



# Festival of Cricket 2019

Organised by the Sri Lankan Schools OBAs in the UK

## COMMERCIAL CHARGES & RATES

MARQUEES	BUSSINESS	TRADE COOKING COUNCIL REGISTERED ONLY	TRADE/CHARITY/ PROFESSIONAL ORG
Cost	<b>£1000.00</b>	<b>£575.00</b>	<b>£425.00</b>
Marquee Size	4m x 4m	3m x 4.5m	3m x 3m
Entrance Tickets	7	7	5
Car Park Tickets	3	2	2
Tables	2	2	2
Chairs	4	4	4
Electricity	YES	No	No
Waste Surcharge	£50	£100	£50
Hospitality Tickets	£40	£40	£40
Ground Banner	£100	£100	£100
Souvenir Advert	£100	£100	£100
Announcement	£100	£100	£100

Marquees	Size	Electricity	Tickets		Cost	Waste* Surcharge
			Car Park	Entrance		
OBAs/OGAs	3m x 3m	No	1	3	£250	£50

### Trestle Tables / Chairs

Up to two Table (6' x 2'-6") and four chairs will be allocated to each of the above Marquees by arrangement. Marquee holders will be held responsible for the safe return of all furniture to the designated area at the end of the event. No cooking in Business Marquees.

Advertisements			
<b>Souvenir</b>			
Centre Page Banner	Inner Front Cover	Full Page	Inner Back Cover
£200	£250	£100	£200
<b>FOC Web Site Banner</b>		Back Page	
£100 per annum		£300	
<b>Onsite Advertisement</b>			
Ground Sponsor(Only 8 available )	£400		
Ground Banner	£100		
Leaflet Distribution	£150		

**\*Waste Surcharge - £50.00 (non cooking stall) & £100 (Cooking Stall) – Refundable if the area is clean after the event.**

### Entrance Tickets:

Adult **£7.00** Hospitality Ticket **£40.00**  
 Children **£3.00** Car Park: **£6.00**

**Hours of Trading 8.00 am to 6.00 pm**

Doors open 7.00 am to 6.00 pm

THE ORGANISERS RESERVE THE RIGHT TO STRICTLY ENFORCE THE AGREED TERMS & CONDITIONS.

Website: [www.festivalofcricket.org](http://www.festivalofcricket.org)

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## **Festival of Cricket 2019**

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**BANK OF CEYLON (UK) LTD**

**1 DEVONSHIRE SQUARE**

**LONDON**

**EC2M 4WD**

**www.bankofceylon.co.uk**

**TEL:+44(0)207 377 1888**

**ACCOUNT NAME: FESTIVAL OF CRICKET**

**SORT CODE: 40-50-56**

**ACCOUNT NUMBER: 50017400**

**SWIFT/BIC: BCEYGB2L / STERLING**

**INT ID/ IBAN: GB60BCEY40505600024614**

**OR**

**Boc Collection Account Number Via HSBC**

**S/C 40-50-56**

**A/C 01327542**

**Ref-50017400 FOC (Your name)**



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## **TERMS & CONDITIONS:**

- \* Stall-holders are not permitted to sell any alcoholic beverages under any circumstance.
- \* Electricity and water will NOT be supplied to any trade, OGA, OBA and charity marquees. There will be a designated area for drinking water.
- \* The sale of any cooked or packaged food must strictly comply with prevailing Food Hygiene regulations and it is the responsibility of the seller of such items to ensure that they comply with the food and hygiene regulations.
- \* **Stall-holders with cooking option must have valid public liability insurance.**
- \* **Stall-holders with cooking permission must strictly comply with Health & Safety regulation to handle LPG gas cylinders and electrical equipments. In addition see page (4) for further requirements.**
- \* Stallholders are restricted to the trade for which they have been applied for on their application forms and must appoint a Marquee Manger for the day.
- \* Marquees and trade stalls must be kept clean and tidy at all times. All waste must be emptied into the bins provided.
- \* A designated car parking area will be provided for stall-holders. Trade stall holders will be entitled to 2 car-parking tickets and 7 entrance tickets. Access to the ground will be granted between 6.00am – 9.00am on Sunday 07 July 2019.
- \* All marquee holders MUST display their car park ticket on the dashboard of their cars so as to be readable from outside.
- \* All Complimentary Car Park ticket holders MUST carry their Complimentary entrance ticket with them at all times. In the absence of this they are required to buy a ticket at the entry point.
- \* The FOC will not be held responsible for any loss or damage caused to any goods, provisions or items of value of the stall holder. The stall holder shall be responsible for all such items at all times. **If the event is cancelled or abandoned for any reasons, stall-holders should have their own insurance to recover any losses.**
- \* Marquee holders shall indemnify the FOC for any loss or damage caused to the marquee, furniture or any other item provided to the stallholder by the FOC.
- \* The use of loudspeakers and playing of music or musical bands is strictly prohibited from trade stalls.
- \* Alcohol and bottled beverages are not permitted on the grounds and trade stall holders will be asked to remove from sale.
- \* Leaflet Distributions – Send a sample leaflet by email to trade chairman for authorisation.

## **APPLICATIONS FOR Sponsorship/Business/Trade MARQUEES**

If you are interested in a Sponsorship/Business/Trade Marquee please fill in the attached Application Form (on page 3) and return it with a cheque made payable to "Festival of Cricket" no later than 10th June 2019 to the address indicated on the Application Form

### **For more information please contact:**

#### **Business Marquees**

Contact Musthafa Niyas  
Mobile 075 9868 6113  
Email business2019@festivalofcricket.org

#### **Trade/Charity/OBA's/OGA's Marquees**

Contact Suminda Ekanayake  
Mobile 078 2470 1316  
Email trade2019@festivalofcricket.org

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## APPLICATION FORM

I/We wish to take part in the FOC on 07 July 2019 at **Hainault Recreation Ground, Forest Road, Fairlop, Essex IG6 3HX.**

**I/We hereby apply to take one/more of the following options:**

Please tick (✓) your selection

Services	Select	Type
Sponsorship (only one package per company)	<input type="checkbox"/>	Gold
	<input type="checkbox"/>	Silver
	<input type="checkbox"/>	Bronze
Marquee	<input type="checkbox"/>	Business
	<input type="checkbox"/>	Trade
	<input type="checkbox"/>	Trade with cooking <b>(book before 10/06/19)</b>
	<input type="checkbox"/>	Charity /Professional Association.
	<input type="checkbox"/>	OBA/OGA
Banners	<input type="checkbox"/>	Ground/Web
Advertisement	<input type="checkbox"/>	FOC Souvenir
Leaflet Distribution	<input type="checkbox"/>	
Ground Sponsorship	<input type="checkbox"/>	(Only 8 grounds available)
No of Hospitality Tickets	<input type="checkbox"/>	

Name of Marquee Holder:.....

Name of Duty Manager on Site:.....

Company Name:.....Charity No.....

Address:.....

.....

.....Postcode .....

.....

Telephone:.....Mobile No.....Email:.....

Brief description of use of the marquee:.....

.....

I/We enclosed a cheque/bank transfer for £.....payable to "**Festival of Cricket**".(Account No: 5001 7400 Sort Code: 40-50-56)

I/We have read the terms and conditions of the "Festival of Cricket" and will comply with them. Marquee holders must take their own insurance for their supplies. The organisers have taken all weather insurance for the event only.

Signed..... Print Name:..... Date:.....

Return to:

**Business Request**

Musthafa Niyas  
Chairman – Business  
12 Cottonwood, Crawley.  
RH11 7HR  
Official Use Only

**Trade/Charity/OBA's/OGA's Request**

Suminda Ekanayake  
Chairman – Trade Committee  
35 Victoria Road,Addlestone.  
KT15 2PL.

Cheque Rec/date		Bank Transfer/date	
Marquee Allocation			
Invitation Posted		Referred by	
Entrance Ticket		Hospitality Ticket	
Car Park Ticket		Received no of Banners	

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## FOC Trading Standards Requirements

### Food and Hygiene Regulations

- Frozen food should be stored below  $-18^{\circ}\text{C}$
- Chilled food should be stored between  $1^{\circ}\text{C} - 4^{\circ}\text{C}$
- All uncooked meat should be stored separately below  $4^{\circ}\text{C}$  from cooked meat.
- Cooked food should be kept refrigerated.
- All Staff must wear clean clothes when handling food. Food preparation staff should wear a clear apron and head covering. Food serving staff should wear a tabard and gloves.
- Keep your cooking and display are clean at all times
- All display food should be kept in clean closed containers.
- All food should be kept in safe food storage and off the ground.
- Stall-holders must provide their own bin bags/refuse sacks.

### Health and Safety Regulations

- You must bring your own fire blankets.
- Have a properly equipped First Aid Kit.
- Appoint a duty manager and available on site all times (Name badge will be Provided)

### Trading Standards

- You must display Basic Food and Hygiene Certificate/Level 4 or above Rating
- Your stall should display a price list.
- You should have public liability insurance.
- You must display Allergen Information for loose and cooked foods.
- **You must display a price list. Keep the price reasonable specially for Kottu Rotti and Mutton Rolls**
- **Trade cooking stalls must be Registered with their local council.**