



**THE TALL SHIPS RACES 2018**

organised by Sail Training International

# CATERING & BAR CONCESSIONS

## EXPRESSION OF INTEREST PACK



[www.tallshipssunderland.com](http://www.tallshipssunderland.com)

  
Sunderland  
City Council



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# EXPRESSION OF INTEREST

Offers are invited for catering and bar concessions at one major Sunderland event in 2018  
The Tall Ships Races Sunderland 2018

We are interested in having a broad range of high quality catering and bar concessions and particularly seek applications from suppliers selling local products, international products and unusual quirky products.

Applicants should read the attached details carefully.

Please complete the Catering and Bar Concession Expression of Interest form and return via online Procurement Portal (NEPO), email or post to arrive **no later than 9am Monday 5 March 2018**. Any submission received after this date may not be considered.

Please title all emails or envelopes as:

**"Sunderland Event 2018 Catering and Bar Expression of Interest"**

All terms and conditions can be found on page 25.

## The Tall Ships Races Sunderland 2018

The Tall Ships Races Sunderland 2018 to be held on Tuesday 10, Wednesday 11, Thursday 12, Friday 13 and Saturday 14 July 2018

**Should you have any queries regarding The Tall Ships Races Sunderland 2018 please call 0191 561 5113 or email [tallshipsprojectoffice@sunderland.gov.uk](mailto:tallshipsprojectoffice@sunderland.gov.uk)**

Tall Ships Project Office, Room 3.89, Civic Centre, Burdon Road Sunderland SR2 7DN

# CONCESSION CATEGORIES

## HOT FOOD

- Covers multi-purpose trailers selling a wide range of foods including a variety of hot and cold drinks. We are particularly interested in receiving offers for **fish and chips**.

**Not permitted:** Confectionery

## SPECIALITY FOOD

Covers mobile trailers only selling one main kind of food, for example:

- We are particularly interested in offers for Greek, Mexican and other International cuisine
- Speciality seafood
- Speciality vegetarian food
- Speciality vegan food
- Jacket potatoes
- Hog roast
- Speciality chicken or steak
- Noodles
- Healthy options including salads, toasties or baguettes
- Fairtrade
- Hot and cold drinks

**Not permitted:** Chips, confectionery, vegetarian burger units, burgers and sausages

## CONFECTIONERY

- Covers mobile trailers/market stall construction selling a wide range of confectionery and cold drinks.

**Not permitted:** Hot drinks

## TEA/COFFEE AND CAKES

- Covers mobile trailers offering a range of hot and cold drinks, cakes/biscuits.

**Not permitted:** Confectionery

## DESSERTS/SPECIALITY DRINKS (E.G. MILKSHAKES/SMOOTHIES/SLUSH)

- Covers mobile trailers or market stall construction selling a range of goods e.g. chocolate fountain, doughnuts, crepes, churros, milkshakes, smoothies and flavoured frozen drinks and cold drinks.

**Not permitted:** Hot drinks and confectionery

## FOOD SAFETY/HYGIENE REQUIREMENTS

Food business operators must be able to demonstrate how they ensure food is prepared/processed etc. safely. All food businesses must have a documented food safety management system in place and it must be adhered to and kept up to date.

Food handlers must have received adequate training, instruction or supervision relevant to their food handling activities to ensure food safety is not compromised. Trading Standards will be on site carrying out spot checks throughout the event weekend.

Stalls must:

- Be kept clean and maintained in good repair and condition.
- Have a supply of food grade cleaning chemicals and a supply of clean cleaning cloths.
- Food handlers suffering from sickness/diarrhoea must not handle food stuffs and can only return to food handling duties 48 hours after their last symptom.

## HEALTH AND SAFETY REQUIREMENTS

Stallholders must conduct a risk assessment to identify hazards that may cause harm to themselves, employees, and members of the public or anyone else that comes into contact with their business and put in place adequate controls as necessary. If there are more than five employees the assessment will need to be documented.

Some of the main hazards which may be found are slips, trips and falls, burns from equipment, gas safety, electrics and fire, vehicle movements during deliveries, manual handling (especially of gas cylinders).

Any gas appliance on which you see the naked flame must have a flame failure device fitted. Gas cylinders stored on site must be secure to prevent unauthorised tampering and be well ventilated with appropriate signage indicating flammable material and no smoking.

Gas installations are to have an accompanying certificate from a LPG Gas Safe registered engineer.

Electrics must be installed by a qualified electrician and have an accompanying certificate. All stalls are to have a first aid kit.

Stall undertaking fat frying activities must have a 9kg powder fire extinguisher and fire blanket.

# PERSONAL DETAILS FORM

Sunderland City Council will only accept applications from catering units that hold level 4 or level 5 of the Food Hygiene Rating Scheme.

Please complete one personal details form for each unit you are bidding for.

|  |        |
|--|--------|
| Trading/Organisation Name  |        |
| Name of Catering Unit  |        |
| Does this Catering Unit hold a Level 4 or Level 5 of the FHRS      |        |
| Contact Name(s)  |        |
| Date of Birth (for each applicant)                                 |        |
| Contact Address<br>Post Code                                       |        |
| Registered Address of Unit if different from above                 |        |
| Total number of units owned  |        |
| Telephone No.  |        |
| Mobile No.   |        |
| Email Address  |        |
| Website address (if applicable)                                    |        |
| Are you registered with Sunderland City Council?                   | YES/NO |
| If not, confirm which Local Authority you are registered with      | YES/NO |
| Do you hold £5million Public Liability Insurance                   |        |
| Charity Number (if applicable)<br>An application must be submitted |        |

# PRICING INFORMATION

Please specify what you sell, attach a photograph of the trading unit and detail below the prices of all the goods to be sold.

Trading Name: \_\_\_\_\_

## General description of goods sold (i.e. hot food, pancakes):

.....

.....

.....

.....

.....

## Price of goods to be sold:

| Item Description. | Tall Ships<br>Price per item (£) | Airshow<br>Price per item (£) |
|-------------------|----------------------------------|-------------------------------|
|                   |                                  |                               |
|                   |                                  |                               |
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|                   |                                  |                               |

In addition to the pitch fee, you will be required to apply for a Street Trading Licence please email: [licensing@sunderland.gov.uk](mailto:licensing@sunderland.gov.uk)

Trade Waste: All trade waste will be collected by the event organisers and the cost is included in your pitch fee.

# INTRODUCTION TO THE TALL SHIPS RACES SUNDERLAND 2018

The Tall Ships Races Sunderland 2018 are an internationally acclaimed annual competition organised by Sail Training International and held every summer in European waters. Each year between 70 and 100 vessels from 15-20 countries, crewed by some 5-6,000 young people from over 30 countries worldwide take part in this unique event that combines four days of activities in each port with racing or cruising-in-company between ports. The main aim of the event is to provide an opportunity for young people to develop their personal skills in a challenging and memorable sail-training environment and hence at least 50% of a Tall Ship's crew must be aged 15-25.

For Sunderland, The Tall Ships Races Sunderland 2018 is an opportunity to strengthen its position in the North East as a visitor destination, generate significant economic impact and pride for the city, and a superb opportunity to bring Sunderland's physical and cultural regeneration to an international audience. Building on the previous successes of the Sunderland Airshow and Sunderland Illuminations, the Council will continue to celebrate its maritime heritage and showcase the natural assets of the coastline and river, and physical assets such as Roker Pier, Keel Square, Sunderland Museum and Winter Gardens and the National Glass Centre. Moreover, The Tall Ships Races Sunderland 2018 will be a keystone in the city's ambition to become UK City of Culture in 2021.

## Our mission is,

"To deliver a safe, spectacular, 4 day event that showcases Sunderland as a welcoming, forward-looking, innovative city and enhances our reputation as an "Events City" on an international stage. The event will celebrate our maritime heritage and will invigorate our cultural offer, creating a legacy for all to enjoy."

## The Tall Ships Races Sunderland 2018

The Tall Ships Races 2018 will start in Sunderland, racing on to Esbjerg (Denmark), cruising to Stavanger (Norway) and race on to the finish in Harlingen (The Netherlands).

The 4 day festival event in Sunderland will take place between Wednesday 11 and Saturday 14 July 2018. A fleet of up to 80 vessels is expected and an audience of around 1.5m visitors.

# SITE MAP



SEABURN  
DENE

SEABURN

Seaburn  
**M**



Fulwell  
Windmill

FULWELL

CARLEY  
HILL

ROKER

SOUTHWICK

NORT  
HAVE

Stadium  
of Light  
**P M**

LOW  
SOUTHWICK

Sunderland  
Aquatic Centre



**P**

MONKWEARMOUTH



Stadium  
of Light



**C**

Queen  
Alexandra  
Bridge

DEPTFORD

St Peter's  
**M**

RIVERSIDE

Wearmouth  
Bridge

RIVER WEAR

PALLION

AYRE'S  
QUAY

BISHOPWEARMOUTH

Sunderland  
Empire  
Theatre



Sunderland  
The  
Bridges  
**P M**

SUNNISIDE

EASTEN

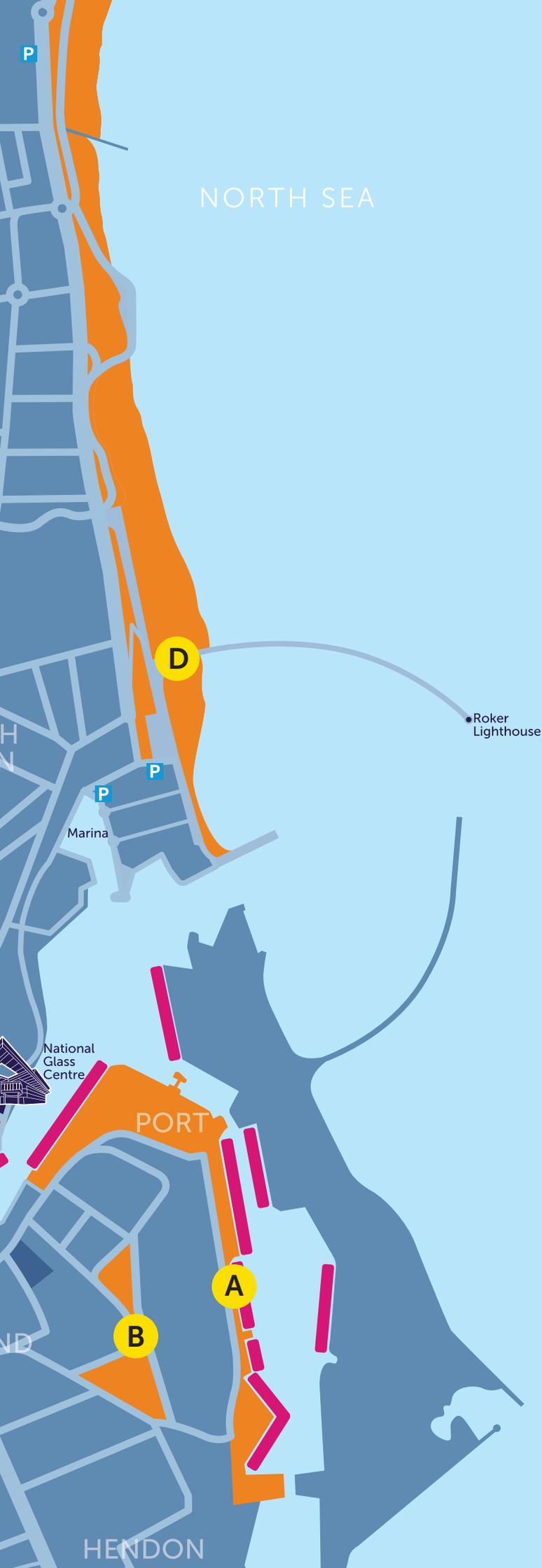
**M**  
Millfield

MILLFIELD

University  
**M**



Sunderland  
Museum  
& Winter  
Gardens



NORTH SEA

### Map Key

- Site area
- Tall Ship berth
- Port of Sunderland
- East End
- St Peter's Riverside
- Roker & Seaburn Beach
- Metro Station
- Bus Station
- Sunderland Rail Station
- Car Park

Roker Lighthouse

Marina

National Glass Centre

PORT

HENDON

# EVENT ZONE DETAILS

## Event Zone A: The Port of Sunderland

Tall Ships will be berthed within the Port and there will be street theatre to add to the attraction of the vessels. Visitor numbers are expected to be very high each day throughout the event.

Tuesday 10 July from 4pm-10pm (preview day, limited advertisement, lower visitor numbers expected).

Wednesday 11, Thursday 12, Friday 13 from 10am-10pm and Saturday 14 July from 10am-6pm.

Situated on hard standing.

Catering and Mini Bar Pitch size 6m x 3m.

## Event Zone B: East End

One of the main event zones with a stage. There will be an all full day activity programme for each of the days over the event which includes live music, comedy, theatre, spoken word and much more.

Tuesday 10 July (preview day, limited advertisement, lower visitor numbers expected), Wednesday 11 & Thursday 12, Friday 13 from 10am-10pm and Saturday 14 July from 10am-6pm.

Situated on grass.

Catering and Mini Bar Pitch size 6m x 3m, Large Bar 35m x 12m.

## Event Zone C: St Peter's (University of Sunderland)

St Peter's event zone will be situated from Wearmouth Bridge along to National Glass Centre with a backdrop of the river. This zone will be a family zone, children's vintage funfair, arts and crafts marquee and a small military village containing Royal Navy, Army and military themed exhibitors over the event.

Tuesday 10 July (preview day, limited advertisement, lower visitor numbers expected), Wednesday 11, Thursday 12, Friday 13 from 10am-10pm and Saturday 14 July from 10am-6pm.

Situated on grass.

Catering and Mini Bar Pitch size 6m x 3m, Large Bar 35m x 12m.

## Event Zone D: Seafront

### Cliffe Park and Bede's Cross

Visitors will flock to the seafront to watch the Tall Ships parade majestically along the North East coast. **Very high visitor numbers are expected.**

Saturday 14 July from 10am-10pm.

Situated on grass and hardstanding.

Catering and Mini Bar Pitch size 6m x 3m.

### Recreation Park

The Summer Streets Festival will temporarily move to Recreation Park in 2018 with a ticketed evening show on Friday 13 July and a packed day of music and arts and crafts on Saturday 14 July.

Friday 7pm-10pm, Saturday 10am-9pm.

Catering size 6m x 3m.

Situated on grass.

## EVENT ZONE TIMES

### Event Zones – Tuesday 10 July

The Port of Sunderland  
East End  
St Peter's (University of Sunderland)  
Seafront

### Public Opening/Closing Times

4pm -10pm  
10am-10pm  
10am-10pm  
N/A

### Event Sites – Wednesday 11 July

The Port of Sunderland  
East End  
St Peter's (University of Sunderland)  
Seafront

### Public Opening/Closing Times

10am-10pm  
10am-10pm  
10am-10pm  
N/A

### Event Sites – Thursday 12 July

The Port of Sunderland  
East End  
St Peter's (University of Sunderland)  
Seafront

### Public Opening/Closing Times

10am-10pm  
10am-10pm  
10am-10pm  
N/A

### Event Sites – Friday 13 July

The Port of Sunderland  
East End  
St Peter's (University of Sunderland)  
Seafront

### Public Opening/Closing Times

10am-10pm  
10am-10pm  
10am-10pm  
N/A

### Event Sites – Saturday 14 July

The Port of Sunderland  
East End  
St Peter's (University of Sunderland)  
Seafront  
Recreation Park

### Public Opening/Closing Times

10am-6pm  
10am-6pm  
10am-6pm  
10am-9pm  
12noon-9pm

# CONCESSION BIDS

Trading Name: \_\_\_\_\_

## THE PORT OF SUNDERLAND

Tall Ships will be berthed within the Port and there will be street theatre to add to the attraction of the vessels. Visitor numbers are expected to be very high each day throughout the event.

| Category                      | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|-------------------------------|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Hot Food (1 available)        | x 5         | 3,000                      |                       |           |              |             |
| Speciality Food (9 available) | x 16        | 2,600                      |                       |           |              |             |

## EAST END

One of the main event zones with a stage. There will be an all full day activity programme for each of the days over the event which includes live music, comedy, theatre, spoken word and much more.

| Category                                 | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|--|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Speciality Food (3 available)            | x 10        | 2,600                      |                       |           |              |             |
| Confectionery (1 available)              | x 1         | 3,000                      |                       |           |              |             |
| Tea/Coffee and Cakes (2 available)       | x 2         | 950                        |                       |           |              |             |
| Desserts/Speciality Drinks (2 available) | x 2         | 950                        |                       |           |              |             |
| Speciality Mini Bar (2 available)        | x 3         | 1,000                      |                       |           |              |             |

# CONCESSION BIDS

Trading Name: \_\_\_\_\_

## ST PETER'S (University of Sunderland Land)

St Peter's event zone will be situated from Wearmouth Bridge along to National Glass Centre with a backdrop of the river. This zone will be a family zone, children's vintage funfair, arts and crafts marquee and a small military village containing Royal Navy, Army and military themed exhibitors over the event.

| Category                         | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|----------------------------------|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Speciality Food<br>(4 available) | x 5         | 2,600                      |                       |           |              |             |

## SEAFRONT:

### CLIFFE PARK

Visitors will flock to the seafront to watch the Tall Ships parade majestically along the North East coast. **Very high visitor numbers are expected.**

| Category                                    | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|---|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Hot Food<br>(3 available)                   | x 3         | 700                        |                       |           |              |             |
| Speciality Food<br>(3 available)            | x 3         | 700                        |                       |           |              |             |
| Tea/Coffee and Cakes<br>(1 available)       | x 2         | 250                        |                       |           |              |             |
| Desserts/Speciality Drinks<br>(1 available) | x 1         | 250                        |                       |           |              |             |
| Bar<br>(1 available)                        | x 1         | 350                        |                       |           |              |             |

# CONCESSION BIDS

Trading Name: \_\_\_\_\_

## RECREATION PARK (Summer Streets Festival)

The Summer Streets Festival will temporarily move to Recreation Park in 2018 with a ticketed evening show on Friday 13 July and a packed day of music and arts and crafts on Saturday 14 July.

**There is no Street Trading Licence required for this event site.**

| Category                                    | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|---|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Hot Food<br>(1 available)                   | x 1         | 550                        |                       |           |              |             |
| Speciality Food<br>(2 available)            | x 2         | 550                        |                       |           |              |             |
| Confectionery<br>(1 available)              | x 1         | 1,000                      |                       |           |              |             |
| Tea/Coffee and Cakes<br>(1 available)       | x 1         | 200                        |                       |           |              |             |
| Desserts/Speciality Drinks<br>(1 available) | x 1         | 250                        |                       |           |              |             |

## SEAFRONT:

### BEDE'S CROSS

Visitors will flock to the seafront to watch the Tall Ships parade majestically along the North East coast. **Very high visitor numbers are expected.**

| Category                         | No of sites | Minimum Price Per Unit (£) | Your Bid Per Unit (£) | Food Type | Size of Unit | No of Units |
|----------------------------------|-------------|----------------------------|-----------------------|-----------|--------------|-------------|
| Hot Food<br>(1 available)        | x 1         | 550                        |                       |           |              |             |
| Speciality Food<br>(1 available) | x 1         | 550                        |                       |           |              |             |

# ADDITIONAL REQUIREMENTS

Trading Name: \_\_\_\_\_

Please complete the tables below if you require security and power.

Overnight security will be provided for the duration of the event, however they will not be responsible to solely look after your concession if you would like individual security please add your requirements below.

| SECURITY                                |               |       |
|---|---------------|-------|
| No. of guards at £12 per hour per guard | Days required | Times |
|   |               |       |

| POWER   |  |  |                                  |  |
|---|--|--|----------------------------------|--|
| 13 amp/16 amp single phase (1kw)<br>£130 +VAT | 16 amp (3.6kw) single phase<br>£225 +VAT | 32 amp (7.2kw) single phase<br>£350 +VAT | 63 amp single phase<br>£950 +VAT | 32 amp three phase (21.6kw)<br>£640 +VAT |
|   |  |  |                                  |  |

All additional charges will be added to your invoice.

# EVENT HEALTH AND SAFETY

The health and safety of all involved in The Tall Ships Races Sunderland 2018 and Sunderland International Airshow 2018 is a priority of the Event Organisers. It is therefore imperative that we receive all health and safety documentation.

PLEASE NOTE: applications will NOT be processed unless all health and safety documentation and requirements are complete and attached with the application form.

## EVENT HEALTH AND SAFETY REQUIREMENTS

Please find below a list of the documents we require from you. Please tick the box once you have attached the appropriate documents:

|  |  |
|--|--|
| Copy of Public Liability Insurance to the sum of £5m. Copies of Employers Liability is not required.   |  |
| Risk Assessment(s) need to identify all significant hazards, risks and control measures associated with the activities that you carry out at the event.<br><br>Further guidance can be obtained from:<br><a href="http://www.hse.gov.uk/risk/controlling-risks.htm">http://www.hse.gov.uk/risk/controlling-risks.htm</a> |  |
| Method Statement(s) for build and operation (if applicable).   |  |
| Photographs of catering unit.  |  |
| Level 4 or 5 Food Hygiene Rating Scheme Certificate  |  |

| <b>Please advise if you will have any of the below on site:</b>                           | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Diesels Generators  |            |           |
| * Tall structure- (over 3m/10ft)  |            |           |
| * Temporary shelters- (e.g gazebos or tents – details of erection and anchoring required) |            |           |
| Naked flame- (excluding catering units)   |            |           |
| Large quantities of fuel – (over one gallon, not including vehicle fuel tanks)            |            |           |
| Pressure systems – (e.g. compressed air)  |            |           |
| Heavy Goods Vehicle (HGV)   |            |           |

\*If the application includes a tall/complex structure please provide diagrams, images and technical drawings if available. You will be required to provide additional details/structural calculations or pinning arrangements when the application has been assessed.

# TERMS AND CONDITIONS

1. Date of event:

The Tall Ships Races Sunderland 2018 – Tuesday 10 to Saturday 14 July 2018 inclusive

2. Applicants will receive a letter to confirm if their submission has been successful or unsuccessful. Acceptance of site forms will be enclosed with the successful letters. These must be returned within seven days of receipt of the successful letter.

3. Costs

The successful applicant will enter into an agreement with Sunderland City Council. Additional requirement charges will be added to your invoice.

4. Stall/Vehicle

As all event zones have limited space you will be expected to on arrival, access your pitch, unload or park catering vehicle/stand and move your car/van to the Traders Car Park.

Access to sites will be available prior to opening, you will not be permitted to leave until after the event is closed. All catering outlets must be set up and open for business prior to opening time.

Please note: No stock vehicles will be allowed on site. There is an exhibitor car park available for limited additional vehicles.

5. Security

Overnight security will be provided for the duration of the event, however they will not be responsible to solely look after your concession if you would like individual security please see page 20.

6. We want to ensure a wide range of services are available to the public and offers will be considered in relation to the proposed use together with the financial bid.

Sunderland City Council does not bind itself to accept the highest or any offer received and will accept no responsibility for any expenditure incurred by any interested party in relation to the submission of any offer, whether successful or not.

7. Should any applicant wish to withdraw their application, Sunderland City Council reserves the right to retain all monies paid, or if an invoice has been raised but not paid, it will still stand.

8. Full payment must be made within 28 days from acceptance of the site offered. An invoice will be raised for the full amount. If payment is not received within 28 days of the acceptance date, the site offer will be withdrawn.

**Company Name:**

**Signature:**

**Date:**

# SUBMISSION CHECKLIST

## Before you press send have you...

- Attached your fully completed Expression of Interest Form for both or one event
- Attached your fully completed Pricing Information Form
- Signed Terms and Conditions
- Attached your fully completed Additional Requirements Form (including power requirements)
- Attached photographs of your unit
- Attached your documented risk assessment (if you have more than five employees)
- Attached your Level 4 or 5 Food Hygiene Rating Scheme Certificate
- Attached copy of Public Liability Insurance

**All application packs and documentation must be submitted by 9am Monday 5 March 2018.**

On acceptance of your application a Traders Handbook and allocated pitch information will be forwarded to you.

## The Tall Ships Races Sunderland 2018

Should you have any queries regarding The Tall Ships Races Sunderland 2018 please call The Tall Ships Team on 0191 561 5113 or email: [charlotte.thew@sunderland.gov.uk](mailto:charlotte.thew@sunderland.gov.uk)

The Tall Ships Races Sunderland 2018, Civic Centre, Burdon Road SR2 7DN

## Completed applications

Completed applications and supporting documentation should then be posted to:

**FAO Charlotte Thew, Room 3.89, Civic Centre, Burdon Road, Sunderland SR2 7DN**

Applications can also be scanned, once signed, and emailed to:

[tallshipsprojectoffice@sunderland.gov.uk](mailto:tallshipsprojectoffice@sunderland.gov.uk)

or Sent via the NEPO Procurement Portal.

# USEFUL CONTACTS

## Event Organiser The Tall Ships Races Sunderland 2018

email: tallshipsprojectoffice@sunderland.gov.uk

Telephone: 0191 561 5113

## Event Organiser The Sunderland International Airshow 2018

email: events@sunderland.gov.uk

Telephone: 0191 561 8412

## Licensing

email: licensing@sunderland.gov.uk

Telephone: 0191 520 5550

## Health & Safety

email: geoff.scrafton@sunderland.gov.uk

Telephone: 0191 561 2368



# THE TALL SHIPS RACES 2018

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Sunderland  
City Council