



Southampton Mela Festival 2024

Catering Booking Form

Hoglands Park, Saturday 13th July 2024, 11am - 10pm

Please complete this form to book a catering stand.
The deadline for booking a stand is **28th June 2024**.

Applicant Information

Full Name :

Trading Name :

Address :

Postcode :

Mobile :

Phone :

Email :

Your Product

Please give a full description of the type of catering you will provide and all items, services and promotional signage you will be displaying.

Catering Site Fees

Catering site fees include power & fuel to the site. You will need to show that all electrical equipment brought onto site is up to date with PAT testing. Please tick

Up to 3m frontage	:	£531 including VAT	<input type="checkbox"/>
3m to 6m frontage	:	£986 including VAT	<input type="checkbox"/>
6m to 8m frontage	:	£1138 including VAT	<input type="checkbox"/>

For a different pitch size, email Art Asia (for trailers please include the tow bar)*

Rubbish deposit	:	£150 including VAT	<input type="checkbox"/>
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Refundable rubbish deposit must be paid prior to the event (refunded post event if pitch is left without trace of rubbish)*

Payment

TOTAL £ A 50% non-refundable deposit is required with this booking form. Final payment is due prior to the event. Payment will not be accepted on the day.

Please make payment when sending this booking form. BACS Transfer to Lloyds Bank PLC: Art Asia Trust Ltd / Account No: 66764260 / Sort Code: 30-99-50.



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Documents

Please tick

I enclose a copy of my Public Liability Certificate

I enclose a copy of my Employers Liability Certificate

I enclose a copy of my Health & Safety Hygiene Certificate

I enclose a copy of my Gas Safety Certificate (if gas is being used)

The food business is registered with (Local Authority) _____

(Provide evidence)

Disposal of Rubbish/Litter

***CATERERS ARE RESPONSIBLE FOR REMOVING OR DISPOSING OF RUBBISH IN THE BINS PROVIDED. ALL RUBBISH MUST BE CLEARED FROM THE PITCH. A CHARGE WILL BE MADE TO CATERERS WHO LEAVE RUBBISH AND WASTE BEHIND ON THEIR PITCH.**

DISPOSING OF WASTE OIL - PLEASE ADVISE US WHAT YOU WILL DO WITH THE WASTE COOKING OIL IF USING IT: _____

Signature

Tables and chairs will be provided for the food court customers.

No freestanding diesel or petrol generators are allowed on site.

***If your stall exceeds the size of pitch paid for, you may not be accommodated on site and NO refund will be given. If an oversize stall can be accommodated, then you will be charged for the extra space.**

FOOD PRICES AND ALLERGY SIGNS MUST BE DISPLAYED.

I/we hereby apply for space as indicated above, I/we have been provided with and have read and understand the Terms and Conditions of the Southampton Mela Festival and will abide by them. I/we confirm I/we have noted and understood that use of **single use plastics** in catering materials is prohibited at the Mela site.

Signed :

Print Name :

Date :

Position in Organisation :

Submit your completed form to: mela.admin@artasia.org.uk

Please note that all communications and enquiries must be through email:
mela.admin@artasia.org.uk



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