

GLOW
AT EASTBURY



Call out for food stalls

Eastbury Manor House and Creative Barking and Dagenham are looking for event food stalls to join us for GLOW 2019!

GLOW is being produced by Cultural Connectors with the Creative Barking and Dagenham (CBD) team in partnership with Eastbury Manor House and London Borough of Barking and Dagenham. GLOW 2019 is our third winter lights festival at Eastbury Manor House and over the past two GLOW festivals we have welcomed over 3,500 visitors! Our aim for the festival is to bring light to the darkest months and bring opportunities for our local communities to come together. The theme for GLOW 2019 is ILLUSION, exploring perception, magic, perspective and more!



What we're looking for:

- You must be available on Friday 8th November and Saturday 9th November from 4pm to 10pm.
- Food stall holders/ catering companies that have experience serving 2,000 people across two days.
- Food stalls that have a specific offer so we can tailor to many dietary requirements.
- Food stalls that can work in a space that has limited electrical supply and limited vehicle access. Please note: Food trucks will not be permitted due to lack of access.
- The charge for this will be £160.00 to be paid prior to event, this price is for both nights and we will only accept applicants that can commit to both.

Please note: Selected stalls will be working outside in the courtyard area within a Grade I listed property and with that comes certain limitations which will be discussed and need to be adhered to for the event. Eastbury Café will be serving up hot and cold drinks as well as cakes and sweets so we are not looking for stalls that provide these items.

How to apply:

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Deadline Thursday 19th September, 9am.

Please send an email to joseph.lane@lbbd.gov.uk to register your interest.

With your full contact details (Name, Email and Contact Telephone Number) Please include:

1. Food hygiene rating and certificates for all staff who you intend to work the event.
2. Risk Assessment
3. Gas and electrical certificates if applicable (is this for the premise that the food is prepared on)
4. Public Liability Insurance documentation
5. Local Authority registration
6. Traders¹ checklist (Attached) (to be sent after the initial interest unless you know a way of them retrieving this before the register)
7. Price list and description of type of food
8. Photos of previous events you have worked/ Social media links if applicable.
9. Any relevant history of working large, outdoor events

Decisions will be made by the GLOW steering group, made up of local residents and Eastbury volunteers, and the Eastbury Catering Manager to ensure where possible we have locally based food stalls and we are able to offer a variety of food for our diverse audiences.

All applicants will be informed if they have or haven't been selected by Friday 20 September and you will be required to meet with the Eastbury Catering Manager and visit Eastbury in the following week.
