electricity supply – maximum **2 x 32amp 1 phase supply** (anything exceeding this will be charged as extra).
- Central waste disposal area.
- Centralised storage for spare gas containers in accordance with Health and Safety requirements.
- Admission tickets for staff of the catering units and parking convenient to one of the site entrances.

#### **Facilities to be provided by the successful Caterer**

- Catering units with food preparation area, storage, serving and display units as required in compliance with current Health and Safety and Food Hygiene requirements.
- Food Preparation units (e.g. a mobile kitchen) complying with current Health and Safety and Food Hygiene regulations.
- Food storage/larder units suitable for the environment and type of food to be stored.

#### **Please Note:**

- Caterers are allowed to sell 'basic' hot drinks, but since there is a specific contract for the provision of coffee and a coffee lounge, caterers must not advertise or sell 'speciality' coffee or hot drinks. **Please bear this in mind when deciding upon your tender offer.**
- The venue does not have mains drainage facilities and any waste water must be collected in surface tanks close to the unit generating the waste water. Because of the nature of the site, excavation to bury tanks or pipe work is not permitted.
- Caterers must ensure that Welsh speaking members of staff are available on the unit at all times and have been trained in the appropriate food handling and food hygiene requirements in accordance with current regulations. Appropriate training in aspects of customer care would also be an advantage.  
**All signage must be in Welsh or bilingual with prominence given to the Welsh language.**
- The information given on the Tender Return Form for the successful company, including the registered name of the company and the Local Authority that has inspected the unit, will be passed on to the relevant

Local Authority Environmental Health Department. The Environmental Health Department will verify the information given and may inspect the catering units on arrival and during the Eisteddfod week.

- Many Local Authorities have a policy of only allowing caterers to events if their Food Hygiene Rating is 3 or higher
- Full payment must be made **BEFORE** the Eisteddfod or access to the Eisteddfod will be denied.

### **Fire Safety**

- Petrol cans are **NOT** permitted on the Eisteddfod site except in the fitted tanks of petrol driven motor vehicles/plant/equipment.
- No combustible material (e.g. straw etc.) shall be laid on the site in any circumstances.
- All temporary catering facilities are obliged to provide suitable fire fighting equipment as follows:
  - Food preparation area - 1 x 2kg dry-powder extinguisher.
  - Cooking area - 1 x 2kg dry-powder extinguisher.  
1 x 1m<sup>2</sup> fire blanket (BS 6575:1985).
  - Deep Fat Frying: - 1 x 9L foam extinguisher.  
1 x 1m<sup>2</sup> light duty fire blanket.

### **Liquid Petroleum Gas (LPG)**

- Please make every effort to ensure that LPG cylinders used in any mobile or temporary catering units are located in the open air.
- Cylinders using pressure relief valves should be used and should be secured in the upright position and kept away from members of the public in case of interference or accident.
- All caterers should have connected LPG bottles by the unit.
- All LPG cylinders not in use will need to be stored in the open air away from any fixed or temporary source of ignition, and a suitable temporary hazard warning sign placed at these locations.
- Caterers should ensure sufficient LPG cylinders for the duration of the event without exceeding 200kg. The Urdd will have an approved gas cage for storage of excess LPG cylinders in the contractor's compound area of the site.

**No alcohol is allowed on site either for direct sale, personal consumption or raffle prizes. An alcohol licence will be available for the sale of alcohol with food in a licensed restaurant known as Y Bwyty, but no other sales of alcohol will be allowed.**

The intention of the Urdd is that caterers will strive to make as much use as possible of Fair Trade produce. The Urdd is also eager to promote the use of Welsh produce with the emphasis on 'healthy eating'. In addition, Castell Howell is a major supporter of the Urdd Eisteddfod and is the preferred supplier for all catering outlets at the Eisteddfod and therefore it is expected that caterers use Castell Howell as a supplier,

where appropriate. The Urdd Eisteddfod reserves the right to require catering outlets to provide documentary evidence to justify why they do not intend to use Castell Howell as a supplier.

The sale of Ice Cream is the subject of a separate tender and as a consequence no outlet may sell ice cream unless they are one of the units identified in the Ice Cream supply contract. If you would like to tender for the Ice Cream contracts, please contact Nesta at the Eisteddfod Office: [nesta@urdd.org](mailto:nesta@urdd.org)

The self-service cafeteria, Caffi Mistar Urdd, will be selling a range of products typically burgers, sausages, bacon rolls, baked potatoes, fish & chips, curry and pre-packaged salads, sandwiches etc. and a range of hot and cold drinks.

**In previous years our mobile catering provision has included units similar to the following:**

- **Burger Unit**
- **Hotdog Unit**
- **Roast Meat Unit**
- **Crepe Unit**
- **Fish and Chip Unit**
- **Panini/Toasted Sandwich Unit**
- **Pizza Unit**
- **Vegetarian Unit**
- **Indian Food Unit**
- **Noodles Unit**
- **Confectionary Units**
- **Chocolate Fountain Unit**
- **Doughnut Unit**
- **Milkshake Unit**
- **Coffee Units (One indoor and one outdoor)**
- **Caravan Site Catering Unit (max 250 caravans located close to the Maes)**

Contact Details:

**Nesta Jones**

Eisteddfod yr Urdd  
Gwersyll yr Urdd Glan-Ilyn  
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# TRADE WASTE GUIDANCE



## Eisteddfod Genedlaethol Urdd Gobaith Cymru

The Urdd is committed to supporting sustainability and recycling and therefore expect caterers to follow these guidelines.

Caterers must use biodegradable food and beverage packaging, or packaging that can be recycled. Disposable equipment is not permitted, polystyrene or non-recyclable packaging.

**All traders and caterers must not use the public recycling and waste bins to avoid the public recycling bins becoming too full too quickly.**

You will be provided with bags and a collection service for the waste generated.

### Food Waste Bags

- Food waste ONLY – no raw meat
- NO plastic, metals, oils, paper plates, cups or trays, wooden cutlery or polystyrene
- This material must be taken to the central collection point.

### Recycling Bags

- Plastic bottles/cups and food/drinks cans. Please ensure that these are clean and dry before placing into the bags.
- NO plastic wraps
- Blue bags to be placed into the blue bag collection skip at the end of each day. Skips will be located at a central point on the site.

### Cardboard

- This must be flattened and taken to the cardboard skip at the central collection point. Please DO NOT place plastic wrap with cardboard.

### Cooking Oil

It is the responsibility of the caterer to remove waste cooking oil. If you require the waste management contractor to do this on your behalf, you must contact the Urdd Eisteddfod Office.

### Black Bags

Any materials that cannot be placed in either the white or blue bags must be placed in black bags and taken to the trade waste skip at the central collection point.

For further information on recycling please contact the Urdd Eisteddfod Office.