



# **Burrs Live**

**BY THE MET**

**Food & Goods Trading Application**

**Burrs Country Park  
30 August to 3 September 2023**

## Overview

Taking place in the grounds of Burrs Country Park, Burrs Live will raise the profile of the town as a tourist destination and the local economy by increasing footfall into the centre.

The stage is organised by The Met (a registered charity based in Bury) in partnership with Bury Council, Greater Manchester Combined Authority and Arts Council England. We want to be an accessible outdoor venue in Burrs Park which will engage audiences through a core programme. The three-year project will support mobility of audiences from across the city region developing our audiences and reinvigorating out town centre.

This document is written to ensure the safe management of the event - it outlines the safety policies and procedures to be implemented in the build-up, during and get out of the event. We are working closely with the counter terrorism unit to make sure the event and our customers remain safe.

Please note that this is a working document and will be updated regularly.









## Aims

The Met will run the outdoor stage in line with its values and objectives; to further its charitable purpose of promoting the arts and use of the arts to develop communities.

We aim to use the event to raise the profile of Bury as Town of Culture and surrounding areas, celebrate its heritage; introduce the residents & visitors to new music from around the region, nationally and internationally.

The stage will be operational from Wed 30th August to Sun 3rd September. This will house several high-profile music events. There will be community events planned in Burrs leading up to these dates and between the two weekends.

Our target audience:

**Boroughs of Bury audience**

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**Families**

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**Head for the Hills audience**

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**Mainstream Trips and treat bookers**

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**Facebook Families**

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**Met bookers  
(focus on Show of Hands and Head for the Hills)**

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**Dormitory Dependables**

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The focus is very much on working with local businesses to ensure that the stage profiles local food and drink alongside the music, family arts, & workshops. We have a capacity of up to 2500 each day. The anticipated attendance is 1500 each day.





## Music and layout

Burrs Live will be an eclectic mix of events across 5 days. Head for the Hills taking place on Friday and Saturday will be a mix of emerging musicians alongside established international artists and DJs creating one of the most exciting festival experiences of 2023. There will be two stages showcasing local music and emerging talent throughout the weekend.

There will be several marquees to provide some cover in case of inclement weather featuring a range of activity including:

**Real Ale beer tent**

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**Children's entertainment and workshop area**

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**2 stages 86%**

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## Trading Opportunities

We are looking for two main food concessions and a coffee vendor for the full five-day period. In addition, we are looking for three snacks/deserts and traders for Head for the Hills (Friday and Saturday).

We are looking to provide audiences with diverse high quality core catering offers (main meals) and snack offers (soft drinks, cakes, ice-cream) to include a wide range of healthy and vegetarian options.

The event catering needs to be in keeping with the venue, the event ethos, and its aims. We want delicious food, priced served from stylish, tasteful outlets by friendly staff. We will ensure all catering offers are complementary and not in conflict or competition where possible. Please note we prefer if you serve one type of food (e.g. burgers, curry, Mexican) to allow us to create a diverse offering for the public.

There are several retail concessions available at the event; we are looking for people wishing to sell high quality products to our event goers.

All units must be self-contained; we will provide access to power & water.

The costs breakdown as follows –

Main catering provider over 5 days £1,000 + VAT

Main coffee provider over 5 days £600 + VAT

Snack and desert providers for two days £300

Goods stalls will be charged at £150 + VAT.

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There will be additional charges for power.

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Please note there is a maximum size allowance for stalls. Concessions over the stated sizes will be charged for additional space. All stall fees must be paid in advance of the event.

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All stands must carry up to £5million public liability insurance as a minimum, provide their own fire extinguishers and first aid kit and comply with all environmental health legislation.

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## Trading Opportunities

The event organisers will make arrangements for the collection and disposal of rubbish from catering concessions and recycling will be encouraged.

No catering concessions will be permitted to sell alcohol during the event, only the official bar operator and the cricket club are permitted to do so.

No glass will be permitted; all drinks must be served in plastic cups. We promote the use of recycled and reusable products to serve food to minimise waste. We will be working with Bury Council environmental health department who will visit each food stall. Stall Holders will be required to complete a food safety questionnaire.

Each pitch includes parking for one vehicle and up to 4 event passes. Additional passes will be charged at £50 per person. Please note there is no camping on site.

If you are interested in this opportunity, please complete, and return the enclosed form via email with a list of products you propose to sell with prices and a photograph of your stand by 30 May 2023. The event organisers reserve the right to select the most appropriate traders for the event.

## Vehicle passes

We have limited room for one vehicle per pitch on the main site. Please be willing to unload additional vehicles then park nearby.

## Payment

All traders who are successful in their application will be notified by 6 June 2023, in order to secure the site, the site fee must be paid in full by 30 June 2023. Please note that non successful applicants will not be notified.

## Insurance

All traders are required to carry public liability insurance. If there are 5 or more staff on your stall, including yourself then you have a legal obligation to carry Employers' Insurance as well. You may wish to insure your property against damage. We will ask for a copy of your current insurance documents

By accepting these terms and conditions you acknowledge that Burrs Live or its staff or representatives are not responsible or liable for:

- any financial losses incurred by you
- any loss of or damage to your equipment, goods, or personal belongings.
- any injury of employees or staff working for or connected to you.



## Trading Opportunities

### Health and Safety

Traders are expected to comply with the Health & Safety at Work Act 1974. Traders must provide a copy of all their documentation as requested in the check list in this form. These forms will then be reviewed.

### Fire Safety and First Aid

**Fire Safety:** Traders are required to have a dry powder fire extinguisher at their stall. Please make sure your extinguishers have not reached their expiry date.

**First Aid:** You are responsible for supplying first aid for your staff. Traders are required to have a proper first aid box at their stall for use by staff. If you have five or more staff, including yourself, you are obliged to keep an accident report book for your stall.

### Trade Stall Structures & Equipment

Pop up shelters are only provided on request. In all other circumstances traders must provide their own tents or similar structure. Any tent or marquee canvas textiles MUST meet fire safety standards and have all documents to support this.

Marquees must be fit for purpose. Makeshift constructions are not acceptable. The British summer throws up extreme weather conditions and a flimsy pop-up tent is unlikely to be fit for purpose. If your structure looks unsafe or unsuitable you will be asked to cease operation and pack up.

Please note: Any additional equipment provided by Burrs Live needs to be returned at the end of the event. Traders will be charged for the value of any equipment that is lost or damaged.

### Electricity on Site

Private generators are not allowed on site. All power to trade stalls that request power will be provided by the on-site generators which should be requested as part of your application. We will also ask for copies of your electrical testing and PAT certificates.

Each trader is required to supply a 25m cable to plug into the sites distribution system. This must be either 16A or 32A single phase 240 Volt Cee Form with the correct cable size. All electrical cables and equipment must be tested and fit for purpose.

Equipment and wiring should be properly insulated and earthed. All sockets, plugs and wiring should be adapted for outdoor use and protected from the elements.

Should site Staff find faulty or untested electrical items or connections within your stall you will be asked to disengage the equipment or may be asked to cease trading with no refund on your fee.



## Trading Opportunities

### Waste

You are responsible for good housekeeping throughout the event. Please keep your pitch (both front of house and back) clean. You must bring at least one front of house bin – and if it is full, please empty it!

Please leave your pitch the way you found it when you leave the event. If we find your pitch left with litter and waste, you will not be invited back to the event, and we may send you a bill for the clear up. Skips will be provided nearby and will be emptied regularly.

“Bring only what you need” - Please leave unnecessary packaging at home - it forces future trade pitch costs to go up, costs you money to transport the stuff AND it is bad for the environment. Please recycle where possible.

### Water Standpipes and Waste Water

Water will be available on-site from a tank. Unfortunately, we are not able to supply a direct feed to your stall. Water will have to be transported in containers so be prepared with sterile water containers and a method to transport them to your stall.

### Deliveries

Due to the set-up of the site, deliveries to site must be arranged before 12 on the event days. Due to the nature of the site this may involve ‘hand balling’ your stock to your pitch. So, if you expect a delivery, please accommodate for this. Any deliveries will be turned away unless prior arrangement has been made.

### Ticket Issue and Vehicle Passes

Once you have been accepted to trade at the event you will be sent a form asking for the names of all adult staff and the names and ages of all children.

We also need to know how many vehicles you will be bringing. Please keep in mind that there is limited room for vehicles, and your vehicle may not be parked directly adjacent to your pitch.

After the set-up period vehicles are to be parked in the a nearby car park, access to this car park is always available, but vehicle movement will only be permitted once the vehicle curfew has been lifted half an hour after the show finishes each night.

No dogs or pets will be allowed at market pitches or anywhere on the event site!





## Trading Opportunities

### Event Times

Wednesday 30th August – 18.00 – 23.00

Thursday 31st August – 18.00 – 23.00

Friday 1 September – 12.00 – 23.00

Saturday 2 September 12.00 – 23.00

Sunday 3 September 18.00 – 22.30.

We will confirm your arrival time and day once you have been selected. Any trader who arrives late will not be permitted on site and will forfeit any pitch fee that has been paid.

The site must be vacated by 14:00 hrs Monday 4 September 2023.

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### Cancellation

Any stall wishing to cancel their pitch at the event will be subject to the following pitch charges/return.

By 19 July 2023 (6 weeks' notice) - 50% refund will be made

By 2 August 2023 (4 weeks) - 25% refund will be made

From 16 August 2023 (less than 2 weeks) - 0%

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### Prohibited Items

There are some items that we do not want sold on event site.

No trader may sell:

- Alcohol or tobacco
- Herbal or legal highs  
(including NO canisters, chargers, or paraphernalia)
- Anything in glass containers
- Weapons, anything that can be interpreted as a weapon
- Explosives of any sort
- Tin foil barbecues or charcoal
- Sky lanterns

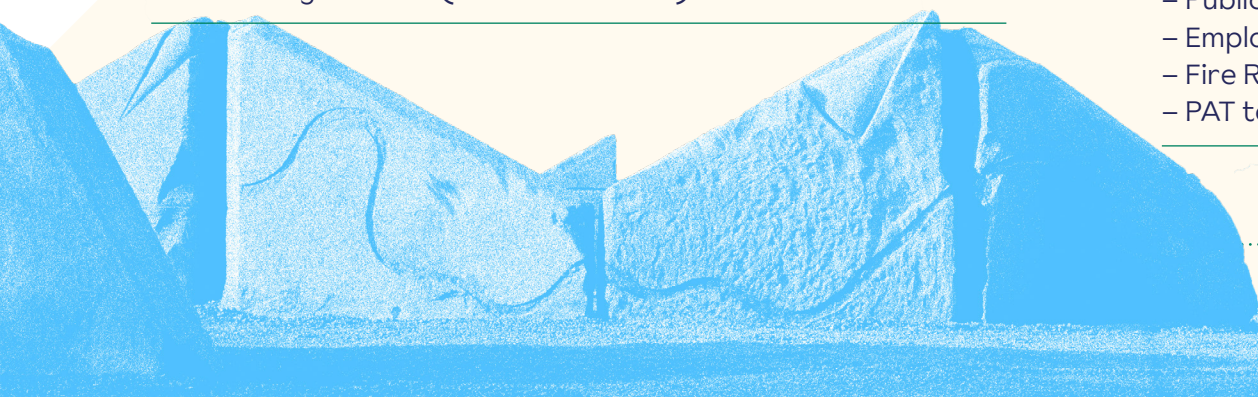
Any trader found offering prohibited items will have the items removed, asked to cease trading or to leave and may be prohibited from trading at Burrs Live in future years.

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### Final Checklist

If your application is successful, we will be asking you to submit the following documentation as relevant to your stall. We ask that you please, think green and submit electronically if possible;

- Public Liability Insurance
  - Employers Liability Insurance
  - Fire Risk Assessment
  - PAT test certificates and electrical systems test certificates
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**Thank you**