

Alderbury Village Hall

Food Truck / Outside Catering and Take-away Policy and Agreement with Traders

This policy is to be used as guidance for anyone wishing to use the Village Hall car park and adjacent land for the provision and sale of food to the general public.

All traders must apply in writing to the Alderbury Village Hall Management Committee (AVHC) and abide by the conditions set out in this policy.

Required Documentation

All traders must provide evidence that they hold the follow legal documentation:

1. Proof of registration with the Wiltshire Council Food Safety Team;
2. Accredited Food Hygiene Certificates to an appropriate level for all staff;
3. Appropriate Third party and Public Liability Insurance, as advised by Wiltshire Council Food Safety Team;
4. Gas Safety Certificate.

Health and Safety Requirements

Traders must also ensure that they comply with, and can provide evidence of upon request, the following legal requirements:

1. A documented Food Safety Management System based on the principles of Hazard Analysis and Critical Control Points (HACCP);
2. Health and Safety Risk Assessments;
3. Separate Hand Washing Facilities in their catering vehicle.

Permission to trade on the premises will only be granted if all the legal requirements above are met.

In addition to the above legal requirements:

- The trader agrees to maintain the highest levels of Health and Safety, ensuring that their staff and customers behave in a way that safeguards other members of the public who may be using the car park and surrounding land.
- The trader agrees to ensure that the car park and surrounding land is left clean, tidy and free of litter and other debris.
- The trader will be granted permission to operate either on a regular basis, at a pre-agreed day and time, or on a one-off basis as requested.
- The trader agrees that occasionally the AVHC may ask them not to attend on a certain date if it may cause inconvenience to other users of the Village Hall or the Social Club. The trader agrees to abide by any such requests.
- The AVHC reserves the absolute right to revoke permissions granted, either permanently or temporarily, if the trader breaches any of the above requirements or regulations.

I agree to be bound by the above legal requirements and conditions as set by Alderbury Village Hall Management Committee. In addition I agree to present proof of my Wiltshire Council Registration, Food Hygiene Certificates, Insurance and Gas Certificates to the committee on an annual basis.

Signed.....

Full name.....

Trading name.....

Date.....

Policy date: June 2022



Rectory Road, Alderbury, Salisbury SP5 3AD
www.alderburyvillagehall.org.uk

Dear

As you will be aware, the Village Hall Management Committee (AVHC) has a duty of care to the users of their facility which includes the car park and surrounding land.

We have therefore, updated our policies to include the use of this land by outside food trucks and caterers. We invite you to read the enclosed document as soon as possible. If you still wish to use the car park to trade, please contact the Chairman or Secretary to arrange a meeting with one of our committee members who will be happy to check over your documentation and take copies for our records. We can then consider your requirements and ensure that all traders are treated equally.

Please note, most regular bookings will be for weeknights, Monday to Thursday, from 4pm to 9pm. We are unlikely to agree to your presence on a Friday or Saturday evening (except for pre-arranged one-off events) as this would create issues with both the Social Club, who have their own food offering on these nights, and other large group bookings and events in both the Village Hall and Social Club. Only one trader will be granted permission per evening, unless it is for a one-off event.

Yours sincerely

Peter Tapper
Chairman, Alderbury Village Hall Committee