



RESTAURANT (CANTEEN STALL) APPLICATION FORM

Company/Contact Name: _____

Address: _____

Phone No: _____

Mobile: _____

Website: _____

Social media addresses (for business):

Facebook: _____ **Twitter:** _____

Instagram: _____

Please include HSE registration number: _____

Description of the 'street-food' themed dish you intend to prepare:

What main pieces of equipment do you require to prepare dish and PLEASE INDICATE if you need these items to be hired (H) or if you have your own (O):

Health and Safety declaration:

We have trained & made our staff aware of the potential risks present onsite. We will ensure our stall set-up, food preparation procedures and work practice causes NO HAZARDS to either ourselves or others onsite.

Signed: _____ Date: _____

If you have any additional requirements or queries, please contact Sarah at mayo.street.food.fest@gmail.com or 0876763589.

In signing this form, you agree to comply with all of the terms and conditions as listed below.

Signed: _____ Date: _____

Terms and conditions over...

Terms and Conditions:

- The HSE Environmental Health Office will be informed of your participation on this stall as part of the application made by The Mayo Street Food Committee to run this canteen.
- Please make sure to sign and date the Health and Safety declaration as part of this application form.
- Each dish prepared must have a price point of €5 to €7. This is to encourage more than one purchase.
- Each participant space will be allocated by the organisers based on individual space requirements and best practice layout.
- Spaces are non-transferable.
- The participant space will include the table with (oil cloth) and the rented equipment on the day.
- Each space will be provided with a blackboard to the front for the participant to itemise menu and/or use as signage display. This is to standardise the canteen appearance. Please allocate sufficient time on the day to complete this board.
- Each participant is requested to be involved in the set-up of the canteen stall as a whole where possible, as setting-up time constraints will be an issue on the morning.
- Each participant must set up their individual space on the stall and this must be completed by 11am.
- There will be limited space for additional display features on the space table itself but we do encourage you to get creative to enhance your stall as this ultimately reflects you establishment. However, props must not interfere with your food process or contravene HSE requirements.
- All participants must liaise with the committee as to the space they require for prep, cold storage etc. in order to draw up an individual set-up plan for the day.
- All participants must supply their own food containers, wrappers, utensils, napkins, condiments etc. for customer use pertinent to their dish.
- There should be an additional member of staff on each stall to handle money as the person preparing the food should not handle money.
- Each participant is required to dismantle their individual space at the end of the day (6pm) and is also asked to help in dismantling the stall as a whole.
- No refunds on spaces.
- Health & Safety (particularly regarding fire regulations) and food licensing regulations apply.
- We are working very closely with the Environmental Health Office to execute this canteen. As a result, you will be required to complete the attached risk assessment for your space on the stall and the food preparation process you will be using on the day and return it with this application. You will also be required to maintain temperature logs for your space on the day (generic festival logs will be provided to each space).

Mayo Street Food Festival 2018 – Food Producer Application Form

- You agree to adhere to the HSE's 'General Guidelines for Foodstalls' which is attached with this application. (Some aspects will not directly apply to you as the canteen is setup under the umbrella of the Mayo Street Food Festival.)
- Adequate electrical supply will be provided. Canteen participants requiring electrical supply (see above application form) must ensure that ALL electrical appliances are listed as any items not listed will not have an available socket on the day.
- Within the canteen space there will be limited refrigeration space with overflow refrigeration available in De Búrca's Butcher Shop. This will be formalised with each individual participant as part of the setup plan by the festival committee.
- Within the canteen area there will be hand-washing facilities and utensil washing facilities. Please adhere to signs when using either. There is a potable water source in De Búrca's Butcher Shop and there are toilet facilities available in establishments on the street. You will be made aware of these on the day.
- You will be made aware on the day of the location of waste water disposal areas (if required).
- You will be made aware on the day of the location of fire extinguishers on the canteen stall.
- **Hygiene supplies:** Please make sure you have sufficient hygiene supplies. These would include, but are not limited to: wipes, gloves, hand sanitizer, utensil washing facilities, etc.
- **Please complete and return** the attached canteen space risk assessment with this application.

PLEASE RETURN COMPLETED APPLICATION FORMS TO:

Sarah Ní Shúilleabhain,
Mayo Street Food Festival,
C/o De Búrca Traditional Butcher Shop,
Main Street,
Castlebar,
Co. Mayo.

OR scan and email to: mayo.street.food.fest@gmail.com with your restaurant name in the subject box.

Payment and voucher

Full payment of €75 is to be made by **Friday, 18th August 2018** to guarantee your space, along with a €50 voucher for your restaurant which we will use as a prize in 'The Big, Big Gourmet Giveaway' (festival fundraising raffle). If paying by cheque, please make payable to the Mayo Street Food Festival and return to the above address. Arrangements will be made by the committee to collect the voucher from you.

If paying online, bank transfer details are below (please add restaurant name as note):

- **IBAN: IE08CSRN99109310870747**
- **BIC: CSRNIE21XXX**