# High risk food information

## Important information:

The deadline for bookings and cancellations is **12noon** **on** **Friday 31 May 2019**. If you have not submitted your booking form by this deadline you will not be able to trade at the event. Late booking forms will not be accepted.

### Cancellation

If after submitting this booking form you wish to cancel your stall/s, you must notify the council in writing at [melatrading@towerhamlets.gov.uk](mailto:melatrading@towerhamlets.gov.uk) to confirm your cancellation by **12noon on Friday 31 May 2019**; please note that any cancellations received after this deadline will incur the full booking charge (please see terms and conditions).

Please also note that Tower Hamlets Council reserves the right to refuse permission to trade at this event.

Please direct any enquiries to: [melatrading@towerhamlets.gov.uk](mailto:melatrading@towerhamlets.gov.uk) or phone: 0207 364 7926 (10:00am-1:00pm Mon-Fri).

### Booking deadline: 12noon on Friday 31 May 2019

High Risk food applications cover traders serving:

* All hot food;
* All food that requires refrigeration;
* Any foods containing meat, fish, milk, eggs, cooked rice/pasta, chickpeas and lentils etc (including fushka);
* NO ice-cream, faluda or kulfi permitted.
* NO mustard oil permitted.

### Please Note:

* ALL High Risk Food Traders must attend a training session on 18 or 20 June
* ALL High Risk Food Traders must pay a mandatory £250.00 refundable bond against any damage to the site, any damage to infrastructure, unsatisfactory waste management and failure to stop trading at 6:45pm. This will be invoiced and must be paid in advance of the event;
* Food safety legislation states that ALL Food Traders must clearly display the allergens in their foods;
* It is the responsibility of traders to ensure that all food is maintained and served in a manner that meets food safety and hygiene standards or they risk their food products being disposed of by Environmental Health Officers.
* Information provided in this application as well as the Terms & Conditions form part of your formal trading agreement.

### Package:

To ensure a uniform layout, we are selling trading stalls which include:

* 4m x 3m marquee
* Power for up to 1x microwave and 1x water boiler (traders must ensure that all appliances brought to site have been PAT tested - additional power chargeable)
* 2x trestle tables
* Refrigeration facilities (shared fridge space measuring 1.5m length, 80cm width, 1m height)
* 1x stainless steel prep table
* 1x gas burner and cylinder (additional available at £50 per burner – must be confirmed by booking deadline)
* Fire safety equipment
* Fresh water
* Hand washing facilities
* Waste facilities
* Support from a Food Zone Manager.

### Electrical requirements

#### Please note:

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| 1. No generators or LPG (Liquefied Petroleum Gas) are allowed to be brought to this event. power will be provided |
| 1. All traders are allowed to bring a maximum of 1x hot water boiler and 1x microwave - which must be PAT tested or provide proof of purchase within 12 months of event date |
| 1. All traders must provide their own electrical cables and adapters – the council will provide power via a maximum of 2 domestic plug sockets (13amp/3pin) for each high risk stall. If your own electrical cables and adaptors are not compatible with the power source provided, the council will not be held liable for this |

### Payment information

Do not send payment now. The council will send you a contract and invoice after the booking deadline of 31 may 2019. All invoices must be paid in advance of the event. No cash payments or on-site payments.

Your £250 bond will be refunded to you post-event, providing a clean pitch is returned, there is no damage to infrastructure/equipment and you comply with the trading finish time of 6:45pm. Please note that council refunds can take 28 days to be processed.

### Cost

The cost of this full package is: **£1,152.00** inclusive of VAT (£960.00 plus VAT).

In addition, there will also be a litter / damage / compliance bond of £250.00, which will be refunded to you post-event, providing a clean pitch is returned, there is no damage to infrastructure/equipment and you comply with the trading finish time of 6:45pm.