

**BAZAAR MARKETING
CATERING MANAGEMENT PLAN
TOUGH MUDDER - SYDNEY 2013
30th November and 1st December**

**Completed by
Lynda Simpson - Director - Bazaar Marketing**

VENUE

Fern Hill Estate, Mulgoa

COUNCIL

Penrith City Council

NUMBER OF CATERERS

8 - 10 Caterers

PUBLIC ATTENDANCE

Up to 15,000 capacity per day.

DOCUMENTS REQUIRED

Documents required from Caterers:

- Food Handling Certificates
- Food Notify Registration
- PENRITH COUNCIL Application to Sell
- Public and Products Liability Insurance
- WH&S documentation
- Electrical Tagging document –

WASTE MANAGEMENT PLAN

A 4-bin system will be in place back of house and removed by the waste contractor for the event.

- Cardboard
- General Waste
- Recycling
- Grey Water

WATER PROVISION

Potable Water will be provided BOH for Caterers. Water will be provided in Food Grade water tanks. Grey water tanks are provided for water disposal.

OIL

Oil is the responsibility of the Stallholder to remove and take with them.

STRUCTURES

All stalls must provide a commercial structure with a floor, and four walls one to close at night. Flooring must meet the walls and be secured for vermin.

STORAGE CONTAINERS

Food Grade storage containers must be used for all food storage and all food storage be kept off the floor.

SNEEZE GUARDS AND FLY PROTECTION

Suitable sneeze guards must be in place and Citronella candles used to prevent flies. Marquee set ups must have 3 walls in place to prevent fly infestation.

HOT WATER AND HANDWASHING

It is a requirement that all stalls provide their own hot water for handwashing and a separate dishwashing station. An additional hotwater handwash station will be available in the BOH area located centrally behind the stalls.

DIGITAL THERMOMETERS

Stalls are required to use Digital Thermometers and regular temperature checks must be made during the event. Their logs must be made available for inspection as necessary.

WASH UP FACILITIES

The stalls must provide separate equipment Wash up stations from their handwash set up.

TOILETS AND WASHING FACILITIES

Toilets will be provided BOH. Additional Handwash stations will be supplied outside the toilets.

CLEANING PRODUCTS

Stalls are required to use approved cleaning products and encouraged to use Biodegradable products.

COOLROOMS

As the event is a two day event Coolboxes are not permitted without prior approval from the local council health officers and a Mobile Coolroom/Refridgeration Unit must be used for food storage with temperature controls in place.

CROCKERY, CUTLERY & PACKAGING

Stalls are encouraged to use biodegradable &/or compostable crockery and cutlery to reduce their footprint on the waste stream of the event.

FIRE EXTINGUISHERS & FIRE BLANKETS

It is a requirement of each stall to have adequate and appropriate fire extinguishers and a fire blanket on hand. Fire extinguishers must display a current test tag.

GAS COMPLIANCE

All gas equipment must be correctly erected on a solid surface with release valves set away from the structure. Gas equipment must comply with Gas use guidelines and display a current testing tag.

INSPECTIONS

Event Safety officers will conduct an inspection of stalls along with the Catering manager prior to commencement of trade.

POWER

Power will be supplied in 10amp/15amp and 3 phase 32 amp supply. Onsite electricians will be responsible for connecting the stallholder to the power supply and no stallholder may touch event electrical equipment.

All leads must be recently tagged and tested with current tags.

COUNCIL

A complete list of traders is sent to the local council prior to the event to check that applications have been submitted and for inspection information.

The catering manager and the stallholder will be provided with information on any non-compliance issues by council health officers that need to be addressed prior to operation or during the event.

CATERING MANAGER

A catering manager will be onsite to:

- Bump in infrastructure prior to the stallholders bump in and liaise with event in regards to placement.
- Create the optimal layout for Trade.
- Facilitate smooth stallholder bump in
- Liaise with council and event staff on catering issues,
- To check stalls health compliance, set ups and operation during the event.
- Monitoring Waste division
- Collect final days trading figures and monitor trade.

BUMP IN/OUT

Due to restricted access to the site, Stalls are required to set up on the Friday between 9 and 4pm. Vans MUST bump in between 9 and 10am prior to Marquees for ease of placement.

Bump in and set up will be completed on the evening before event day.

Bump out will commence from 6pm on event day once the last competitor has left the site.

Stalls may bump out on the MONDAY morning.

Stalls are required to place all waste in the BINS supplied and take all their glass/site build materials and stall infrastructure inclusive of Milk and Bread Crates with them and leave their site clean and unobstructed.

BAZAAR MARKETING

National Market Co-Ordinator for Events

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