



BRADFORD 2025

UK City of Culture

Request for Expression of Interest Food and Beverage Traders

Introduction

Bradford 2025 is the fourth UK City of Culture, and for 12-months we'll be showcasing Bradford's talents and culture to the world, bringing people and communities together to share this once in a lifetime opportunity.

Bradford Culture Company (BCC) operating as Bradford 2025 (the Company) would like to invite expressions of interest from suitably experienced organisations to join our Approved List of Food & Beverage Traders to be given the opportunity to supply their services at our events.

Once on our list of Approved Traders, Traders will remain contactable throughout the year by the Bradford 2025 team and will be given the opportunity to respond to offers of available pitches on an event-by-event basis. Once successful, individual one-off contracts will be drawn up depending on the specific terms and requirements of the standalone event details.

To join our Approved Traders list the organisation will need to meet the below expectation and standards:

Expectations and Standards

We are inviting Traders to work hand-in-hand with Bradford 2025 in creating captivating, enjoyable and safe events. As public-facing service providers, we expect Traders on event sites to also act as representatives of Bradford 2025, serving our audiences with comparable consideration for their overall experience. We have measured this consideration using the below Code of Conduct, desired Sustainable Practices and necessary Health and Safety conditions:

Code of Conduct

Bradford 2025 expects all traders to:

- Deliver services at events not only to enhance trade, but also to build custom and trust with Bradford public and wider audiences
- Behave politely and respectfully to all event staff as well as public
- Remain committed to all agreements and timelines outlined prior to attendance on site
- Agree to any event-specific use of music terms
- Staff services appropriately in respect of numbers and appropriability



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Sustainable Practices

Bradford 2025 aims to align with the United Nations Sustainability Development Goals, one of them being 'Responsible Consumption and Production'. As a trader or catering provider for Bradford 2025 events, you play a crucial role in reaching these goals.

- Complete the Sustainable Practices and Plans form (the data collected will be anonymised and used to help us better understand the supply chain, the needs of traders and particular impacts).
- Work with Bradford 2025 to reduce the environmental impact of food and beverage provision, through local sourcing, use of reusable/compostable serve ware and effective waste management.

Health & Safety

Bradford 2025 expects the below to be provided or evidenced as part of the application process if relevant:

- Risk Assessment and Method Statement for your activities onsite – including use of fire safety and firefighting equipment, electricity, LPG, deep-fat fryers, food prep/storage/transport, allergens, unit set-up etc.
- Copies of Employers Liability Insurance (£10m minimum) and Public Liability Insurance (£5m minimum)
- Proof of Local Authority Registration
- Evidence of your Food Standards Agency Food Hygiene Rating (we require a minimum of 4/5 stars)
- COSHH Assessment & Material Safety Data Sheets (for anything other than regular cleaning products)
- Evidence of HACCPs (Hazard Analysis and Critical Control Points)
- Evidence of Food Hygiene Qualifications
- Electrical Test Certificate for Catering Units
- Evidence of PAT (Portable Appliance Testing)
- Gas Appliance Inspection Certificates (If using LPG)
- Allergen Sheet
- Price List
- Evidence of compliance with Natasha's Law if you intend to sell pre-packaged food goods
- Sale and retail of alcohol – evidence of Personal License Holders and an Alcohol Management Plan that details: approach to Check25, staff training, refusals, authorising sales etc.
- Information on, and photos, of set-up – gazebo's, unit etc.
- Vehicle requirements – parking, delivery, in-situ restocking etc.
- Power requirements



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Please note that all contractors will be required to provide the following for their concession:

- Hand wash facilities
- Price Lists
- Allergen Sheet/Chart that details the 14 Major Food Allergens as determined by UK food safety regulations
- Grey water disposal
- Cooking oil disposal
- Suitable flooring that can be cleaned (cater-roll or similar)
- Appropriate ballast for any tented structures
- Bins (back of house)

Firefighting Equipment – minimum of both 1) Co2 2) Water or Foam or Dry Powder. Wet Chemical extinguishers will be required for all hot oil use (deep fat fryers etc.)

Process to apply

To respond to this request for expression of interest, please send:

- A brief description of your services, why you are interested in being a part of Bradford 2025 events and how your business will meet the above expectations and standards
- Price List and/or Menu
- Any associated images (e.g. stalls, product, branding)

to procurement@bradford2025.co.uk by Friday 29 November 2024.

Please note there will be further opportunities in 2025 to submit a tender and successful submissions will remain contactable throughout the year by the Bradford 2025 team.

We welcome responses from applicants from Bradford or West Yorkshire and beyond, as well as social enterprises and/or independent businesses.