



THE ROTARY CLUB OF WINDSOR AND ETON - SUMMER FAYRE 29TH JUNE 2019 ALEXANDRA GARDENS WINDSOR

FOOD STALL TERMS AND CONDITIONS

- 1. THIS YEAR THE SITE WILL BE OPEN FOR BUSINESS TO THE PUBLIC FROM 11 AM UNTIL 5PM**
2. The site will be laid out as per the 2018
3. Rotarians will be identified by members wearing fluorescent yellow coloured tabards. In addition there will be 2 Rotarian Health and Safety officers wearing green fluorescent tabards. You are requested and required to obey all reasonable and lawful instructions from any Rotarian attending the Fayre.
4. There are no reserved stall sites. The stall areas will be identified as usual by a Rotarian and you will be allocated a stall site upon arrival.
5. There are no parking facilities on site next to the stalls except previously agreed disabled vehicles.
6. We are unable to accommodate parked vehicles adjacent to the stalls as these cars potentially impede paths for emergency vehicles and are a potential health and safety risk.
7. You can unload next to the stalls but please be aware of other stall holders, their helpers, their vehicles and the public. Please unload your vehicle as close to your stall as possible and do not block the walkways between the stalls. Once you have unloaded, please remove your car/van as soon as possible. Please drive towards the parking area and do not attempt to double back through the site to the Goswells Road entrance. You will be directed to a parking space by a Rotarian.
8. All vehicles MUST be removed from the area around the stalls by 10.00am to the bottom half of the Alexandra Gardens site which is designated the car park on the attached plan. A Rotarian will be there to help you park. No vehicles are to permanently park by the railings next to the stalls as this potentially could impede emergency vehicles. If you wish to exit the site during the morning or the day, please use the bottom entrance via the skate board site. If you are asked to move your vehicle by one of the Rotarians at whatever time during the day, you are required to comply immediately.
9. NO FURTHER VEHICLES WILL BE ADMITTED AFTER 10.00 A.M. Please be early to set up so that we can plan where the stalls can go. If you are driving a car on site, at any time, please put your hazard lights on and only drive at a very slow speed appropriate to the conditions.
10. THE WHOLE OF THE ALEXANDRA GARDENS SITE IS OPEN TO THE PUBLIC ALL DAY AND WELL BEFORE THE OFFICIAL OPENING AT 11am. GREAT CARE MUST THEREFORE BE EXERCISED BY ALL PARTICIPANTS AT ALL TIMES.
11. If you have a gazebo, please secure it and stake it down as soon as it is erected to avoid it blowing away and causing damage/injury.
12. We ask all stall holders to stay until the end of the Fayre at 5.00pm. We ask you not to cease trading or start packing up mid-afternoon as vehicles will not be allowed in to collect items or people until the fayre closes.
13. Please collect your rubbish and do not litter or leave items at the end of the fayre. Please speak to a Rotarian about the safe disposal of any rubbish.
14. By attending the Fayre and returning the booking form you acknowledge that you have read these terms and conditions and further confirm that you and any members of your group, organisation, business etc will abide by the same.
15. The Rotary Club of Windsor and Eton accepts no responsibility for any damage or injury how so ever caused during the operation of the Fayre.

All stalls must comply with health requirements of the Food Act and Food Regulations 2006 and the Food Safety Standards supervised by the Royal Borough of Windsor & Maidenhead Council.

Summer Fayre Volunteers will be monitoring food stalls during the event. Premises found with inadequate facilities will be requested to comply. Stallholders who refuse to comply will not be allowed to operate.

General Health Requirements

1. All food handlers must provide proof of formal qualifications in their field e.g. Food Hygiene Certification
2. All persons engaged in the preparation or sale of food shall:
 - a. Wear clean and appropriate clothing
 - b. Ensure they keep themselves and their work area clean
 - c. Long hair kept tied back
 - d. Ensure hands are clean, before commencing or resuming work and after visiting a sanitary convenience, smoking, handling a refuse container, handkerchief or nasal tissue.
3. No smoking in any food stall, van or other place where food is to be prepared and/or sold.
4. Food shall be stored at least 75cm above the ground for protection from contamination.
5. All food is to be protected from contamination by dust, flies, vermin, breath or handling:
 - a. By display in bain-maries (where possible fitted with sliding doors), refrigerated cabinets or behind sneeze-proof shields.
 - b. Food must be stored within a sealed cabinet, plastic film or food grade paper or plastic bags or covered with a food grade plastic film.
 - c. Squeeze-type dispensers, in covered containers must dispense sauces and other condiments.
 - d. Whole fruit and vegetables are exempt from this requirement
 - e. There is a legal requirement that food vendors must provide a food-approved thermometer, which is accurate to + or - 1 C. This will enable food vendors to monitor food deliveries, production, display and storage.
6. Temperatures
 - a. Cooked food must be kept at a temperature above 60C until the time of sale.
 - b. Bain-maries, keep running at a temperature (approx 80C) this maintains your food at 60C.
 - c. Food containing meat, poultry, fish, eggs, dairy products or potentially hazardous food must be stored at below 5C. Frozen food must be stored at below -15C.
 - d. Meat and seafood to be kept iced down on trays or in eskies, when waiting use in the kitchen.

Remember: "Keep it hot or keep it cold, or don't keep it at all."

1. Cooked foods should be stored for no longer than 4 hours
2. Use tongs or suitable implements for the serving or cooking of foods.
3. Food stalls or vans are not to be used for sleeping purposes or to store bedding, clothing or animals.
4. No raw timber is permitted in food preparation areas. (i.e. benches, cutting boards, wooden spoons)
5. Protection must be provided for the public against deep fryers barbecue plates and hot food displays. Direct heat cooking appliances must be suitably shielded
6. All food displayed must be covered from direct sunlight.

Food Preparation Areas

Minimum Requirements for Food Preparation areas:

1. Roof
 - a. Free from cracks or other defects and weatherproof
 - b. Cover the entire food prep area and scullery
2. Walls
 - a. Smooth, impervious, non-absorbent, non-toxic, easily washable
 - b. Non-flammable near cooking equipment
3. Floor
 - a. Raised to at least 10cm (4 inches) off the ground and non-slip, impervious non-absorbent
 - b. Free from cracks, crevices or other defects and easily swept and washed
4. Water Supply
 - a. Connected prior to commencement of trade
 - b. Adequate supply of hot and cold water available at all times
 - c. Lighting - adequate to provide a safe work environment
5. Hand Wash Sink
 - a. Located in an accessible position in the food prep area
 - b. Supplied with clean running water. Alcohol cleansers or other alternatives will not suffice
 - c. Provided with liquid soap and paper towels
 - d. Be used only for hand washing and be separate from utensil basins
6. Double Bowl Sink

- a. Size adequate for requirements
 - b. Includes adequate drainage area for utensils
7. Prep Surfaces
- a. Constructed of or covered by smooth, impervious, non-absorbent, non-toxic material
 - b. Used solely for food preparation
 - c. Free from cracks, crevices or other defects
 - d. Easily washed with an appropriate cleaner
8. Hot & Cold Food Storage Unit
- a. Adequate for requirements, with a light inside cold room
 - b. Thermometer or temperature gauges provided
 - c. Able to maintain food at appropriate temperatures
9. Personal Effects/Chemical Storage - Stored away from food preparation areas

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