

# **Loughborough Fair 2023**

## **Tenants Conditions and Regulations**

It is important that you read this document before signing your on-line application forms.

Note: that by agreeing to abide by these Conditions and Regulations you are also agreeing to abide by Charnwood Borough Council's Terms and Conditions for Lettings which are included in the Guidance for Showmen.

### ***Chapter 1***

#### ***Historical Facts and Information***

#### ***Loughborough Fair***

Fairs have been held in Loughborough for centuries, the first official Charter being granted to the Lord of the Manor, Hugh le Despencer, in 1221 by King Henry III. The Fair was then held on St. Peter's Day and therefore is in it's 800th year of coming to the town.

Approximately 100 individual show people attend each year, presenting between them some 20 large rides, numerous children's roundabouts, game and novelty stalls, and the usual popular refreshment stands.

### ***Chapter 2***

#### ***Fair Information***

#### ***About the Loughborough Fair***

The Fair aims to cater for everyone, young and old alike. Amongst those pleasure rides presented this year will be the old favourite's such as Waltzers, Dodgems, Galloping Horses, together with the more spectacular rides such as the Freak Out, Kiddies' Corner and the Extreme Ride and perhaps one or two surprise attractions.

Loughborough Fair is held in Loughborough town centre.

#### **Opening Times**

- |             |                           |                      |
|-------------|---------------------------|----------------------|
| • Wednesday | 8 <sup>th</sup> November  | 6.00 pm to 11.00 pm  |
| • Thursday  | 9 <sup>th</sup> November  | 12 noon to 11.00 pm  |
| • Friday    | 10 <sup>th</sup> November | 11.00 am to 11.00 pm |
| • Saturday  | 11 <sup>th</sup> November | 11.00 am to 11.00 pm |

All tenants must be fully open for business during all of the above days and times. Our Markets and Fairs team is responsible for directing the arrangements connected with the Fair. Contact our fairs team via email to [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk)

#### **1) Official Opening Time**

The official opening is signified at **6pm on Wednesday 8<sup>th</sup> November 2023** by the Mayor of Charnwood, Cllr Margaret Smidowicz, and the Chief Executive Rob Mitchell, reading the Proclamation. The location for the official opening is to be from the platform of Percival's Waltzers situated in Market Place. Loughborough Fair runs until Saturday 11<sup>th</sup> November 2023.

## **Chapter 3**

### **Application information**

### **Application Procedure**

You will need to complete an on-line application form/s and upload ALL supporting documents for each ride/stall/unit. On changing equipment to food stall questions will be asked re food safety

All correspondence should be emailed to [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk), no telephone messages relating to your application or invoice will be accepted, this is so we have an email trail of your query / queries.

The closing date for applications is Friday 18<sup>th</sup> August 2023. We will not consider late applications.

If you wish to bring a caravan, a generator or park a vehicle on site you will also need to apply for permits - questions about these are covered in the on-line form. Please note failure to provide correct sizes will result in refusal of admission to the fair site/living van park.

#### **2) Selection Criteria**

To maintain a wide variety of goods on the fair, new applicants will have more chance of getting space if they are displaying something different and must be approved by the Markets, Fairs and Town Centre Operations Manager.

#### **3) What happens next?**

Upon receipt of completed on-line application form/s an invoice will be forwarded for payment of all fees due and must be paid in full by the date shown in the invoice. The invoice will itemise each item applied for and the charge applicable to that item (i.e. Rides, Living vans, lights etc.).

Upon receipt of full payment a pull on schedule and information on any relevant permit distribution will be allocated to you on arrival by the Stewards.

#### **4) Sublet**

Applications for permission to sublet are now part of the completion process incorporated into the on-line application form.

The tenant with established rights takes full responsibility for the submission of their Subtenants' applications and documents including where applicable any answers to food hygiene questions

Please note that applications to sublet will only be approved if they are acknowledged and approved by the Markets, Fair & Town Centre Operations Manager.

## 5) Change of Use

Tenants with established rights who wish to change the use of their equipment must first email [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk) requesting permission and approval before completing their on-line application form, in accordance with Guild Regulations. Failure to do so could affect your standing at the Fair

Tenants, who wish to change the use of their position on a one-year let, must make a request by email to [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk) We will assess each request individually.

## 6) Transfer

Tenants, who wish to transfer their positions, must email your request to: [fairs@charnwood.gov.uk](mailto:fairs@charnwood.gov.uk) during the Transfer window closing date of Friday 28<sup>th</sup> July 2023.

Please note to enable us to confirm whether any fees are due, you will need to confirm if you are related (and how) to your proposed transferee. If a fee is payable this is based on two times the ground rent for a four-day fair. Lighting set positions/ vehicle parking permits and living van permits are not transferable.

## 7) Floating Positions – Mid Section Granby Street.

Preference will be given to operators with new or diverse equipment. It is unlikely that we will consider devices that already attend Loughborough Fair. These permissions are strictly one year only

## **Chapter 4** **Finance and Charges** **Important Notes on all Payments**

Any outstanding payments that have not been received in full by the **invoice due date** will be passed to Sundry Debtors at Charnwood Borough Council. Tenants with outstanding payments will not be allowed to stand at the Fair.

The account will be referred to our Legal Department who will issue an immediate summons, which may affect your ability to obtain credit in the future. Should this course of action become necessary, Court fees, Court costs and interest will be added. This will further increase the amount owed.

If we are notified that payment has not been received in full, your site will no longer be available to you in future years.

## 8) Provisional Allocation/Invoice

Provisional invoices will be issued onsite for casual lettings and additional footage on equipment, stalls and games.

Payment for this invoice must be made at the Loughborough Markets and Fairs Office on the day of issue. Please bring the invoice with you when you pay.

## 9) Vehicles Penalties

We will be logging all vehicles coming on site for

- Registration numbers
- Driver's name and phone number
- Reason for being on site

This does not permit the vehicle/s to remain on site.

A Fixed Penalty Notice will be issued by Leicestershire County Council (**NOT Charnwood Borough Council**). Where no valid permit is displayed or where a car or vehicle is not parked in the correct location or not required at Loughborough Fair Leicestershire County Council will issue a parking ticket. Historically parking permits have been approved to park on Granby Street and the Stewards will be issuing these permits on the day. Non collection and display of the permit will result in a Leicestershire County Council parking ticket.

## **Chapter 5** **General** **General Information**

In these conditions and regulations, the words "Borough Council" means Charnwood Borough Council, or any officials and contractors appointed by Charnwood Borough Council for the purpose of the enforcement of these conditions and regulations or any of them.

All letters of grant are issued in accordance with this Guidance and the Council's Event Terms and Conditions. Failure to comply with any of these rules could jeopardise your future allocations. The following notes should be read in conjunction with these.

- Permission is granted solely for the benefit of the applicant upon payment of all due fees.
- Sub-letting and Transfer is only permitted by completion of the relevant forms and by prior written permission of the Borough Council.
- Change of use on a position is only permitted by prior written permission of the Borough Council.
- Only the equipment described on the on-line\_application form shall be used on site.
- The tenant must comply with all statutes, regulations and Home Office codes of practice.
- Operators and staff must comply with disability, equality and child protection law; act in a non-discriminating manner and demonstrate good levels of customer care.

## 10) Termination of Rights

The Borough Council reserve the right to terminate this permission and re-let the standing without notice if

- It is satisfied that a breach of these conditions and regulations has occurred.

- It is satisfied that a breach of these conditions and regulations is likely to occur (and after inviting and taking into consideration any representations from the tenant).
- It is satisfied that the equipment is dangerous or of immoral tendency or is not in accordance with the details appearing on the application form.

If the licence is so terminated the tenant shall immediately stop the working of their equipment and remove it from the Fair. In default of this, it shall be lawful for the Borough Council to cause such equipment to be removed without their incurring or being liable for any loss or damage that may be occasioned by or through such removal and the consequent stopping of any equipment.

No return shall be made to the tenant of any sums of money that may have been paid by him for the licence fees and charges.

### 11) Documentation/Certification

See the Terms and Conditions for Lettings for full details.

### 12) Erection of Equipment

Equipment can only be erected as follows: -

- Adult machines/Shows
- Juvenile Machines
- Games and Stalls

### 13) Power Cable Routing

Where cables have to be laid across public areas, they must be laid together as far as possible and must be in place three hours before opening time **and it is the responsibility of the Showmen to provide adequate, safe covering to an acceptable standard.**

### 14) Noise

Noise levels must not exceed 80 decibels at a distance of 1 metre from the speakers. The Borough Council will monitor and investigate any complaints of noise. If noise limits are consistently being exceeded two formal warnings will be issued.

On the first warning the amplification on the equipment must be switched off for one hour. On the second warning amplification on the equipment must be switched off for the remainder of the fair.

Failure to comply will mean that the permission will be terminated in accordance with the Termination of Rights as detailed above.

All of the above has been agreed with the Showman's Guild section and complaints will be laid under Guild rules.

## **15) Council Equipment and Property**

Partial siting of the fair takes place on the newly completed public realm development known as the Bedford Square Gateway Project. This Project has been undertaken as part of the Council's continued drive to improve the experience of our residents, traders and visitors to the town. Consequently, you must ensure that you adequately cover and protect the ground your ride/stall sits on providing oil spillage kits as any oil spillages, stains etc will be liable for an additional cleansing charge. This charge will be calculated on a site by site fee advised by our independent Contractor. This applies to any other damage incurred to the granite including the placement of bolts.

Any other damage caused to Borough Council Property including tarmac, paving, trees or shrubs or that of any contractors of Charnwood Borough Council by tenants, their family, staff or employees will also be recharged.

## **16) Access to Site**

As per Pull-On Schedule.

## **17) Pull On**

Equipment may pull on and erect on the fair at the direction of the Event Manager in conjunction with the Markets, Fairs and Town Centre Operations Manager as detailed on the Pull-On Schedule given by the Borough Council and must be placed in an approved position. Only vehicles and trailers with valid permits obtained from the Borough Council may be pulled on site and must only be left in the position specified on the permit.

## **18) During the Fair**

No equipment shall be open to the public until the Fair has been officially declared open or until permission has been given by the Borough Council.

All equipment must be working during the opening hours of the Fair and shall close promptly at the designated closing time each day.

## **19) Pull Down**

As per direction of the Event Manager and the Markets, Fairs and Town Centre Operations Manager and Pull-Down Schedule.

## **20) Emergency Procedures**

Charnwood Borough Council seek your help. Should an accident occur within this fairground, access may be required for fire appliances and ambulances. We may ask for your help to clear routes for these vehicles or to evacuate people from the area.

You can help by, upon request by anyone in authority to :-

- stop the ride (if applicable)
- switch off any amplified music

- stop any amplified announcements being made in connection with your attraction.
- allow your PA system to be used by the stewards to broadcast an announcement to the public
- be prepared to help if requested by a Steward or Markets and Fairs Officer.

In a major emergency, ride failure, ride stopping in failsafe mode, contact the Loughborough Fair Bronze/Silver Control immediately

Charnwood Borough Council, Markets and Fairs Office  
Town Hall Passage  
Market Place  
Loughborough  
LE11 3EB

## **21) Food Health and Safety advice for selling food and/or drink at Loughborough Fair**

It is important that you thoroughly read this advice to ensure you can successfully attend Loughborough's annual Fair.

The advice is based on general environmental health experience in managing food safety in catering at outdoor events. It aims to provide guidance to help food business operators comply with the requirements of food safety legislation and improve standards to provide safe and high-quality food. Although dealing primarily with food hygiene, some health and safety guidance is included.

Catering at an outdoor event or from mobile facilities is a high-risk activity and will always carry with it the possibility of causing food poisoning to many people. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. However, the remaining advice below is recommended as it may be necessary to help you to meet a legal requirement or to achieve good management practice.

### **21a) Food Health and Safety advice**

We recommend that you download and use the Food Safety Checklists for Loughborough Fair to make sure you have covered the following key hygiene rules.

### **21b) Food safety advice for the caterer (the food business operator must):-**

- Make sure food is supplied or sold in a hygienic way.
- Buy from reputable suppliers and keep a record.
- Have in place a documented food safety management system such as "Safer Food Better Business (SFBB)", which identifies food safety hazards; which steps are critical for food safety; and ensures that safety controls are in place, maintained and reviewed.
- Your food business must be registered with the local authority where your unit is based.
- Selling of alcohol is not permitted unless you have been granted a Temporary Event Notice (TEN) in accordance with the Licencing Act 2003.

- You will have to be able to supply information for every food item you sell that contains any of the 14 main allergens as ingredients.
- Allergen information must either be provided upfront in writing or a sign telling your customers where they can find this information is required.
- Food and drink must be described fairly.
- Make sure you risk assess and do a fire risk assessment. Bring with you a fire extinguisher and fire blanket.
- PLEASE DISPOSE OF RUBBISH (INCLUDING WASTE OIL) RESPONSIBLY IN THE SKIPS PROVIDED NOT THE BLACK WHEELIE BINS WHICH ARE FOR THE USE OF THE GENERAL PUBLIC

## **22) Design and structure**

- All stalls/vehicles/trailers should be designed and constructed to protect food from risk of contamination.
- Fittings and equipment for mobile units should be of good quality materials capable of being readily cleaned. Bare wood is not acceptable.
- Floors in mobile units should be of smooth, impervious and non-slip material and preferably coved to the wall fixtures.
- Stalls should be screened at the sides and back to prevent risk of contamination and pests.
- Lighting levels within the mobile units must be adequate.

## **23) Services**

- Outdoor events take place in a wide variety of sites and locations. At some sites it may be possible to provide essential services such as water, drainage and electricity, others may not. You need to find out the service arrangements BEFORE arriving on site.

## **24) Water supply**

- There must be an adequate supply of clean and wholesome water provided (ideally from the mains).
- If water containers are used, they must be cleaned and disinfected before use and on a regular basis.

## **25) Drainage**

- Wastewater from sinks and wash hand basins should be discharged into suitable containers and not directly onto the ground. Please dispose of oil responsibly any oil disposal found on surfaces near your pitch will be charged for.



## **26) Equipment**

- All equipment should be readily cleanable.
- Preparation surfaces and tables must have smooth, impervious surfaces. Stainless steel or Formica laminate surfaces are suitable.

## **27) Washing facilities**

- Suitable and sufficient hand wash basins must be provided and accessible for use by food handlers. Supplies of soap and means of hygienic hand drying must be available at each basin.
- Suitable sinks must be provided for food preparation and for equipment washing.
- A constant supply of hot water should be provided at the sink(s) and hand wash basins
- The use of plastic bowls as sinks and/or hand wash basins is only recommended for use in stalls.

## **28) Temperature control**

Effective temperature control and storage is one of the most important safeguards for controlling the growth of food poisoning organisms. You should consider the following points:-

- High-risk products must be kept at or below 8°C or above 63°C
- Ideally food should be prepared immediately before service, if this is not possible then the food should be prepared in small batches and kept at the correct temperature.
- All stalls/vehicles/trailers should have sufficient fridge space for the storage of high-risk foods, if appropriate. Checks of temperatures should be carried out daily and a record of the temperatures kept in your food management diary or similar.
- Cooked food should reach over 75°C
- Hot food displayed for sale/service should be kept above 63°C
- Thermometers with probes should be used to check temperatures (all probes should be disinfected before use).
- Keep food covered when stored in the fridge.

## **29) Cross-contamination**

One of the main risks facing event and mobile catering is to protect food from contamination. This is an important legal requirement, therefore: -

- Food preparation areas/cutting boards should be cleaned and disinfected after use.
- Raw and cooked food should always be kept separate, raw food should always be stored below cooked food; ideally separate refrigerators should be used.
- Clean sinks for washing/preparing vegetables before and after use.

- Avoid touching food. Use tongs, spatulas etc. instead.
- Tongs and equipment used to handle raw food must be kept separate from those used for ready-to-eat/cooked food. Hand hygiene is also relevant where tongs are used in order to prevent the spread of contamination on the handles.
- All equipment, including knives and containers, should be cleaned and disinfected after use.
- Disinfect all reusable cloths regularly and especially after using them to clean areas where raw meat and/or poultry have been and replace as soon as they become worn/damaged. The use of disposable cloths and paper towels is strongly recommended.
- Food must not be stored on the ground and must be kept away from risk of contamination. Food should be kept at a suggested height of 45cm above ground and protected from the weather.
- Equipment/utensils/crockery should be stored above ground, covered and kept free from contamination.
- Protect food from pests (insects, birds and rodents).

### **30) Cleaning**

- Adequate supplies of food-safe disinfectants or sanitising agents must be used for the regular disinfection of equipment and work surfaces. The sanitisers must meet either BS EN 1276 and/or BS EN 13697 and the product's contact time must be adhered to.
- Hazardous substances such as cleaning materials must be used and stored in a safe manner.
- Hot and cold water (or water at a suitably mixed temperature) must be available at sinks and hand wash basins and must be available before food preparation begins.

### **31) Transporting food**

- Vehicles and storage areas should be of sound construction, kept in good repair and able to be cleaned.

### **32) Personal hygiene**

High standards of personal hygiene are essential, and the following rules must be followed:-

- Hand washing must be carried out, before starting work, after handling any raw foods, after using the toilet, after a break and after sneezing, coughing, etc.
- Where possible, tongs should be used for handling food .
- All cuts or boils should be covered with a waterproof plaster (preferably coloured blue).
- Jewellery and nail varnish should not be worn. Hair should be covered and/or tied back.

- Clean, washable over-clothing must always be worn when handling food.
- Outdoor clothing and bags must be stored away from any food area.
- Any food handler who knows, or suspects, they are suffering from symptoms of food poisoning must notify their employer or manager and refrain from working with food. They must be symptom free for 48 hours.

### **33) Food safety training**

- Event catering is a high-risk activity with potential for food poisoning. food handlers must be trained to a level appropriate to their work.
- It is recommended that any person who handles, prepares, or cooks high-risk food have a Level 2 Award in food safety in Catering.

### **34) First aid**

- A first aid-kit including a suitable supply of washable blue plasters must be provided.

### **35) Refuse**

- There must be an adequate supply of suitable refuse containers and/or black plastic bags provided in the unit. Only dispose of your rubbish in the skips provided NOT the black wheelie bins which are for use by the general public.

### **36) References**

- Regulation (EC) 852/2004 on the Hygiene of Foodstuffs.
- The Food Safety and Hygiene (England) Regs 2013.
- Food Information Regulations 2014.

### **37) Further information**

- [www.cieh.org](http://www.cieh.org)
- [www.food.gov.uk](http://www.food.gov.uk)
- [food.gov.uk/science/allergy-intolerance/label](http://food.gov.uk/science/allergy-intolerance/label)

### **38) General Health and Safety**

#### **38a) Electrical Supply**

- Electrical appliances must be protected from weather, physical damage and interference.
- Appliances must be protected by residual current circuit breakers.
- All electrical cables will need to be maintained in good condition with no damage.
- Cables and flexes must be positioned so as not to cause a tripping hazard, it is the responsibility of the Showmen to provide cable covering/matting to all exposed cables.

- If generators must be used, steps should be taken to place them safely, protect from interference and to reduce noise and fume nuisance.
- A competent electrician should carry out all electrical work.

### **38b) Liquified Petroleum Gas (LPG)**

- Gas fixtures and systems require appropriate certification from a competent person who is gas safe registered for LPG appliances.
- LPG cylinders should be upright in a fire-resisting lockable compartment (with ½ hour fire resistance). Compartments must have adequate ventilation at high and low levels.
- Cylinders should be fitted with automatic cut-off valves and be protected from tampering.
- All cylinders should be kept away from heat and ignition sources.
- All pipes and flexible hoses should be as short as possible (flexible hose maximum 1.5 meters long) and secured with crimp fastenings (not slip-on or screw-driven fittings).
- All flexible hoses must be to the appropriate BS and should be protected from abrasion or mechanical damage (armoured if subject to temperatures over 50°C)
- All flexible hoses must be renewed at least every two years.
- All gas appliances must be fitted with a flame failure device and adequately ventilated.
- All fryers should be fitted with an automatic high temperature-limiting device (operates at a fat temperature of 250°C or lower).
- Suitable signs indicating "Caution - LPG" and "Highly Flammable" should be displayed.
- Gas leak detection spray or soapy water should be used to check all fittings and flexible hoses to ensure no leaks of LPG. If they are damaged or worn, they must be replaced. LPG has a distinctive smell, which gives warning of a leak. Do not use a naked flame when looking for leaks.

**If you are in any doubt or have any questions you are still advised to seek further information and direct advice from either your local Environmental Health service or Health and Safety Officer within your local Council.**