

Balmoral Show Catering Terms & Conditions



All caterers shall be considered as having read and understood the following terms and conditions.

1. Compliance

Caterers must comply with all current legislation, regulations and trading conditions, particularly Food Safety, Fire Safety, Risk Management and Health & Safety regulations. **Please refer to the Food safety guidance for mobile vehicles, trailers and temporary food stalls provided by Lisburn and Castlereagh City Council (Copy available on website).**

All caterers must supply the Society with: -

- A completed application form
- Catering fee as per terms of the invoice
- Risk assessment
- Fire risk assessment
- Food hygiene rating
- Copies of Public and Employers Liability Insurance
- Copy of your food registration certificate
- A copy of your PAT certificates(s), Electrical Safety Certificate for Portable appliances
- A copy of your Gas Safety Certificate, if applicable
- RCD Installation Certificate
- Menu and price list of products being sold.

Failure to provide all the above will result in your catering unit not being permitted to open.

2. Insurance & Indemnity

Caterers must confirm that they maintain Employers and Public Liability policies of at least £5m and indemnify the Society against all claims, including products liability, damage and expenses whatsoever in any way arising out of their presence. All caterers are responsible for their security, safety of their own goods and equipment.

3. Fire Safety

Caterers must ensure that their stands meet all the fire safe requirements and must provide appropriate and current firefighting equipment for their units. Caterers must carry out a fire risk assessment for each of their catering units.

4. Liquid Petroleum Gas (LPG)

Anyone installing or using LPG onsite will be expected to fully comply with all the regulations which cover the safe use, installation and storage of LPG. We would also expect anyone who installs and/or uses LPG to follow the HSE approved code of practice and guidance.

We require those using LPG to provide us with Gas Safety Certificates. We have an appointed Gas Safety engineer who is available preshow, by prior arrangement who can provide this certification if required. **The caterer will pay the engineer directly for this service.**

5. Use of Generators

The use of generators is **strictly prohibited** unless in exceptional circumstances and with preauthorisation from the RUAS Operations Director, Rhonda Geary.

6. Arrival on Site

All catering units must be on site and in position by latest **6pm** on Monday 12th May 2025. On arrival caterers must contact the Catering Site Coordinator Peter Dowds 07968 487 264 or Jenny McNeill 07825 146 830 who will direct you to your pitches. Units incorrectly positioned will not be allowed to open until they are relocated.

7. Trading Times

Only caterers who are preauthorised (by RUAS Operations Director) may open on build up days prior to the Show. During Show days from Wednesday 14th May – Saturday 17th May 2025. catering units must remain open from:

Wednesday – 9.30am – 6.00pm

Thursday – 9.30pm – 8.00pm

Friday – 9.30am – 7.00pm

Saturday – 9.30am – 6.00pm

Units in certain areas may be permitted to open earlier and trade later. This will be pre-arranged prior to the show build up.

8. Receiving Deliveries/Restocking

During show hours no vehicles are permitted into the showgrounds. However, if you need to restock your stand each day, we allow vehicles on site early morning and after show close for a limited time only. Entrance by Gate 6, Bog Road and then Gate D. (Restock Vehicle pass will be provided)

Wed – Sat mornings 6.00am -7.15am all vehicles must be off site by 7.30am. Last vehicle entry on site is 7.15am.

Wednesday evening 6.30pm – 7.30pm

Thursday evening 8.00pm – 9.30pm

Friday evening 6.30pm – 7.30pm

Any vehicle found on site after the times above will be towed off site and a fee for return will apply.

9. Breakdown of stands

No dismantling of catering units will be permitted before the close of the Show at 6.00pm on Saturday 17th May. This will be strictly monitored.

10. Pricing

The Society will have a **maximum selling price list** (see attached form) for most food and drinks caterers must comply with these selling prices. Caterers found to be charging more than the maximum selling price will be removed from site and the Societies list of approved mobile caterers.

11. Daily Takings

Caterers must provide a daily taking breakdown per unit. A full summary of takings must be emailed to jenny@ruas.org.uk by Friday 23 May. Failure to provide this information will result in your unit **NOT** being considered for future events.

12. Description of Products

Description of products, minimum raw weights and approved selling prices must be clearly displayed at each point of sale. Please promote **local Northern Ireland Produce** wherever possible.

Caterers will appreciate that as a shop window for the agricultural industry, Balmoral Show cannot allow vendors to compromise on the quality of the meat products sold. All beef products should contain 100% beef and no other meat products unless clearly advertised. No tinned meat products are to be used. As far as possible, **locally sourced Northern Irish products should be sold at all times (for Food Code see website)**. Clear signage must be displayed confirming where products have been sourced.

Only **FRESH MILK** can be used, **STRICTLY NO UHT**. Drayne's Farms is our local dairy, they make deliveries into the showground's during the show. If you would like to order milk, please contact 028 92 662 203. All caterers are responsible for their own orders and deliveries.

13. Food Safety & Hygiene policy

Caterers must ensure that they read and comply with the Lisburn & Castlereagh City Council food safety guidance for mobile vehicles, trailers and temporary food stalls. This details the minimum standard expected at the Balmoral Show for caterers and food exhibitors.

14. Soft Drinks & Water

Caterers may sell soft drinks (cans only), water can be sold in plastic bottles only from Coca Cola our soft drinks and water partner for the event. Maximum prices will apply, and caterers will be advised of these in advance of the Show. **Coca Cola are the water and soft drinks partner for all catering outlets at the Show and caterers are not permitted to sell any other brands during the event. This will be monitored during the Show.**

Coca Cola will contact you directly regarding your requirements. Ordering will be done via the Coca Cola app.

15. Alcoholic Drinks

The sale of alcoholic beverages is strictly prohibited, unless the caterer has been specifically authorised to sell alcoholic drink and carries the appropriate licence(s).

16. Sale of non-food or non-approved items

The sale of non-food items or non-approved items will result in the closure of your catering unit without recompense and removal from the Event and Societies approved catering list.

17. Sale of Cigarettes & Tobacco

The sale of cigarettes or any tobacco products is prohibited from any catering unit.

18. Meal Vouchers

The Society offers meal vouchers to staff/stewards/volunteers etc which you can choose to accept or not accept. If you choose not to accept the vouchers please have a notice clearly visible on your unit. **These cannot be used to purchase alcohol or provide cash refunds. The Society will reimburse the caterer for each meal voucher redeemed provided it is signed and the appropriate food receipt is attached. If you are not VAT registered the nett amount of the voucher will be**

reimbursed. The caterer should forward an invoice along with the vouchers and receipts to the Society before Friday 23 May 2025 so that reimbursement can be made. (Any vouchers sent back without a signature or amount will not be reimbursed)

19. Supervision and Staffing

The caterer must inform Jenny McNeill, prior to the event, of the contact name and mobile phone number of the senior manager who will be on site throughout the Show. They will be responsible for the behaviour of all their staff who should be polite and suitably dressed in food protective clothing and headgear. Temporary staff must receive training that is appropriate to their job requirements. Offensive language will not be tolerated, and staff will be monitored via mystery shoppers sent by the RUAS and the RUAS Catering Committee members.

20. Disposal of Rubbish

All units are to be kept clean and tidy throughout the show (this includes cleaning of tables), litter around each unit should be placed in the skips or bins provided for their waste. Food waste must be kept separate from the general waste. Sites must be cleared of litter each evening. **Caterers must not deposit hot fat in the bins, down drains, road gullies or sewers.** Caterers are responsible for removing all cooking oils from site. After the show all waste must be removed, and the area cleaned before leaving the site. No catering waste must be left on site. Should this occur the RUAS will reserve the right to invoice a caterer for the removal of their catering pitch waste. Each caterer shall be responsible for maintenance of tidy and hygienic conditions and for maintaining the cleanliness of the public area within their site and its immediate area.

21. Sustainable Food Packaging

We require our caterers at Balmoral Show to use a compostable/biodegradable form of packaging. **Polystyrene & plastic are not permitted.** Please use eco-friendly compostable equipment.

22. Sub-letting

No sub-letting of sites will be permitted.

23. Site Services (Electric and plumbing)

Caterers are responsible to arrange for the supply and payment of all electrical and plumbing services by completing the relevant application forms available online.

24. Admission passes

Caterers may apply to Jenny McNeill for a reasonable number of staff passes for each unit, which can only be used for their own catering staff only.

25. Vehicle passes / Parking

Access for deliveries see No 8 above. No vehicle with a 'Contractors' pass can remain on the Showground. Only by prior agreement and if space allows will a service vehicle be permitted adjacent to your catering unit. **All** vehicles must leave the Showgrounds immediately after completion of delivery.

Vehicle passes for the nearest car park will be provided 2 per catering unit. The vehicle pass must be clearly displayed on the windscreen. Additional passes must be bought in advance from Jenny McNeill.

26. Security

The Society's Control Room base is situated in the Eikon Exhibition Centre and will be staffed 24 hours each day from Monday 12th May - Saturday 17th May 2025 inclusive.

27. Vehicle Stop & Search Policy

Gate Security staff may carry out random security search on all vehicles and trailers at any time without notice. Refusal of this request may result in attendance by PSNI.

28. Trade Exhibitor Manual

Caterers should read the general information in the Trade exhibitor manual which can be found here [on the website in the trade stand section](#).

29. Waste Water

Waste Water must be disposed of in the cubes provided near to the food court areas. These are for WATER ONLY.

30. Waste Oil

All waste oil/grease must be removed from site by the caterer and under no circumstances disposed of in the waste cube, skips or drains.