|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Saturday April 29th 2023  MAYO DAY FOOD VILLAGE  Ballina  and other event locations in Ballina  12 noon – 6pm  YOU ARE APPLYING FOR:   * **the selection process** for the allocation of a space for your catering van/truck at Mayo Day events in either the Mayo Day Food Village or other event locations in the town of Ballina on Saturday, April 29th 2023.   **The final selection of participating food caterers is at the discretion of the event organisers**  If you have any questions about this, please email [**communications@mayococo.ie**](mailto:communications@mayococo.ie) | FOOD CATERING  APPLICATION FORM | | | | |
| Company Name: |  | | | |
| Contact Name: |  | | | |
| Address: |  | | | |
| Telephone Number: |  | | | |
| Mobile Number: |  | | | |
| Website Address: |  | | | |
| Description of Produce (please attach photographs): | | | | |
| Facebook (for business): |  | | | |
| Twitter (for business): |  | | | |
| Instagram (for business): |  | | | |
| All participants **must** be registered as a food business operator with the Health Service Executive. Applications received without the following attachments will not be considered: | | | | |
| HSE Registration Letter of Approval attached: | YES | □ | NO | □ |
| Completed HSE Questionnaire attached: | YES | □ | NO | □ |
| IF A POWER SUPPLY IS REQUIRED FROM THE EVENT ORGANISERS, PLEASE LIST ELECTRICAL APPLIANCES THAT POWER WILL BE REQUIRED FOR, INCLUDING AMPAGE AND WATTAGE FOR EACH.  *The use of Electrical Appliances not listed here will not be possible.  We cannot provide extension leads, please bring your own.* | | | | |
| Will you be using Gas Appliances?  *The use of these appliances must conform to HSE and Fire Safety Regulations.*  ***An up to date Gas Safety Certificate must be submitted with your application.*** | YES | □ | NO | □ |
| Are you willing to taking part in the promotional campaign in advance of Mayo Day 2023? | YES | □ | NO | □ |
| I wish to apply for selection to participate in Mayo Day 2023 and agree to fully comply with the terms and conditions listed on Page 3 and Page 4 of this application. | | | | |
| Signed: |  | | | |
| Date: |  | | | |

**TERMS AND CONDITIONS**

1. Evidence of your Health Service Executive Registration and Approval must be submitted with your fully completed application form. A fully completed HSE Questionnaire must also be returned with the application form. **Applications received without these documents cannot be considered.**
2. You agree to adhere to the HSE’s General Guidelines for Foodstalls. *The HSE Questionnaire and HSE General Guidelines for Footstalls are available at* [*https://www.mayo.ie/MayoDay2023/Apply/Food*](https://www.mayo.ie/MayoDay2022/Apply/Food)*.*
3. Producers must have a product for sale at the event (i.e. **promotion-only stalls** will not be considered except in the case of Brewery/Distillery Applications).
4. Food products should be artisan and of a high quality in terms of taste and presentation.
5. Photographs of products must be provided with application.
6. Spot checks of production premises may be carried out at the discretion of the organisers.
7. Evidence of public liability insurance must be submitted with your application form. **An insurance broker’s letter will not suffice.**
8. The selection of applicants and the allocation of a selling location/space is at the discretion of the Mayo Day 2023 event organisers.
9. Each participant shall be fully set up by 10.30am on the event day and spaces should not be dismantled before 5.30pm.
10. Please be aware that traffic movements will be restricted between 10am and 6pm on the event day, and **participants must adhere to the instructions of event stewards at all times.**
11. All stands/allocated areas must be finished to a high standard in terms of decoration and presentation and kept neat and tidy always. **Special consideration should be given to creatively including the Mayo Day 2023 Brand.**
12. If an electrical power supply is required from the event organisers, this must be indicated on the application form where Applicants are required to provide a list of all electrical appliances (including lights, laptops, mobile phones, etc) together with ampage and wattage specs for each appliance.  **Items not included for on this application form cannot be plugged in during the event.** The provision of extension reels is the responsibility of participants.
13. **Any food caterers using gas appliances and/or canisters must provide up-to-date Gas Safety Certificates with their application.**
14. A potable water source will be provided in the main Food Village for the refilling of containers as will an approved facility for disposal of wastewater.
15. Exhibitors are responsible for litter control around their stands. Applicants are requested to sign up to the Mayo Day 2023 Green Event Charter for Stallholders. *The Mayo Day 2023 Green Event Charter for Stallholders is available at* [*https://www.mayo.ie/MayoDay2023/Apply/Food*](https://www.mayo.ie/MayoDay2022/Apply/Food)*.*

**If you have any questions about this, please contact** [**communications@mayococo.ie**](mailto:communications@mayococo.ie)

**Please scan and email your completed application form, with the required HSE documentation, to:**

[**communications@MayoCoCo.ie**](mailto:communications@MayoCoCo.ie)

**Before Friday, March 24th 20233**

**While we’d prefer email applications, postal applications can be submitted to the Communications Department, Mayo County Council, Áras an Chontae, The Mall, Castlebar, Co Mayo to arrive no later than Friday, March 24th 2023.**