

# Gourock Highland Games Sunday 8 May 2022

Vendor application and information - food



## ABOUT YOUR ORGANISATION

|                       |  |
|-----------------------|--|
| Name                  |  |
| Organisation          |  |
| Address               |  |
| Contact phone number  |  |
| Contact email address |  |

## PITCH INFORMATION – PLEASE TICK (sizes will be strictly enforced)

|  |  |   |
|--|--|---|
| £123 +VAT for up to 3m frontage <input type="checkbox"/> | £205 +VAT for up to 7m frontage <input type="checkbox"/> | £240 +VAT for up to 10m frontage <input type="checkbox"/> |
|--|--|---|

## EQUIPMENT/ACTIVITIES (What equipment will you be bringing on site)

|  |     |    |  |
|--|-----|----|--|
| Please provide details of products to be sold/ displayed and prices guide. Can be attached separately. |     |    |  |
| Will you be bringing a portable electrical generator?  | Yes | No |  |
| Will you be bringing bottled gas?  | Yes | No |  |
| Do you require vehicles to remain onsite for loading/unloading?  | Yes | No |  |
| If Yes please detail requirements including size of vehicle, date/times access.                        |     |    |  |

## ADMINISTRATION

|  |   |    |     |
|--|---|----|-----|
| You must supply have Public Liability Insurance and where appropriate Product Liability Insurance.   | Yes   | No | N/A |
| Please attach a copy of your Public Liability Insurance and Product Liability Insurance if applicable and also email to events@inverclyde.gov.uk | For IC use only<br>Tick if documents enclosed |    |     |

## HEALTH AND SAFETY

|  |  |  |
|--|--|--|
| If you have over 5 employees please provide a signed and dated copy of your organisations Health and Safety Policy with this completed form. N/A                             | For IC use only. Tick if documents enclosed. |  |
| If you have over 5 employees please provide a copy of any relevant risk assessments in relation to the activities which will be undertaken on site. N/A                      | For IC use only. Tick if documents enclosed. |  |
| If you will be using chemicals on site please provide a copy of all relevant COSHH assessments as required by the Control of Substances Hazardous to Health Regulations. N/A | For IC use only. Tick if documents enclosed. |  |

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### A copy of the following has been attached:

- Inverclyde Council Site Safety rules
- Trading Application: Conditions of Trading

Please ensure that these rules are read and followed as failure to do so may result in failure to participate at this or any other future events.

### The following information must be sent to Inverclyde Council:

- Pre-event trader information – by email preferably
- Copy of your public liability insurance – email preferably
- Risk assessment – email preferably

**Posting address:** Corporate Communications, Inverclyde Council, Municipal Buildings, Clyde Square, Greenock, Inverclyde PA15 1LY

**Email address:** [events@inverclyde.gov.uk](mailto:events@inverclyde.gov.uk)

By signing the declaration below, you are accepting Inverclyde Council Site Safety rules and conditions of trading.

**Please note:** By submitting an application you are not guaranteed a pitch; you will be notified of the outcome of your application

## Declaration

The information provided above is correct and accurate to the best of my knowledge. I hereby agree to comply at all times with the Trading Application: Conditions of Trading and Inverclyde Council Site Safety rules.

### I further agree and acknowledge that any:

- (a) false or inaccurate statement or information provided by me to Inverclyde Council in respect of my trading application;
- (b) failure to comply fully with the Trading Application: Conditions of Trading, Inverclyde Council Site Safety rules or any other conditions that may be notified to me by Inverclyde Council from time to time; or
- (c) failure to comply with any statutory requirements, may, at Inverclyde Council's sole discretion, result in my organisation being removed from Inverclyde Council's event suppliers list or being required to leave the event site.

Signed

Name (PRINT)

Date

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### Trading applications: conditions of trading – Gourock Highland Games

- 1 One vehicle will be allowed access with staff for unloading, vehicles and trailers etc, will require to be removed from the site by 10.30am on Sunday 8th May 2022, and will not be allowed to re-enter the field until 6pm. The site will be open from 8am on Sunday 8th May, however please confirm this with the Communications Team. Arrangements can be made for access to the site on Saturday 9th May, between the hours of 11am- 4pm if notified in advance.
- 2 The trader shall, during the period of the event, be responsible for all loss and damage sustained by Inverclyde Council or any third party where such loss or damage arises from the actions or default of the trader, and shall free and relieve, and shall indemnify and keep indemnified Inverclyde Council from liability in respect of any injury to or the death of any persons, damage to any property, heritable or movable, the infringement, disturbance or destruction of any right, servitude or privilege or otherwise by reason of or arising out of or in consequence of the trader's use of the trading space allocated and from all proceedings, costs, claims and demands of whatsoever nature in respect of any such liability for which the trader is directly responsible in terms hereof.
- 3 Each trader must hold public liability insurance, with cover to a minimum of £5million. This may require to be increased in certain circumstances, which will be advised to the trader on receipt of the completed application.  
A copy of a valid public liability insurance certificate and any appropriate safety certificates must accompany this application. FAILURE TO MEET THE APPROPRIATE INSURANCE REQUIREMENTS WILL EXCLUDE THE TRADER FROM TRADING.
- 4 Goods displayed or sold by the trader must be of a standard acceptable to Inverclyde Council (to be determined by Inverclyde Council in its sole discretion).
- 5 Should any matter of dispute arise as a result of the allocation of trading space, then the matter will be resolved by Inverclyde Council, whose decision will be final.
- 6 The trader shall use the trading space allocated to him entirely at his own risk and Inverclyde Council will accept no liability for any damage or injury caused to the trader, its employees or any third party as a result of the use of the trading space.
- 7 The trader shall ensure that the trading space is kept neat and tidy to the reasonable satisfaction of Inverclyde Council.
- 8 In the event of cancellation [by the trader pursuant to paragraph 9 below], a full refund of trading fees paid will be refunded as soon as is practicable after the date of Gourock Highland Games.
- 9 Should the trader wish to cancel his trading arrangement with Inverclyde Council, then fourteen days notice must be given in order for the trader to receive a refund of the trading fee.
- 10 There shall be reserved in favour of Inverclyde Council, access to all or any part of the trading space for any purpose deemed necessary by Inverclyde Council.
- 11 The trader shall not assign all or any of the rights and obligations contained herein.

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### Site safety rules / safety requirements

#### Tents and marquees

- Tents and Marquees must be secured using suitable fixings and covered
- Risk assessments for erection and dismantling of tents must be available

#### Transportation

- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Movement while the public are onsite will be kept to a minimum.
- Vehicle movement during the hours 12pm – 6pm is strictly prohibited and will require permission.

#### Work equipment

- All work equipment should satisfy all statutory requirements and meet Provision of Work Equipment Regulations 1998.
- Machinery should be immobilised and placed in a secure area when not in use.
- Defective machinery likely to cause a safety hazard should be immediately removed.

#### Work places (the whole event site is a work area)

- Good house keeping should be adhered to.

#### Food preparation and waste disposal

- All food preparation areas should comply with legislative requirements.

#### Accident reporting

- An accident book/incident forms will be available with first aiders, all accidents and near misses should be recorded and the Event Safety Co-ordinator notified.
- In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard. The Safety Co-ordinator should be contacted.

#### Electrical safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989.
- Only qualified electricians may attempt repair of electrical equipment - if a fault is suspected in any circuit or apparatus the appliance should be removed from use.

#### Generators

- Read and adhere to the manufacturer's instructions for safe operation - set up your generator on an impermeable surface using a drip / spill tray.
- If any fuel has to be disposed of - please dispose of as hazardous/ special waste.
- Ensure no smoking is permitted in the vicinity of generators and an approved fire extinguisher suitable for electrical fires located nearby.
- Never use a generator indoors or in any partially enclosed area.
- Keep dry and do not use in rain or wet conditions
- Fuel should be stored in properly labelled containers and transported safely.

#### Gas safety

- No-one is allowed to bring gas cylinders onsite without the permission of either the Event Manager or the Event Safety Co-ordinator to ensure that they are aware of and follow our strict rules on LPG safety.

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**Event location:** Battery Park, Eldon Street, Greenock PA16 7QE

**Date:** Sunday 8 May 2022

**Set-up completion time:** 10.30am



Entrance to the park is marked with the Red arrow and all traders will be placed in the centre, marked with the orange arrow.

## Weight limits, height restrictions, access restrictions, one way systems

Once inside Battery Park, stewards will advise you of the best way to reach your allocated position.

## Entrance to use

Main entrance to Battery Park from Eldon Street, as shown with the red arrow.

## Vehicle size

NO Artic vehicles.

## Parking

Subject to availability there may be parking available for traders, 1 vehicle per trader stand. Please request a permit, which will be confirmed nearer the time.

Any additional trader vehicles will need to be parked off site.

## Covid guidance

As of January 2022 the Gourock Highland Games will be delivered in line with the latest Scottish Government Covid-19 guidance.

We will allow for extra spacing around the park, provide sanitising stations.

If required at the time track and trace will be in place.

As the guidelines change we will continue to reflect this in our event plan and if this effects your request we will let you know.

**Trader positioning and vehicle access is allocated by Inverclyde Council's Events Team and as such their decision is final.**

## Event manager's contact details by email only:

[events@inverclyde.gov.uk](mailto:events@inverclyde.gov.uk)