



Urdd

Eisteddfod yr Urdd

Denbighshire

25 – 30/05/2020

Caterers

Information Pack



Tender Return Form for Catering Concessions



Eisteddfod

Urdd National Eisteddfod 2020

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 (2020)

Brief description of the type of produce sold (e.g. Vegetarian / Hog Roast etc.) :

.....
.....

Offer £ _____ + VAT @ 20%: Total: £ _____

I wish to take part in the Food for Five scheme

*Please attach menus giving an indication of prices and products with this document, including the offer for staff meals and Food for Five scheme.

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 may require photographic evidence of Welsh or bilingual signage 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-Ilyn
Llanuwchllyn
Y Bala
Gwynedd
LL23 7ST**

nesta@urdd.org
01678 541014

By 14 February 2020 at the latest.



The 2018 Urdd Eisteddfod will be held in the county of Denbighshire on Kilford Farm near the town of Denbigh between the 25th and 30th of May 2020 - 2nd.

Postcode: LL16 4ER

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):

up to **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.
- When assessing the applications, the Urdd will take into account the financial offer, the standard of the produce, the use of the Welsh language, creative menus, reasonable pricing, and attractive stalls.

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 in the compound 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.
- A contractor and caterer camp site with toilet and shower facilities. Pitches must be booked in advance.

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.

Menu

- As the Eisteddfod is a festival for young people and families above all else, caterers should provide meals for children, vegetarian meals and meals for dietary requirements wherever possible.
- In 2020 the Urdd will trial a scheme called 'Food for Five', where we will give our caterers the option to include an item on their menu for £5, so that there is affordable options across the site for our customers. The Urdd will be marketing every catering unit that takes part in the scheme. This could include, for example, a breakfast roll and hot drink, a hot meal, a sandwich and drink, or a meal deal style lunchbox. The caterers will confirm their £5 option with the Eisteddfod Director and Organiser beforehand, and caterers are more than welcome to include numerous £5 offerings as part of their menu if they wish. If you would like to take part in this scheme, please note your £5 option on your menu example as part of your application.
- In 2020, Urdd staff, stewards and adjudicators will receive a hot meal voucher worth £7.50 to exchange for one hot meal a day. We ask caterers to offer a staff option worth £7.50 (inclusive of VAT) on their example menu, and the staff options will be confirmed with the Eisteddfod Director and Organiser beforehand. These vouchers will be exchanged across most catering units, including Caffi Mistar Urdd.

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.**
- Selling or offering single use plastic is not allowed on the Eisteddfod site this year, including plastic drink bottles, cutlery, tableware and utensils. All utensils must be fully recyclable.
- 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.

Recycling, Plastic, Single Use Utensils

- For takeaway meals, utensils and cutlery should be biodegradable and made from sustainable materials.
- In 2020, Eisteddfod yr Urdd will not be permitting the selling or offering single use, including plastic drink bottles, cutlery, tableware and utensils. The caterers should bear this in mind when deciding on your menu and application.
- We hope our caterers will share our vision to recycle more and reduce waste, and will continue to work with us and our cleaning and waste contractors to improve levels of recycling and reduce waste.

Hope Solutions have already offered some guidelines and suggestions, as follows:

- When providing single use utensils, caterers should ensure that these are compostable (i.e. no plastic materials)
- If the utensils are compostable, we suggest the use of paper or card utensils for plates and serving, and sustainable wood or plant based utensils for cutlery.

- Wherever possible, caterers should use utensils that are washable and reusable, i.e. reusable plastic, ceramic, metal or any other durable material suitable for washing and reusing. This recommendation will not be relevant for all caterers.
- From 2020, the Urdd will ban all single use plastic on site.
- Caterers should make every effort to separate their waste (especially food waste) – be that compostable waste, waste for recycling, and general waste – to avoid cross-contamination and to help our cleaning and waste contractors.

If you are unsure where to deposit your waste items, please contact the Urdd office or the cleaning and waste contractors on site.

Trade Waste Guidance

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

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 licensed restaurant, and in a mobile bar on site on Saturday - but no other sales of alcohol will be allowed. The bar that will be brought on site on Saturday is part of a Weekend Package along with a gig on site. The aim is to create more of a 'festival feel' towards the end of the week, and to keep people on site for longer on the final day.

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

The self-service cafeteria, Caffi Mistar Urdd, will be selling a range of hot meals, sandwiches, and hot and cold drinks throughout the week.

Contact Details:

Nesta Jones
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Gwynedd
LL23 7ST

Tel: 01678 541014
email: nesta@urdd.org