

Saturday 23rd & Sunday 24th June 2012

LOWESTOFT SEAFRONT AIR FESTIVAL 2012

Application for Catering Site(s)

Dear Sir or Madam

Date: November 2011

2012 is the 16th year of the Lowestoft Seafront Air Festival. This spectacular event regularly attracts crowds of over 400,000 over the two days and caterers who have been before will know that all available catering sites are always fully booked, with a waiting list.

We have pleasure in enclosing tendering and application forms for you to submit a competitive offer for providing a catering stand at the Lowestoft Seafront Air Festival. Minimum bids for each type of caterer are stated on the form.

Sites: Space is available along the length of the seafront between the piers, all with a maximum depth of 5m (16ft.) on concrete. Depth is limited to 5m because of lamp posts along the centre.

Catering sites are limited for all food types and all sites are always fully booked.

Any stall selling food may also sell non-alcoholic drink.

Tendering Process: We limit the number of food types to not only offer caterers the opportunity to trade well, but to also offer our visitors choice and different food options, and would like to invite you to tender. (2012 Tender Form enclosed) LSAF Ltd does not undertake to accept any or highest offer.

Catering stands offer an excellent sales opportunity, but please note that:

- No ice cream or alcohol can be sold, as they are separate tendering items. The ice cream concession is already agreed.
- No subletting is allowed under any circumstances.
- The minimum bid by type of caterer is shown on the Tender Form.
- Full public liability insurance is required, HACCP systems must be in place, and registration with your local authority mandatory.

Please send your bid and application forms, **to arrive no later than Friday 24th February 2012**, to the following address:

Caterers Office, Lowestoft Seafront Air Festival Ltd, 41 Tennyson Road, Lowestoft, NR32 1HS

Lowestoft Seafront Air Festival Ltd does not undertake to accept any or the highest offer.

Confirmation that your application has either been successful or unsuccessful will be sent by 16th March 2012. **A £100 non refundable booking deposit (see terms and conditions) will be required within 28 days of receipt of our confirmation.**

Full balance of payment, together with proof of public liability insurance and completion of the Hazards form, **will be required by latest Friday 25th May 2012.**

No balloons of any type may be displayed, sold or given away. No electricity is available on-site and all caterers must provide their own generator.

We look forward to welcoming you to the 2012 event, if you are successful.

Yours sincerely



Keith Moughton

Sponsorship & Operations Manager

Dial Direct: (01502) 523398

e-mail: keith.moughton@waveney.gov.uk

Directors: P.Bayfield B.Hunter M.Howes
Company Number: 5295403 VAT Number: 815230459
Registered Office: Lowestoft Seafront Air Festival Ltd 41 Tennyson Road Lowestoft Suffolk NR32 1PS



Winner of Suffolk Tourism Award 2008
Best Event or Festival

**TOURISM in SUFFOLK
AWARDS 2008**

Saturday 23rd & Sunday 24th June 2012

Offer Bids for Catering Positions
TENDER FORM



No. of pitches in your bid	TYPE OF UNIT	No. of pitches available*	Minimum Offer Amount for 2 days £	Offer for each unit £	Length of unit incl. Tow-bar	Width of unit incl. any overhang
	Hot Dogs & Burgers (but no Fish & Chips)	4	£1,700			
	Fish/Chicken & Chips	2/3	£1,100			
1	Pizza	1	£750			
1	Pasta	1	£750			
	Indian/Chinese/ Thai/Spanish etc Please state	1 of each	£750			
	Jacket Potatoes	1/2	£500			
1	Vegetarian	1	£500			
	Hog Roast	1/2	£800			
	Hot DoNuts	3/4	£550			
	Baguettes & Sandwiches	2	£750			
1	Fresh Fruit	1	£300			
1	Crepes	1	£450			
	Sweets & Fudge	4	£550			
	Drinks only - Coffee/ Juices & cakes/biscuits	3	£350			
1	Shellfish	1	£450			
1	Candy Floss/ Toffee Apples (but no Ice Cream)	1	£300			
1	Cornish Pasties/ Pies	1	£750			

* Organisers reserve the right to vary the number of pitches available

Please send a sample menu/price list for 2011/12 and a photograph of the unit that will attend the event (if not already attended)

Company Name:

Signature: Date:

PLEASE RETURN THIS BID FORM WITH YOUR APPLICATION FORM BY FRI. 26TH FEBRUARY

PLEASE RETURN THIS COMPLETED TENDER FORM WITH APPLICATION FORM TO:
Caterers Office, Lowestoft Seafrost Air Festival Ltd, 41 Tennyson Road, Lowestoft, Suffolk, NR32 1PS

Saturday 23rd & Sunday 24th June 2012

Offer Bids for Catering Positions APPLICATION FORM

**LOWESTOFT SEAFRONT
AIR FESTIVAL
2012**

Name: Company (if applicable):

Address:

Postcode: Vehicle Registration No:

Day Phone: Mob Phone:

E-mail: Fax:

Local Authority registered with:

Space Requirements

Overall frontage required m / ft. Overall depth required (max 5m) m / ft

When stating the space required, the measurements should include any necessary vehicle.

Area Preferred (if known)

We will try to meet your preference but, for commercial reasons, it may not be possible.

If the space includes a vehicle, please state :

Total length of vehicle incl. tow-bar

Total width of vehicle incl. any overhang

Height of vehicle

Is extra space required to manoeuvre your stall into position? Yes No

One car parking permit per trading pitch will usually be issued (for Royal Green Traders Car Parks). Parking space is extremely limited so it is particularly important to tell us if you don't need one.

NB. For most sites, it is not possible to park vehicle next to stand, unless within 5m depth or frontage booked.

Please state if you need the parking permit. Yes No

I have read the Conditions and confirm my agreement. If my application is successful I agree to pay £100 deposit for my site rent within 28 days of receiving our confirmation and the balance by Friday 25th May 2012. With my balance I will enclose a copy of my Public Liability Insurance Certificate together with a completed Hazards Form.

Only prepaid caterers will be accepted. No casual bookings will be taken on the day.

A binding agreement only occurs when there is written acceptance of your application by the company.

Signature: Date:

Please return this Application Form with your Tender Form by Friday 24th February.

PLEASE RETURN THIS COMPLETED APPLICATION FORM WITH YOUR BID FORM TO:
Caterers Office, Lowestoft Seafront Air Festival Ltd, 41 Tennyson Road, Lowestoft, NR32 IPS