

**Sunday 18 July 2021**  
**Trading times 12 noon to 8.00pm**

**Handsworth Park, Birmingham, B20 2BY**

**Stalls/Traders Booking confirmation form**

**Completed Booking Confirmation Form must be returned by 5pm on Friday 18 June 2021 the very latest.**

Please send your confirmation booking form to Alex Williams, by email only at [alex@simmerdownfestival.com](mailto:alex@simmerdownfestival.com)

Catering/Traders concession categories and tender instructions  
**Stall Category (Please circle)**

1. Market stall - Food
2. Market stall – pre-packages food items (sweets etc.)
3. Market stall – no food
4. Market stall - Arts & Craft
5. Ice Cream van
6. Doughnut Van
7. Juice and Soft Drinks (No food)
8. Slush and Soft Drinks
9. Clothing's
10. Cake Stalls
11. Face Painter & Henna Waxes
12. Photographer
13. Toys and Balloons

14 Sweet Stall

15. Hair/Barber stalls

16. Complementary Therapy - specific T&Cs apply.

17. Information / Charity stall – no sales

**Dimensions of your stall/s (Use metric system). .....**

Pitch depth – including stall, prep area, support vehicle (Support vehicle require approval of the Simmer Down Management team)

Behind stall support: Describe exactly what will be behind your sales stall. If it isn't listed here, we may not allow it in the pitch area.

Disabled Access, will you or any of your staff have access/mobility issues that we need to consider if assigning you a pitch?

(Please circle) YES / NO

Power: Do you use a generator? **MUST BE DEISEL ONLY** (Please circle) YES/NO

### **1. ADDITIONAL INFORMATION AND TRADING POLICY**

**I enclose copies of my current: (Please tick)**

- a. Risk Management Plan (All traders) ....
- b. Public Liability Insurance (All traders) ....
- c. Employers Liability Insurance (If appropriate) ....
- d. Gas Safety Certificate (Food Traders) ....
- e. PAT test certificates or Electrical Systems test certificate (All traders)
- f. Food Hygiene Certificate for all staff (Food traders) ....
- g. Written Food Safety Management systems based on HACCP (Food traders) ....

**NB: no pitches will be offered without presentation of current documents**

**2. Liability disclaimer- Simmer Down Festival**, their servants or agents will not be responsible for any theft, accident, loss, or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the festival site, or whilst entering or leaving the site. Please ensure all stall holders/traders and helpers are vigilant. Simmer Down Festival is not responsible for effects on the level of trade caused by weather, power failure or any other unforeseen circumstances. Any departure from these conditions of trading could result in the stall holder being asked to leave the site without refund of pitch fee and will certainly jeopardize the stall holder's chances of being invited to trade at future events.

Animals: With exception of registered Guide dogs, no animals will be permitted on site, even if they are kept behind the stall or in tents.

**3. Cancellation:** The following amount of plot fee will be returned per the amount of notice given: 12 weeks' notice - 50%, 6 weeks' notice - 25%, less than 4 weeks' notice - 0%.

**4.** All vehicles are brought on site at their owner's risk and must be suitably insured. Simmer Down festival cannot accept any responsibility for any loss or damage that may occur during the festival.

**5.** Although there is security on site, traders are responsible for the security of their own pitch; please keep cash and valuables safe.

**6.** Traders agree to co-operate fully with management and security.

#### **Access to site & inspection of traders.**

**7.** All traders must arrive on site on Sunday 18 July 2021.

**8. Food Traders only** may not arrive on site before 6.00am and must not arrive after 9am on Sunday 18 July 2021.

#### **Non-food trader's arrival times from 8am, but must be ready for inspection by 10.00am.**

**9.** It is worth noting that all plots have been pre-allocated so there is no benefit to arriving earlier than the allotted times.

**10.** Any trader who arrives after 10am to set up will be turned away and forfeit any fees paid. There are no exceptions to this condition.

**11. ALL TRADERS, BOTH FOOD AND NON-FOOD, WILL NEED TO BE SET UP AND READY FOR INSPECTION BY ENVIRONMENTAL HEALTH BY 10am ON SUNDAY 18 July 2021. Failure to comply is likely to result in you losing your pitch as this is a license requirement imposed by the council.**

12. Traders are responsible for ensuring that they and their staff adhere to the published pass system. The festival cannot accept any responsibility if traders do not adhere to the system or lose passes. Trading staff without passes will not be admitted to the Festival.

13. All vehicle movement is to be kept to a minimum and must follow the proper track roads. Once the event is open to the public **you will not be able to move your support vehicle from its position behind your pitch (with agreement of the festival organizers) or the trader's car park.**

If you have additional supplies in the car park you must collect these by hand or trolley unless agreed in advance with the organisers. Any vehicles caught driving over grass in the main arena will be removed from site and this could affect your ability to trade with us in future years.

### **Trading times & pitches**

14. Traders can trade until 8pm on the day and must stay onsite until 9.00pm.

**THERE WILL BE NO MOVEMENT OF TRAFFIC UNTIL THE FESTIVAL IS CLOSED TO THE PUBLIC AT 9pm**

### **Terms & Conditions of Trading**

- a. Traders and/or agents of traders agree to be bound by the Terms and Conditions as set out in this schedule.
- b. The plot fee is for the duration of the festival. This sum represents plot hire only, we do not provide stall tables, covers etc. Traders must provide their own.
- c. No unauthorised traders or sub-letting of pitches.
- d. No food is to be sold from a non-food stall due to separate safety and licensing requirements. f. Due to licensing laws, no tobacco, alcohol or drugs can be sold.

This includes "legal highs" NOS and related paraphernalia

## **Items not permitted on site.**

e. glass containers

f. body piercing equipment

g. Acupuncture needles

## **Health & safety**

**15.** To comply with health and safety regulations all electrical appliances and cables used by traders must display a current PAT Certificate sticker. Electrical systems within catering units must also be tested as safe.

**16.** All traders must comply with the requirements of the Health and Safety at Work Act 1975 and its supporting regulations, the Fire (England) Act 2005 and its supporting regulations and any additional local authority requirements.

**17.** All safety direction and instructions by management and crew must be followed.

**18.** Prices for merchandise for sale must be displayed It is now a legal requirement to list the ingredients of all foods served and have allergen information available., There must be a sign visible saying this list of ingredients is available.

**19.** Written Food Safety Management Procedures are required by law and must be available for inspection by Festival and licensing authority staff. All food traders must be registered with a local authority.

**20.** Traders must provide, at time of application, evidence of adequate and current:

Public Liability Insurance (All traders)

Employers Liability Insurance (If appropriate)

Risk Management Plan (All traders) must be provided by law, outlining any significant

Food Hygiene Certificates (for all staff working on a food stall)

Gas Safety Certificate (Food traders using mobile gas appliances)

PAT test certificates and/or Electrical Systems test

**Food traders must have written Food Safety Management Procedures which are available for inspection by festival and licensing authority staff.**

**21.** Fire safety equipment. It is essential that all traders provide adequate and relevant fire safety equipment for their stalls; co2 or powder for stalls with electrical equipment, foam or wet chemical for those with deep fat fryers plus a fire blanket. Stall textiles must be flame retardant and staff must be trained in correct fire action policy.

**22.** Each stall must have a basic first aid kit and a designated first aider as well as an Accident Record log book

**23.** All traders must adhere to the requirements of the smoke free legislation, which includes displaying the statutory A5 'no smoking' sign.

### **Waste Oil & water**

**24.** Please put all waste oil or water in suitable containers and **must be taken away at the end of the event. It must not be poured on the ground.**

**25.** No glass is permitted on site. No drinks in glass bottles. Food traders are also requested to use bio-degradable plates, cutlery etc.

**26.** Traders are responsible for separating their own rubbish in receptacles.

**27.** All traders must leave their pitch as they found it and clear away all waste and recycling – failure to do so may affect your application to attend in future years.

**28.** Water will be accessible via Sons of Rest Building only. Traders will not be permitted to connect themselves to the mains supply and should bring appropriate containers to carry water to and from their designated water point.

### **Sponsorship & merchandise**

**29.** Unauthorised Band/Festival merchandise and logos on any goods e.g. t-shirts, baseball caps, craft goods and any bootleg goods will be confiscated.

**30.** No third-party sponsorship is to be displayed on the site without permission from the festival organisers.

An invoice will be sent to you by Simmer Down Festival. Terms and conditions of trading are attached. This Booking form confirms you can trade at The Simmer Down Festival 2021 Please sign below to confirm that you agree:

**Please make a copy of your completed form for yourself, and return the original with all supporting documentation to: [alex@simmerdownfestival.co.uk](mailto:alex@simmerdownfestival.co.uk)**

**Other information**

- Only traders with a food hygiene rating of 4 or above will be considered for this event.
- **Caterers must use only recyclable and/or bio-degradable materials to serve food to the public.** Only paper plates and containers, wooden cutlery and other recyclable and/or biodegradable materials are permitted. No shatter-able plastic or glass is to be used. No polystyrene containers are permitted.

## Event regulations – please retain a copy for your records

### General regulations

1. All mobile caterers must be registered with the Environmental Health Department of the relevant local authority.
2. The caterer must comply with the Council's guidelines for catering at outside events.
3. Each application is subject to approval by the Council's Environmental Health and Trading Standards Section.
4. Details of your council registration and a copy of your last inspection report must be provided in advance.
5. Food hygiene certificates must be provided in advance and be available for inspection on site.
6. All caterers are required to demonstrate correct food safety procedure. All caterers should have a SFBB (Safer Food Better Business) pack from the Food Standards Agency and the log book should be available on site for inspection
7. The caterer must be in possession of a **properly equipped First Aid box**.
8. All successful applicants must comply with all current Government Acts and legislation and any EEC directives pertaining to outside catering, including 'The Health and Safety at Work Act 1974' (and relevant codes of practice), 'The Food Safety Act 1990' and 'The Food Safety (General Food Hygiene) Regulations 1995'.
9. All caterers are required to demonstrate correct food safety procedure and show documentation for Hazard Analysis Critical Control Point (HACCP)
10. All caterers must supply upon application and for inspection at the event a written risk assessment for their operation at an outdoor event, identifying where harm could happen to staff and the public and what precautions are taken to reduce the risks identified.
11. All caterers must provide their own separate hand washing facilities.
12. Caterers will be allocated a specific pitch within the park by the event organisers. The pitch size will be as requested on the application form and must not be exceeded. Failure to comply with the siting instructions of the event organisers will result in removal from site without a refund of fee.
13. Dogs are not permitted at this event
14. Vehicles must be detailed on the application. Vehicle passes will be issued. They are non-transferable and no vehicle will be allowed on site without a vehicle pass. Vehicles to remain on site during the event must be detailed on the application. All other vehicles must be removed before the start of the event. No vehicle (Except if essential to your stall and pre-agreed) is permitted to remain on site after 11.00am and no vehicle movement is permitted on site between



11.00am and 9pm. These times will be confirmed in writing if you are accepted as a trader.

- 15. The caterer must supply a menu list of what he/she proposes to sell on application. No changes are permitted without prior permission from the event organisers. The agreed price list must be displayed throughout the course of the event.**
- 16. A proposed plan and photograph of your vehicles/structures must be included with the application. Failure to do so will result in your application not being accepted.**
17. The caterer must be in possession of full public liability insurance of £5,000,000 for the date of the event. The caterer must also hold product and employer's liability insurance. Documentation of the insurance cover must be submitted with the application.
18. If gas appliances are to be used, these must have a gas safety certificate. Jubilee clips are NOT permitted. High pressure connectors or crimping is recommended.
19. If LPG is to be brought onto site, please only bring enough for the length of the event.
20. The caterer/trader must be in possession of electrical and gas installation compliance certificates for all equipment. Copies of these documents must be submitted with the application and be available for inspection at the event.
21. The caterer/trader must be in possession of suitable fire extinguishers relevant to the appliances in each unit.
22. The caterer/trader must display their proposed trading name on their unit/stall through the course of the event.
23. The caterer/trader must close their units promptly at 8:00pm or when asked to by the event organiser or their representatives.
24. No petrol generators are permitted on the site. Only silent type diesel generators permitted.
25. No caterer is permitted to sell alcohol or tobacco.
26. No glass or non-recyclable containers or cutlery are permitted. Only recyclable/biodegradable materials are to be used by the caterer. No polystyrene is permitted.
27. No caterer may use a PA system or any amplified music or sound unless by prior arrangement with the event organisers.
28. The caterer must keep their site clean and tidy at all times and wherever possible to use the recycling facilities available. The caterer must leave their site completely clear of all waste. All oil must be safely removed from site. All charcoal must be safely disposed of. The caterer will be billed for any damage the site incurs due to their activities. All water waste is to be disposed of in the wet waste disposal bins provided.

29. It is your responsibility to ensure that everyone working on your stand is trained in the safe operation of equipment, gas and electrical safety relating to your unit.
30. If successful, payment must be made by the date shown on your invoice and is non-refundable.
31. The signature of the caterer on the application form will be taken as an assurance that the caterer/trader has read and agrees to abide by the event regulations.

**Food Stall/Traders Booking Confirmation  
form Sunday 18 July 2021**

<b>Name of company</b>	
<b>Proposed trading name at event</b>	
<b>Contact name</b>	
<b>Postal address</b>	
<b>Address the company is registered at if different to above</b>	
<b>Mobile (contact for event)</b>	
<b>Email</b>	
<b>Name of local authority company is registered with</b>	
<b>Phone no. of local authority</b>	
<b>Menu</b> Please attach a full menu and price list of what you intend to sell at the event. Please note that no additions or changes can be made to the menu unless authorised by the festivals traders' co-ordinator before the event. <b>Please include current photographs of your unit.</b>	
<b>How many plots are you applying for?</b>	

<b>Please give registration numbers of all vehicles listed if known?</b>	
<b>Total Payment Amount</b>	£

**Checklist:**

Please ensure that you have included the following, your application is considered:

- Completed application form
- Copy of Public Liability Insurance Certificate (to the value of £5 million)
- Employers and products insurance, where applicable
- Full menu and price list of all items to be sold at the event
- Current photograph of the units and layout plan
- Copies of electrical and gas installation compliance/ safety certificates
- Copies of staff hygiene certificates
- Copy of risk assessment for operating at an outdoor event
- Details of your food management system (HACCP)
- Details of your council registration and a copy of your latest report
- Completed fire risk assessment

**Food hygiene at outdoor and temporary events  
Birmingham city Guidelines**

Catering stalls/vans/trailers etc. are all expected to follow these guidelines:

**Temperature control**

Refrigeration/freezers (which may include cool boxes) and hot holding facilities may need to be provided. The amount and type of this provision will need to be sufficient for the intended use, which will depend on the extent, nature and duration of the event and the type of catering. Any high-risk food (those which will readily support the growth of food poisoning bacteria), such as cooked/part cooked rice/meat/poultry/fish/noodles or foods containing eggs or dairy products, must be kept either hot, at a temperature of over 63°C, or cold below 8°C (but below 5°C is recommended), even if they are to be reheated. It is an offence to allow high risk food to be kept at a temperature between 8°C and 63°C (although there is an exemption that cold food may be kept for up to 4 hours outside this temperature and hot food for up to 2 hours outside this temperature). This applies at all times; even during transport to the event and preparation before the event (even at home, if that is where you are preparing food for an event).

If food needs to be kept hot or cold, suitable thermometers should be provided and temperatures should be checked as often as is necessary to ensure that these

conditions are met. Always check your refrigerators and other equipment before the event to make sure that there are no problems (e.g. refrigerators not being able to maintain cold enough temperatures). As a general guide, freezers should keep food below  $-18^{\circ}\text{C}$ . At the event, you may be doing a lot of cooking, so there may be a lot of heat and you may be opening refrigerator/freezer/hot cabinet doors frequently which will affect the temperature inside. You should consider this and make allowance beforehand. Food should be kept in the refrigerator/freezer until it is needed and brought out progressively, so that it is not left out for longer than is necessary. If you are transporting/storing food in cool boxes, ensure that you have enough freezer blocks in them and that they are cold enough to ensure that the food in the boxes maintains the temperatures mentioned above.

### **Hot and cold water**

A supply of hot and cold water for use at the basin(s) and sink(s) should be provided. Hot water for hand washing and sanitizers should be available for immediate use at all times when open food is being handled. The quantities of both hot and cold water provided must be sufficient for all likely washing activities. The water must be wholesome and containers used to store water must be in a clean condition and fit for the purpose. Any water used for human consumption or food preparation should be of drinking water quality, which will normally mean that it will have come direct from the mains or be bottled drinking water.

### **Hand washing**

There should be a basin or bowl, which can be kept exclusively for hand washing, in the area where food is being handled. Antibacterial soap and hand drying facilities should be provided at each basin/bowl (paper towels are recommended; shared towels should not be used).

### **Washing of food and equipment**

This will depend on the nature and extent of what is being undertaken but, as a minimum, at least one separate sink or bowl for washing food and/or equipment would normally be expected.

### **Waste storage**

There should be sufficient storage facilities for all waste likely to be generated. This may be in the form of waste bins or refuse sacks. Arrangements must be made for the lawful collection and disposal of all waste.

## **Equipment**

All equipment, utensils, tables and work-surfaces must be sound and in a clean hygienic condition. Any wood/chipboard/MDF which could come into contact with food (e.g. trestle tables) should be covered or sealed.

## **Protection from contamination**

Everything necessary must be done to prevent the risk of contamination of food. The layout of the stall/van/trailer and the equipment provided must all be suitable for this purpose and the practices adopted should ensure this. The food must be protected from contamination by members of the public and animals. Members of the public and their clothing etc. must not be allowed to touch or lean over any exposed food (apart from pre-packed food and low risk food such as raw fruit which they may be buying). To prevent contamination, raw meat/poultry/fish and unwashed vegetables should not be placed above or in close proximity to high risk foods, even in the refrigerator. If possible, separate work surfaces and equipment should be provided for the preparation/handling of raw foods and for cooked foods (or foods which will be eaten without cooking). Where this is not possible, the equipment and work surfaces should be sanitised before it is used for high risk foods and after being used for raw meat/poultry/fish and unwashed vegetables.

## **Disinfection**

Facilities to sanitise equipment and/or work surfaces should be provided e.g. suitable anti-bacterial cleaning products intended for kitchen use (although this will depend on what is being carried out).

## **Protective clothing and head covering**

Clean protective clothing and hair covering should be provided for all food handlers. All personal clothing other than this should be covered by this (except rear and the lower parts of trousers).

## **Food vendors where there is no catering**

For food vendors, where there is no catering or preparation of food but where open food is being handled, particularly if it is high risk food, the same facilities as mentioned above are likely to be needed. If there is no catering but high risk foods (whether open or packaged) needing refrigeration are being sold/provided, suitable refrigeration or cold storage facilities (which in some circumstances, may include cool boxes), must be provided.

## **General food hygiene considerations for outdoor and temporary events**

The preparation and selling of food can be a potential source of food poisoning, particularly if those preparing and selling do not have the necessary knowledge or resources to ensure that the food is safe.

Most food poisoning results from bacteria contaminating food and then being allowed to multiply to dangerous numbers by poor storage. Bacteria require certain conditions to flourish; these are moisture, warmth and nourishment.

In all instances of food preparation, the following rules must be observed:

- Do not consider preparing food if you or any person helping you is unwell, especially if symptoms include diarrhea, vomiting or sneezing.
- Ensure that pets, young children, and those not preparing food do not enter the areas where food is being prepared.
- Wear clean protective clothing including a hair net when preparing food.
- Anyone handling food should not wear any item of jewelry from which bits (e.g. stones) could fall into the food or into which food may become embedded.
- Wash hands before touching any food particularly after handling raw meat and poultry.
- Make sure that all cooking utensils and work surfaces are spotlessly clean and disinfected before you start.
- Defrost frozen meats and poultry (in the fridge or microwave) fully before cooking, unless the cooking instructions state otherwise.
- If you are cooking food in advance and are not able to keep it hot (above 63oC), it should be cooled rapidly (in less than 2 hours), particularly for high risk foods, and then put in a refrigerator or freezer.
- Store food in clean containers suitable for the food type (acid foods can react with some metals and some plastics are not suitable for food storage).
- Where possible, always cover foods to prevent risk of contamination (including in refrigerators and freezers).
- Do not use the same utensils, knives or cutting boards, for raw food as for cooked food (unless they have been properly washed in hot clean water and/or sanitised between uses).
- Time is vital, the longer food is kept the more bacteria can grow. Minimise this risk by not preparing high risk food until the last possible moment.
- It is advisable to display only small amounts of high risk food, keeping the remainder either under refrigeration or in cool boxes. Replenish display items as required and



ensure that food on display is served on a first out first sold basis. High risk foods that have been out of refrigeration for more than 4 hours should be thrown away.

### **Rice**

Many people do not realise that rice is a high-risk food and can be a source of food poisoning (due to *Bacillus Cereus* bacteria). Although boiling the rice will kill most of the bacteria some of them survive as spores and will multiply if the rice is not kept below 80°C or above 63°C. For this reason, it should not be cooked until needed unless it is cooled down rapidly (within 2 hours, preferably less) and put in a refrigerator, or is kept hot in a bain-marie or rice cooker. Note large volumes of rice take a long time to cool, so split it into smaller amounts.

### **Cooking foods on site**

All food must be adequately cooked (as a general guide, all parts of the food being cooked should reach at least 75°C). If you are not checking the cooking temperature of the food, cook all raw meat (including poultry, sausages, burgers etc.) right through, until the juices run clear. NEVER serve these meats rare.

If you are barbecuing food, light the barbecue well in advance; wait until the charcoal is glowing red (with a powdery grey surface) before starting to cook. During cooking, if the food starts to burn on the outside, raise the grill height or reduce the heat of the charcoal (dampen coals slightly or partially close air vents).

Once food has been cooked, unless it is kept above 63°C or is cooled rapidly to below 8°C, it should be thrown away after 2 hours.

### **Other considerations**

If you are selling or preparing food other than on a one-off basis, all food handlers should be suitably trained/instructed/supervised in food hygiene. They are advised to attend a Food Hygiene training session. A number of organisations/trainers provide such courses, including Birmingham City Council's Food Safety Team.

**If you intend to sell food or hold a market (other than on a one-off basis) you must register with the Local Authority in which your food is prepared and/or stored (if you do not store food, this will need to be where you store your food vehicle(s)/equipment or where you live), or the market is being held. There is no charge for registration and any food business operator who fails to register is committing an offence and may be fined.**

## **Inspection**

The Local Authority has a duty to inspect food businesses. Any person or business which sells food, or provides it as part of a business, may be inspected at any reasonable time. The Local Authority has a right to inspect (and without notice or appointment – except, if it is in a house or flat whose main use is residential). During inspection, the Local Authority may ask for:

- Proof of food hygiene training
- Evidence of food business registration
- A copy of your documented food safety management system (which should be proportionate to the size and nature of the food business), complete with all appropriate records.

## Fire risk assessment – food concessions

<b>Name of unit / stall</b>	
<b>Contact no. on site</b>	
<b>Location on site</b>	

**In order to comply with relevant fire safety legislation you MUST complete a fire risk assessment of your stall or unit.**

**The risk assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.**

**This signed and completed form must be maintained available for inspection by the fire and rescue service / event organiser / council officers at all times.**

A briefing pack for the event will be provided on acceptance.

A map showing park exits will be sent in your information pack if accepted.

You must undertake a fire risk assessment for your unit, which must be suitable for the circumstances.

You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit

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- |   |            |           |
|---|------------|-----------|
| 1. Do you have an inspection / gas safety certificate for the appliances and pipe work (copy to be available for inspection) and are all hose connections made with “crimped” fastenings? | <b>Yes</b> | <b>No</b> |
| 2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?                                     | <b>Yes</b> | <b>No</b> |
| 3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?  | <b>Yes</b> | <b>No</b> |
| 4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?   | <b>Yes</b> | <b>No</b> |
| 5. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the public?  | <b>Yes</b> | <b>No</b> |

- |  |            |           |
|--|------------|-----------|
| 6. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?  | <b>Yes</b> | <b>No</b> |
| 7. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.   | <b>Yes</b> | <b>No</b> |
| 8. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?   | <b>Yes</b> | <b>No</b> |
| 9. Has the fire-fighting equipment been tested within the last 12 months?<br>Note: a certificate of compliance will normally be required   | <b>Yes</b> | <b>No</b> |
| 10. Have staff been instructed on how to operate the fire-fighting equipment provided?   | <b>Yes</b> | <b>No</b> |
| 11. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?  | <b>Yes</b> | <b>No</b> |
| 12. Are you aware that petrol generators are not permitted on site?  | <b>Yes</b> | <b>No</b> |
| 13. Have you identified all ignition sources and ensured that they are kept away from combustible materials?   | <b>Yes</b> | <b>No</b> |
| 14. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident? | <b>Yes</b> | <b>No</b> |
| 15. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?  | <b>Yes</b> | <b>No</b> |

**Stallholder /**

**Responsible Person :** \_\_\_\_\_

**Position :** \_\_\_\_\_

**Company :** \_\_\_\_\_

Simmer Down Festival 2021  
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