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### SKELTON HORTICULTURAL & AGRICULTURAL SOCIETY

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### 2025 CATERING TENT TENDER DETAILS

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- The Show runs from 7am – 6pm on **Saturday 5 July 2025**.  
The catering tent would be expected to open from 10am to 3pm inclusive
- The estimated total attendance at the show varies between 4,000 and 9,000 people (depending on the weather).
- **We are looking for a three year agreement so subject to satisfactory performance we will negotiate the following two years prices.**
- Must have own public liability insurance of £5m.
- Water is available on site but will not be piped into the catering tent
- A double 13A socket from our main electricity supply will be provided for any refrigerators
- Some exhibitors in the food hall, fast food caterers and trade stands may also provide food. The Presidents has a separate complimentary ringside tent offering hot and cold drinks for show sponsors, judges and committee.
- Catering tent will be sited adjacent to a hardcore road near the church wall
- In the event of the Show not being held or being abandoned for any reason whatsoever, no liability will attach to the Society in respect of persons whose Tenders have been accepted, beyond the costs of any food that could not be reused and therefore wasted.

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### WHAT WE WANT

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- We are looking for **one** caterer to provide morning coffee then a sit down cold lunch for officials and the general public. Morning coffee and biscuits should be available from 10am with lunch served between 12 noon and 3pm. The lunch should consist of a dinner plate sized cold meat salad with a bread roll and associated garnishes, a choice of cold puddings and a cup of tea or coffee. A vegetarian option should also be available.
- A small number of packed lunches (up to 10) may also be required for judges and officials
- Last year the society paid for 30 Morning coffees and 250 lunches
- You will be required to reserve a table for 12 for the presidents lunch party at 1230pm
- The society will provide a 90ft x 30ft tent with a kitchen partition 15ft in, with 45 six ft tables and c 200 chairs. The operator must set these out as required and provide all table cloths, napkins, cutlery, crockery and associated goods necessary to operate an efficient catering service.
- Operators must tidy up during the day and leave the site as they found it free from litter. They will also be fully responsible for obtaining their own licensing and any required environmental health certificates.

- Full health and safety compliance including provision of your own suitable fire extinguishers on site. See website for details of the Societies Health and Safety policy.
- Sufficient personnel to keep queuing to a minimum. Over and above the requirements of the society above, it is difficult to predict demand for this service from the public, but there should be flexibility to respond accordingly.
- Final choice will be based upon variety, quality of food and selling prices submitted and the Societies decision will be final.
- Please note that Fast Food is also provided within the Foodhall and by a number of mobile catering vans

### WHAT WE NEED FROM YOU

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- A proposed menu
- Details of what will be included in your packed lunches
- Details of any alternative food you may wish to provide including pricing
- A photo and details of previous events that you have catered for including two referees with full contact details.
- Any details that you think we should know including local purchasing policy, staffing levels etc.
- The number and size of vehicles you require by the tent noting that we expect all non essential vehicles to be removed to the trade stand car park.
- The meal prices you are prepared to offer the Society and the public for this concession by completing all and signing the attached pricing schedule.
- Anything else you are willing to offer to enhance the experience (e.g. Sponsorship etc.)
- If the tender is accepted copy documents will be required showing public liability insurance, licences and any necessary public health and hygiene certificates.

### LOCATION OF THE SHOW

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- The show is held at the Old Park Hutton in the Forest CA119TH just north of Penrith in Cumbria on the B5305 3 miles north west of M6 Junction 41.
- The field is easily accessible with the benefit of hardcore roads.
- This traditional agricultural show has a good reputation and offers something for all the family.
- Further details of the show can be found on our website [www.skeltonshow.com](http://www.skeltonshow.com)

### PRICING SCHEDULE

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Please complete and return the attached tender form and required details to arrive **by 22 November 2024**. Acceptance by the society within 30 days will constitute a binding contract between us. Please note that the society is **not** VAT registered.

When pricing the schedule please provide full details requested above.

## SKELTON HORTICULTURAL & AGRICULTURAL SOCIETY

PLEASE RETURN TO : Nina Oxley, 2 Chapelfields, Skelton, PENRITH CA119TB

Telephone 01768 484050 Email: [nina.oxley@skeltonshow.com](mailto:nina.oxley@skeltonshow.com)

RETURN NO LATER THAN 22 NOVEMBER 2024

## CATERING TENT TENDER FORM FOR SAT 5 JULY 2025

RETURN THIS FORM WITH FULL DETAILS OF YOUR OFFER TO BE PROVIDED.

Company Name .....Contact Name.....

Address .....

.....'Post Code .....

Telephone No ..... Mobile No .....

Email address .....Website.....

Item No	Meal/Offer	Price per meal including VAT £
1	Morning coffee for officials (paid by show society)	
2	Morning Coffee for the public	
3	Cold lunch for officials (paid by Show Society)	
4	Cold lunch for public	
5	Packed lunch (paid for by Show Society)	
6	Any alternatives proposed (continue on separate sheet if required)	
7	Anything else you wish to offer (sponsorship etc.)	

Having examined the requirements of the society we tender the above amounts and attach the required details. We acknowledge that the society is not bound to accept any tender and may chose from the range of facilities offered.

If successful we also undertake to provide the required licence, health, safety and hygiene documentation and pay any sponsorship by 1 May 2025.

Signed .....

Date .....

VERSION 3

24/10/24