



MAURITIUS

OPEN AIR

FESTIVAL ²⁰¹⁶

MAURITIUSFESTIVAL.COM

The Seventh Annual Mauritius Open Air Festival offers an exciting trading or marketing opportunity for businesses, organisations and charities.

Limited stalls are now available strictly on a "First come, First serve" basis.

Please complete the booking form below and send this back signed together with your full stall amount. This can be done by emailing: info@mauritianopenair.com or by posting the form back to:



Mauritius Open Air Festival 2016
North London Business Park,
215, Building3, Oakleigh Road South,
London
N11 1GN

Please ensure that you keep a copy for your own records.



Kindly note that unless your form clearly states the goods or services that you wish to offer, your application cannot be confirmed.

* A deposit of £100.00 is required in addition to the stall fee. This is to ensure that stall holders keep their stall area clean at all times. At the end of the Festival, stall holders will be responsible to remove all goods and waste from their stall area. Failure to do this will result in the forfeit of the deposit. Stalls will be inspected by the Mauritius Open Air Festival and the relevant authorities at the end of the Festival. If the area is deemed to be in an satisfactory state, the deposit will be returned within 14 days after the event.

If you have any booking queries, please contact us on:

0843 289 4421

www.mauritiusfestival.com



STALL BOOKING FORM



PLEASE USE BLOCK CAPITALS

Return this form together with any relevant certificates & documentation stated in the Booking & Operation Conditions by 1st August 2016 to:

Mauritius Open Air Festival 2016
North London Business Park
Building 3, Oakleigh Road South
London, N11 1GN.

Alternatively, you can email your documents to: **info@mauritianopenair.com**

You must pay your fee directly into our account. This can be done via online banking or directly over the counter in a Barclays Bank branch.

Bank: Barclays Bank PLC
Account Name: Mauritian Open Air Festival Ltd
Sort Code: 20-98-21
Account Number: 53078949

Please quote the reference:
STALL followed by your **SURNAME** in all payments.



No of Stall(s)

Red Zone £450

Blue Zone £350

Yellow Zone £250

*see site map for details
(plus a refundable* £100.00 deposit per stall requested)

PERSONAL DETAILS

Company Name (if applicable)

Full Name

Address

.....

..... Postcode

Landline Mobile

Email.....

PLEASE STATE BELOW THE GOODS/SERVICES OF WHICH YOU INTEND TO OFFER:

.....

.....

.....

* I have read and agree to the Booking & Operating Conditions below:

Signature

Name.....

Dates.....





MAURITIUS OPEN AIR FESTIVAL GUNNERSBURY PARK W3 - EVENT PLAN



- FENCING
- EMERGENCY ACCESS/EXITS
- MAIN ENTRANCE/EXIT
- TOILETS
- DISABLED TOILETS
- FIRE EXTINGUISHERS
- SECURE CYLINDER UNIT
- LIGHTING POD
- CHILLER UNIT & STOCK VAN
- STALLS - BLUE ZONE
- STALLS - RED ZONE
- STALLS - YELLOW ZONE

BOOKING & OPERATING CONDITIONS

1. All stall holders will need to provide public liability insurance in order to sell any goods or services. Copies of these documents must be supplied to the Mauritius Open Air Festival when returning this form. Example of an insurance supplier is: <http://www.eventsinsurance.co.uk/pages/one-off-event-insurance/>
2. Stall holders are advised to check that their insurers cover them and their staff against personal injury, public liability and against loss or damages to goods. The Mauritius Open Air Festival will not accept liability arising from any of these circumstances.
3. All stall holders selling food for immediate consumption, must have the following:
 - **A valid certificate for food and hygiene**
 - **All caterers must be registered with their local authority as a event food supplier and be given a "Food Standards Agency" food hygiene rating of 3 and above.**
4. All caterers and non-food stalls, must comply with the requirements of the Food Safety and Hygiene (England) Regulation 2013. Please refer to guidance and checklist below.
5. All electrical equipment must carry PAT/electrical safety certification; this must be available for inspection at the event. As far as practicable, all electrical equipment shall be located so that it cannot be touched by members of the public or unauthorised workers.
6. All traders shall provide a 5kg dry powder fire extinguisher and a light duty fire blanket. Each stall must have an appropriate first aid kit.
7. You will be allocated 5 wristbands which must be carefully worn by yourself and your staff at all times on site. Any broken, incomplete or loose wristband will not be considered valid and will be removed, along with the wearer, by security.
8. There is to be no amplified noise as part of your stall unless specifically agreed with the trading manager on behalf of the festival management/licensing authority.
9. All traders will provide onsite, certification to the effect that any approved LPG installations have been recently inspected by a CORGI registered engineer. All gas piping must be connected using gas crimp connectors and NOT the traditional gas connector ring. An example of where you can purchase this is: www.roofinglines.co.uk
10. The sale of alcohol, tobacco products, weapons, wax flares and bbqs are all banned. Anyone to be found breaching the licensing laws will be removed from site immediately and prosecuted.
11. Anyone found to be using or selling illegal drugs will be immediately shut down, and reported to the authorities.
12. All refuse must be placed in the correct receptacles. Refuse and contaminated liquids must be disposed of responsibly. No LPG bottles and Oil drums are to be left on site.
13. **DELIVERIES MUST BE MADE BETWEEN 8AM AND 10.30AM**, after this time there will be **NO VEHICLE MOVEMENT ON SITE**. The management reserves the right to change these times as necessary. No vehicles will be allowed to remain on site after these times.
14. All marquees, tents or other self-build structures should be of sound construction including all supporting poles, frames, guy ropes and fastenings etc. All guy ropes and fixing stays shall be conspicuously marked to ensure they do not present a trip hazard.
15. You may not sell goods from any area other than your designated pitch, sell goods other than those indicated on your application, or trade outside of the designated trading hours, as this will constitute illegal trading, and you will be closed down.
16. Traders may under no circumstance sub let all or part of their pitch, your signature is a contract between YOU and the event.
17. Each stall is to be responsible for the cleanliness of their pitch, both back and front, including the public area immediately in front of your stall. Litter inspections will be randomly carried out over the course of the day, and if your area is unacceptably littered you may be asked to shut down.
18. Stall holders using gas for heating food, can only use Butane **NOT PROPANE**.
19. Stalls must be cleared of all goods and litter by 9.00pm on Sunday 21st August 2016.
20. A deposit of £100.00 is required in addition to the stall fee. This is to ensure that stall holders keep their stall area clean at all times. At the end of the Festival, stall holders will be responsible to remove all goods and waste from their stall area. Failure to do this will result in the forfeit of the deposit. Stalls will be inspected by the Mauritius Open Air Festival at the end of the Festival. If the area is found to be in a satisfactory state, the deposit will be returned within 14 days after the event.
21. All goods must be confined to the stall area booked. No overflow onto adjacent areas will be allowed. The standard stall size is 3 x 3 meters squared.
22. Stalls must be open and ready to trade by 11.30am on Sunday 21st August 2016.
23. Stall holders will be notified of their stall reference number prior to the event





Good Hygiene Practices for Catering at Outdoor Events

The following pages of advice are based on the requirements of

- Regulation (EC) 853/2004 on the Hygiene of Foodstuffs
- The Food Safety and Hygiene (England) Regulations 2013

This leaflet gives you advice on good hygiene practice and how to comply with the requirements of food safety legislation. The standards we have indicated are the minimum that we can accept.

Failure to meet these standards may result in eviction from the site/venue and possible prosecution, particularly if similar contraventions of the hygiene regulations have been found at your stall at an event in this district in the past.

Stalls and vehicles used for preparing, cooking and selling food

Design and construction of stalls/vehicles

- All stalls/vehicles must be designed and constructed so that they can easily be kept clean, avoid any risk of food contamination and any risk from pests.
- All stalls must be covered at the top, rear and sides, to protect food and catering equipment from contamination. The materials used must be able to be cleaned easily. Cooking equipment (other than barbecues and similar) must be sited within the stall.
- All food preparation and food/equipment storage areas must be protected from the weather.
- Work surfaces, cooking facilities and storage facilities must be of smooth, durable and readily cleanable material (not bare wood), and must be kept clean.
- The floor areas around sinks, food preparation areas and cooking ranges must be level, clean and washable and, where possible, non-slip. **Be prepared for wet weather** when a floor covering should also be provided for serving areas. Dirty cardboard and pallets will not be accepted.
- Vehicle interiors should be fitted for the purpose of food preparation with cleanable lining and kitchen fittings.
- Ensure there is adequate lighting and ventilation in vans.

Equipment

- All stalls/vehicles must have suitable hand washing facilities with a constant supply of hot and cold water, along with a supply of soap and disposable towels. This must be set up ready for use **before food preparation commences**. Large stalls may need more than one basin. The basins need to be close to the food preparation, cooking and service areas.
- All stalls/vehicles must have suitable facilities for washing utensils, equipment and food. Ideally a double sink unit for washing and rinsing should be used with a constant supply of hot and cold water. A large hot water boiler should be provided specifically for this purpose.
- The sinks must drain hygienically to a wastewater container. e.g. sink waste pipe into wastewater carrier. Open buckets, which can be difficult to carry to waste water points, should be avoided.
- All stalls must have adequate facilities for disposing of rubbish and waste food, and for separating out unfit food. Large plastic sacks must be properly tied or sealed. Cardboard boxes and open containers are not suitable for disposing of waste. All waste must be placed in the containers provided.

Water supply

- All stalls/vehicles must have a sufficient supply of fresh water. Water supply should be available on site, but please check beforehand.
- Ice must only be made from fresh water, and must be stored and handled in conditions which protect it from contamination.

Food handling practices

All stall/vehicle operators must take adequate precautions to protect food from contamination.

The basic rule is: **keep raw food away from cooked/ready to eat food**

- Raw ingredients and other materials must be stored to prevent contamination and/or deterioration. Avoid storage directly on ground
- Provide separate containers for raw and ready to eat foods and avoid dual use at all times. Containers used for transporting food must be cleaned and capable of being kept clean
- Use separate cooking utensils for raw and cooked foods.
- Keep all open foods on display covered or protected by screens

Temperature control

- Careful control of food temperatures is probably the most important way of reducing the risk of causing food poisoning
- Adequate facilities must be provided for maintaining and monitoring suitable food temperatures
- Cold food must be kept below 8°C and hot food must be kept above 63°C
- Ensure that chilled or frozen goods are delivered at a suitably controlled temperature
- Food must be kept cool (below 8°C) until it can be cooked or heated
- Take care when cooking raw foods, and make sure that they are thoroughly cooked before they go on sale. Cook small quantities at a time, and for long enough to cook the inside of the food.
- Adequate facilities must be provided for reheating and maintaining (whilst stored) the temperature of hot food, at or above 63°C.
- Only sufficient food for service on the day should be brought for reheating. Any leftovers at the end of the day must be thrown away and on no account must it be reheated again for sale the day after.
- Partial cooking off-site is not recommended because of the difficulties with temperature control over prolonged periods of time.

Checking the temperature of your food

You cannot check correct food temperatures unless you have a thermometer. Basic digital probe model thermometers can be used to check that cooking, as well as cold storage of food, is being done properly and safely. Make sure that you use a probe wipe to sanitise the thermometer before and after use, to prevent cross-contamination.

Personal Hygiene

- Always remember to wash your hands before handling food, and after using the toilet or after handling raw foods or waste
- Wear clean clothing, footwear and overclothing
- Ensure cuts and sores are covered with a coloured waterproof dressing
- Avoid unnecessary handling of food, and never cough or sneeze over food
- Do not smoke or eat near food.

In wet weather some sites can become very muddy and measures must be taken to keep mud out of food preparation areas. Adequate changes of footwear for inside and outside of the trailer/stall may be necessary.

Training

As stated in the regulations, the owners of food businesses must ensure that staff that handle food are supervised and instructed, and/or trained, in food hygiene matters. **Casual staff** must be trained if they are involved in the preparation of high risk foods.

There are a range of food hygiene courses offered by recognised organisations, such as the Chartered Institute of Environmental Health (CIEH) and The Royal Society of Health (RSH).

Your local Environmental Health Officer may be able to advise you on courses in your area.

Food safety hazards at outdoor events

Catering at an outdoor event is a high-risk activity and will always carry with it the possibility of causing food poisoning to a large number of people. Past food poisoning outbreaks have shown that even if food has been prepared in a clean mobile unit, illness can still be caused if the food is not stored, prepared, cooked and served properly.

Poor and careless hygiene practices, and the warmer weather in the summer, can create ideal conditions for bacteria such as Salmonella and E.coli to multiply to unsafe levels in food.

There is a general requirement in the hygiene regulations for all food businesses to be operated in a hygienic manner and that all food served to the public is safe and wholesome. To achieve this, it now means that people who run food businesses will need to look carefully at each step in the operation of their business so that anything which might affect the safety of food (a hazard) is identified and controlled.

HACCP (Hazard Analysis and Critical Control Points)

The regulations now require food business operators to provide a documented food safety management system based on HACCP principles. This means that you need to write down the controls you put in place to ensure that food is safe to eat and you will need to be able to demonstrate how you are monitoring these controls, e.g. training records, monitoring records.

„Safer Food Better Business“ and „Cook Safe“ are examples of food safety management systems developed by the Food Standards Agency to assist businesses to comply with the requirement and give guidance on the necessary documentation. Both can be accessed and downloaded free of charge from the website: www.food.gov.uk/foodindustry/hygiene. Other systems are commercially available or you may choose to develop your own. Whichever system you choose must be tailored to your specific food activities and reviewed regularly.

Guidelines for barbecuing at outdoor events

Minimise the risks attached to the cooking and handling of barbecued meat and poultry, and provide safe and wholesome products by following these rules:

- Wash your hands thoroughly before preparing food and after touching raw meat.
- Thaw meat and poultry before cooking. Keep all raw foods covered and separate from cooked foods.
- Store, prepare and cook raw meats, including chicken, separate from other foods – even when cooking – to avoid cross-contamination.
- Always use separate utensils for raw and cooked meat.
- Once cooked, the food should be sold straight away or stored in a hot cabinet at the correct temperature (63°C or above), until it is sold.
- When cooking raw food, ensure that it is completely cooked through, in particular chicken, burgers and sausages.
- Cook all meat and meat products until they are piping hot and the juices run clear (i.e. above 75°C).
- Turn food regularly as it cooks to avoid charring on one side and undercooking on the other.
- When cooking meat and poultry, ensure larger, thicker portions are placed on the barbecue farthest away from the most intense heat to ensure thorough cooking without burning.

Quick Food Safety Checklist

We have provided the checklist below to help you. This is specifically designed for caterers attending outdoor events.

If you answer 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which you have probably been following for years.

Setting up your stall

Food Safety Management

Do you have any documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat? Yes No

Do you keep monitoring record sheets, training records, etc.? Yes No

Are these available for inspection on your trailer/stall? Yes No

Storage

Are all food storage areas under cover and protected from contamination? Yes No

Are they clean and free from pests? Yes No

Do you have enough refrigeration? Does it work properly? Yes No

Food Preparation and Service Areas

Have you got enough proper washable floor coverings for the food preparation areas? Yes No

What precautions have you to keep mud out of the stall in wet weather? Yes No

Are all worktops and tables sealed or covered with a impervious, washable material? Yes No

Have you got enough preparation worktop space? Yes No

Have you got enough wash hand basins? Yes No

Are they supplied with hot and cold water, soap and paper towels? Yes No

Have you got sinks large enough to wash food and equipment in (including bulky items)? Yes No

Are they supplied with hot and cold water? Yes No

If there is no mains drainage, have you made hygienic provision for the disposal of waste water, eg waste pipe from sink to waste water carrier? Yes No

Have you got enough fresh water containers? Yes No

Are they clean and have they got caps? Yes No

Have you got a supply of hot water reserved for washing up and hand washing? Yes No

Have you got adequate natural/lighting, particularly for food preparation and service at night?

Yes No

Is all your food equipment in good repair?

Yes No

Are any repairs outstanding since your last event?

Yes No

Cleaning

Is your stall/vehicle clean? Can it be kept clean?

Yes No

Have you allowed time for thorough cleaning of the vehicle/ stall equipment between events?

Yes No

Do you have a cleaning schedule to ensure all areas are kept clean?

Yes No

Have you an ample supply of clean cloths and a 'food-safe' disinfectant /sanitiser to clean food contact surfaces?

Yes No

Are the cleaning chemicals stored away from food?

Yes No

Contamination

Can food be protected from contamination at all times?

Yes No

Is the unit free from pests, and is open food protected from flying insects?

Yes No

Food waste

Have you got proper bins for rubbish?

Yes No

Where will this be disposed of?

If there is no mains drainage have you made hygienic provision for the disposal of wastewater?

Yes No

Staff

Are all your food handlers trained, supervised or given instruction to ensure food safety?

Yes No

Have you any untrained casual staff carrying out high risk food preparation?

Yes No

Do your staff display a good standard of personal hygiene and wear clean over-clothing?

Yes No

Have you a good supply of clean overalls/aprons?

Are your staff aware that they should not handle food if suffering from certain illnesses?

Yes No

Have you a first aid box with blue waterproof plasters?

Yes No

Have you got adequate natural/lighting, particularly for food preparation and service at night?

Yes No

Is all your food equipment in good repair?

Yes No

Are any repairs outstanding since your last event?

Yes No

Cleaning

Is your stall/vehicle clean? Can it be kept clean?

Yes No

Have you allowed time for thorough cleaning of the vehicle/ stall equipment between events?

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Yes No

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Yes No

Do your staff display a good standard of personal hygiene and wear clean over-clothing?

Yes No

Have you a good supply of clean overalls/aprons?

Are your staff aware that they should not handle food if suffering from certain illnesses?

Yes No

Have you a first aid box with blue waterproof plasters?

Yes No

Handwashing

Are your staff washing their hands regularly, eg on entering the unit, especially
After visiting the toilets, handling raw food, etc?

Yes No

Remember that food poisoning is preventable, and we can all help avoid it by following good hygiene practices.

We hope this leaflet is of help to you. If you require any further information, please contact the Food Safety Team

foodsafety@hounslow.gov.uk

0208 583 2000

Useful contacts:

The Food Standards Agency
web: <http://www.food.gov.uk/>

NCASS Nationwide Caterers Association – Membership Scheme for Mobile Caterers with HACCP System. Association House, 89 Mappleborough Road, Shirley, West Midlands, B90 1AG.
Telephone: 0871 504 1780. Web: www.ncass.org.uk