



Food and Drink Stalls Fact Sheet – Important Information

If you wish to offer or sell food or drink on a stall at Mill Road Winter Fair, it is important that you read the following information. There is a separate fact sheet for market (non-food) stalls (eg craft/charity/community stalls) and this can be found on the MRWF website.

Application Process

Please note the change to timings for 2024 – applications are open from 1st July 2024.

Applications for the Food Fair must be made using the online application form available from 1st July to 1st August on the website www.millroadwinterfair.org. Please use the Food Stall Application Form if you are planning to sell food or drink at the Fair.

Once applications have been received, they are researched (website), categorised by type and assessed fairly by the Fair Committee. No preference is given to any stall even if they have attended the Fair in previous years. Space is limited so it may not be possible to accommodate all applications. You will be notified of the status of your application by email by 1st September. 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.

If you are not allocated a space, you will be notified by email and placed on the waitlist. If places become available, you will be contacted by email. There is some movement of stalls leading up to the Fair so pitches may become available.

Food Stall Prices (all locations)

3m x 3m gazebo pitch	£125
All larger gazebo pitches	£150
Small vans or trailers (up to 3m long)	£190
Large vans or trailers (3m+ long)	£260

Stall pitches must be paid for before the event. Invoices will be sent once the booking is accepted. Invoices must be paid by 1st October.

Pitch Allocation

Pitches will be allocated by the Mill Road Winter Fair Committee based on the space requirements 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.

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.

Food Fair Locations

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.

Gwydir Street Car Park will be closed to the public from Friday evening, however stallholders should not 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.

Pavement Licences

If you are not an official Mill Road Winter Fair stall operating in one of our allocated trading positions, and you wish to trade on the public highway (pavement), you will need to apply for a Pavement Licence relating to the adjacent business premises from Cambridge City Council, details of which can be found here: www.cambridge.gov.uk/pavement-licences

General Safety & Conditions

- Stallholders will need to provide gazebos, tables and any other items required. Gazebos should be robust and 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. Should your generator cause a nuisance, you may not be allowed to trade. **Note that the use of petrol generators is prohibited.** The refuelling of generators at the Fair is also prohibited. You must ensure your generator is positioned safely away from the public and that any trailing cables are safely covered to ensure people do not trip.
- Hexagonal gazebos are not permitted.
- Due to space limitations 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.

Food Safety, Food Business Registration & Alcohol Licensing

Catering or selling food items at an event is considered a high-risk activity and it is essential that all food/drink stallholders read and follow the guidance provided by the Food Safety Team at Cambridge City Council. The guidance can be found using the following link: www.cambridge.gov.uk/food-safety.

The food safety guidance applies to all food/drink stallholders, whether professional food or catering organisations, Mill Road traders offering food items outside their premises, or one-off stallholders. **All food/drink stallholders must take full responsibility for the safety of their stalls. The food safety guidance and safety responsibility applies to all food/drink stallholders.** Please note that any shops that cater outside their premises should have accessible handwash facilities which may consist of antibacterial soap, paper towel and a supply of hot water at the point where they are serving.

It is a requirement that all food/drink 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.

Professional food or catering organisations

All professional food or catering organisations will be required, as part of their application, to provide the following mandatory documentation/evidence:

In advance:

- Details of which Local Authority they are registered with
- Food Hygiene Rating from their last inspection
- Public Liability Insurance
- Employers Liability Insurance (if you have employees who are not family members)
- Health & Safety Policy
- Risk Assessment
- Fire Risk Assessment (essential for anyone cooking, using LPG or generator)
- Food Hygiene Certs
- List of Proposed Products and Price List (this is optional and MRWF policy decision)
- Environmental/Ethical Impact Statement (this is optional and MRWF policy decision).

On the day:

- Gas Safe Certification
- Flame Retardancy certificates for marquees/pop-ups
- Pat Testing for equipment and trailer unit
- TEN/Personal Licence (for alcohol sales only)
- Allergen Information.

We cannot confirm full acceptance of your stall application until this paperwork and payment has been received and verified.

This paperwork is collectively known as your HACCP (Hazard Analysis and Critical Control Point) and your paperwork should be present on the day.

Charity or community groups

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).

However, you must still comply with food and safety law and the food must be safe to eat and you must demonstrate that you know how to handle food safely.

You must provide Allergen Information – that is the law.

Guidance can be found here: www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events

All charity and community groups wishing to sell food or drink, will be required, as part of their application, to provide the following mandatory documentation:

In advance:

- Risk Assessment
- Fire Risk Assessment (essential for anyone cooking, using LPG or generator)
- List of Proposed Products and Price List (this is optional and MRWF policy decision).

On the day:

- Gas Safe Certification (if using gas)
- Flame Retardancy certificates for marquees/pop-ups (if cooking on site)
- Pat Testing for equipment and trailer unit (if cooking on site)
- TEN/Personal Licence (for alcohol sales only)
- Allergen Information.

Selling Alcohol

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 (www.cambridge.gov.uk/alcohol-and-entertainment-licensing) and you must email us a copy of licences. 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.

You must ensure that your TEN licence covers only the trading times of Mill Road Winter Fair which are 10.30 to 16.15.

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 Mill Road Winter Fair. Please avoid single-use plastic containers where possible and **NO PLASTIC CUPS!**

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 during 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.**

There will be no access for stall vehicles to the road closure area after 10am and no re-entry for stall vehicles to the road closure area in order to clear up before 4.30pm or until crowds have dispersed.

You should take the shortest possible route along Mill Road to access your stall location and travel at walking pace.

At the Mill Road junction with East Road, all event traffic should access the road closure area via East Road.

Off-site Parking

During the event, vehicles other than food vans, etc should be parked off-site. For information about local street parking and car parks, please visit 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 Winter Fair 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 that 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 and remove 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 Car Park and the lack of turn-around space, stallholders will be asked to arrive at different times. The same may apply to other sites. Vehicles may exit Gwydir Street via Milford Street/Norfolk Street as the barriers outside The Alexandra Arms will be open.

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 Gwydir Street Car Park and, again, volunteers will be on site to assist.

Pitches will be allocated by the Mill Road Winter Fair Committee and approved by the Safety Advisor. Stallholders will be guided to 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 at 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.