



Urdd National Eisteddfod - Caerphilly 2015
Catering Opportunities

November 2014

Dear Colleague,

I enclose information regarding the mobile catering opportunities at the Urdd National Eisteddfod Caerphilly 2015, which will be held on the Llancaiach Fawr estate, Gelligaer Road, Nelson CF46 6ER in the County Borough of Caerphilly between 25 - 30 May 2015.

The enclosed information explains about the catering opportunities at the Eisteddfod.

Some of the catering concessions are currently on a three year contract therefore the remaining catering opportunities for 2015 are likely to include units similar to, but not limited to the following:

- 1 x Crepe Unit
- 1 x Fish and Chip Unit
- 1 x Wraps/Pizza or similar
- 1 x Milkshake Unit

When considering individual applications, emphasis will be placed on the quality of the product, good service, reasonable prices and presentable 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 if possible.

If you require any further information you are welcome to contact me on the details below. Otherwise, please return your bid on the attached form, along with any additional information by post or email by **16 January 2015** at the latest to the address below.

Yours sincerely,

Morys Gruffydd
Eisteddfod Organiser

Nesta Jones

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

nesta@urdd.org
01678 541014

Tender Return Form for Catering Concessions

Urdd National Eisteddfod



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

2015 Offer (excluding VAT) £ _____

+ VAT @ 20% £ _____

Total £ _____

*Please attach menus showing your 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: _____

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

Please return this form with copies of your menus to:

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

nesta@urdd.org
01678 541014

By 16 January 2015 at the latest.

INFORMATION ON CATERING CONTRACTS

EISTEDDFOD GENEDLAETHOL YR URDD



Date: 25 – 30 May 2015

Location: Llancaiach Fawr, Gelligaer Road, Nelson, Treharris. CF46 6ER

The following figures are included as a guidance to assist you in preparing a tender reply.

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

100,000 during the week with
20 to 25,000 on Monday
20 to 25,000 on Tuesday
15 to 20,000 on Wednesday
12 to 15,000 on Thursday
12 to 15,000 on Friday
8 to 10,000 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 the main entrance.

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:

- 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, the registered name of the company and the Local Authority that has inspected the unit, will be passed on to the Caerphilly County Borough County 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.
- Caerphilly County Borough Council has 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 1m² fire blanket (BS 6575:1985).

Deep Fat Frying: - 1 x 9L foam extinguisher.

1 x 1m² 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 restaurant run by Llancaiach Fawr, 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 the Eisteddfod Office.

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. There will also be a 'carvery' restaurant run by the Llancaiach Fawr venue where alcohol can be purchased with a meal.

A number of catering concessions are subject to a three year contract. The additional catering concessions we are looking for are likely to include units similar to, but not limited to the list below:

- 1 x Crepe Unit
- 1 x Fish and Chip Unit
- 1 x Wrap/Pizza or similar
- 1 x Milkshake Unit

There is a separate tendering process for 4 x Ice Cream Units. Please contact nesta@urdd.org for information.

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.