



## Food/Drink Stalls Fact Sheet

Please find below information about offering or selling food or drink on a stall at the Mill Road Winter Fair.

### Food Fair Location

The main Food Fair will be located in Gwydir Street Car Park and at the Mill Road end of St Barnabas Road. However, there will be stalls selling food and drink throughout the Fair so other possible sites will be available, including at Petersfield and Donkey Common.

The Gwydir Street Car Park will be closed to the public from Friday evening, however stallholders are advised not to leave their vehicles there overnight. "No Parking" notices will be posted 2 weeks before the event and full closure signage in the week leading up to the event.

### Food Safety, Food Business Registration and Alcohol Licensing

Catering or selling food items at an event is considered a high-risk activity. It is therefore important that all stallholders read and follow the guidance provided by the Food Safety Team at Cambridge City Council. These are available at <https://www.cambridge.gov.uk/food-safety>. The food safety guidance applies to all stallholders, including professional food or catering organisations, Mill Road traders offering food items outside their premises or one-off stallholders. **All stallholders must take full responsibility for the safety of their stalls. The food safety guidance and safety responsibility applies to all stallholders.** Please note that any shops that cater outside their premises should have accessible handwash facilities which may consist of anti-bacterial soap, paper towel and a supply of hot water at the point where they are serving.

It is a requirement that all Food Fair stalls state on the application form whether they are a registered food business or whether they are operating on behalf of a charity/community group as a one-off event.

All professional food or catering organisations will be required to provide details of the local authority with which they are registered (as a food business) on the Mill Road Winter Fair food stalls application form. All registered food businesses will be asked to provide evidence of their 'scores on the doors' from their last inspection and will also be asked to provide copies of their public and employers' liability insurance certificates – all by email. We cannot confirm acceptance of your stall application until this paperwork has been received and verified.

If you are hoping to operate a stall on behalf of a charity or community group and this is a one-off event, there is no requirement to register as a food business with the local authority (or Cambridge City Council). For further information on catering advice for charity and community groups providing food, please visit: <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>.

It is your responsibility to make sure that your food business is registered with the relevant local authority. If you are selling alcohol (including mulled wine), it is your responsibility to make sure that you have the necessary licences and comply with all conditions and legislation <https://www.cambridge.gov.uk/alcohol-and-entertainment-licensing> and you must send us a copy of licences by email. Please note that you do need an alcohol licence if you are selling mulled wine. We

cannot confirm acceptance of your stall application until this paperwork has been received and verified. It is your responsibility to apply for a TEN for the location of your stall pitch at the Fair.

Please also make sure that you are aware of any allergens in your food products and that stall operators can make this information available on request.

Cambridge City Council will receive details of all the food businesses operating at the Mill Road Winter Fair. You will also need to bring paper copies of your food business and/or alcohol licence so that they are available for verification at spot checks on the day

**Please ensure you read all the relevant advice that is available on the Council's website and the Food Standards Agency website and that you have obtained the necessary licences – as a food business and/or for selling alcohol before applying for a stall. You will need to bring paper copies of your food business and alcohol licence so that they are available for verification at spot checks on the day. Please contact the Council's licensing officer if you are uncertain about eligibility or require advice. You will be required to acknowledge you have read and understood the Council's food safety guidance as part of your application for a stall at the Mill Road Winter Fair.**

### **An Eco-friendly Fair**

We are aiming for an eco-friendly event and ask that all stallholders use only biodegradable paper containers/wrappers to serve food/drink and wooden implements (eg for cutlery) at the Mill Road Winter Fair. Please avoid single use plastic containers where possible and **NO PLASTIC CUPS!**

### **Application Process**

Bookings for the Food Fair must be made using the online application form available from 1st to 30th September on the website [www.millroadwinterfair.org](http://www.millroadwinterfair.org). Please use the Food/Drink Stall Application Form if you are planning to sell food or drink at the Fair.

Once applications have been received, they will be assessed by the Fair Committee. Space is limited due to health and safety legislation so it may not be possible to accommodate all applications. You will be notified of the status of your application by 31st October. If you are not allocated a space, you will be placed on the waitlist. All successful applicants will be required to complete a simple risk assessment for their stall as a precondition to accepting a stall pitch offer. A basic template will be supplied for this purpose.

### **Stall Prices (all locations)**

3m x 3m gazebo pitch	£ 120
All larger gazebo pitches	£ 145
Small vans or trailers (up to 3m long)	£ 180
Large vans or trailers (3m long +)	£ 250

Stall pitches must be paid for before the event. Invoices will be sent once the booking is accepted.

- Stallholders will need to provide gazebos, tables and any other items required. Gazebos will need to be adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights).
- Power generators can be used on site but please make sure these are small, non smoky and quiet. **Note that the use of petrol generators is prohibited.** The refuelling of generators at the Fair is also prohibited.
- Hexagonal gazebos are not permitted.

- Given the size of the venue and safety issues we may not be able to accommodate large vehicles or trailers. Many of the stall sites have narrow entrances, little turning space and overhead barriers. You will be required to provide accurate dimensions for your stall, van or trailer on the application form for a stall pitch.

### **Pitch Allocation**

Pitches will be allocated by the Mill Road Winter Fair Committee based on the space requirements you requested on your application form and consideration to health and safety guidelines. Pitch allocation is agreed in advance and is non-negotiable. More information about the process we use to allocate stall pitches is available on the Stall Allocation Fact Sheet. We expect the allocation process to be completed by 31st October and you will receive a confirmation email if your application is successful. You will then be sent an invoice which must be paid prior to the event.

Due to over-subscription and limited Food Fair places, it may not be possible to accommodate all applications.

Applications are researched (website), categorised by type and assessed fairly by the Committee. No preference is given to any stall even if they have attended the Mill Road Winter Fair in previous years. There is usually some movement of stall bookings leading up to the event and occasionally new sites become available. Stalls on the waitlist will be contacted by email if places arise.

All stallholders at the Mill Road Winter Fair Food Fair are required to acknowledge comprehension of the Food Safety Guidance during the application process and comply with the food hygiene standards outlined in the documents and links available on our website.

### **Road Closure**

Mill Road will be closed to traffic from East Road to Coleridge Road for the duration of the Fair (9am – 5.30pm). The trading hours of the Fair are 10.30am to 4.15pm and all traders are required to cease trading at 4.15pm and be cleared away by 5pm.

### **Offsite Parking**

During the event, vehicles should be parked off-site. For information about local street parking and car parks, please visit <https://www.cambridge.gov.uk/parking>. The nearest public car park is the Queen Anne Terrace at Parkers Piece.

### **Gwydir Street Car Park and St Barnabas Road Food Fair Sites**

Gwydir Street Car Park is a council-run facility. It is surrounded by shops and residential housing. Some spaces are also privately owned. The end of St Barnabas Road closest to Mill Road will be closed to traffic as part of the Fair and we have permission to use parking spaces along one side of the road for food stalls.

The Mill Road Committee works with the residents/owners in the vicinity of these venues to enlist their support in allowing the continued use of all the Gwydir Street Car Park spaces on the day of the Fair. In return, stallholders are asked to respect these sites, ensuring residential fences are not touched, gates are left unblocked and the surface of the car park is not damaged. Stallholders are also asked to manage their own litter. Basic bin facilities are available but these are for general public use. Stallholders need to provide their own tables, chairs and gazebos.

There is no access to power on the site.

### **Setting Up and Closing Down at the Event**

Gwydir Street Car Park is accessed from Mill Road. There is only one combined entrance and exit, and turn-around space is limited. Due to the limited entry/exit access from Gwydir Street and the lack of turn-around space, stallholders will be asked to arrive at different times. The same may apply to other sites.

Stallholders need to drop off their items and remove their cars immediately from the site to allow others to unload. This has proved difficult in past years, so please comply. Volunteers are on site to safeguard belongings while your car is removed.

St Barnabas Road is accessed from Tenison Road/St Barnabas Road and is not accessible from Mill Road. The system for unloading items and removing vehicles will be the same as for the Gwydir Street Car Park and, again, volunteers will be on site to assist.

Pitches will be allocated by the Mill Road Fair Committee and approved by the Safety Advisor. Stallholders will be allocated their pitch on arrival by the volunteer stewards. Occasionally, public cars have been left in the car park. We will work around them, so stallholders are asked to be obliging if they are requested to move position on the day.

### **For Food Stallholders not Operating from Sites Allocated by the Mill Road Winter Fair Committee**

The Mill Road Winter Fair Committee only manages the food-related stalls that it allocates. Traders or other organisations along Mill Road wishing to offer or sell food to the public at the event should also follow the Food Safety Guidance available on Cambridge City Council's website <https://www.cambridge.gov.uk/food-safety>.

### **Further Information**

Please look at the information on the Mill Road Winter Fair website. If you have a specific query, then please send an email to [stalls@millroadwinterfair.org](mailto:stalls@millroadwinterfair.org)