

# BWFC FAN ZONE CATERING PITCH

## “STATIC FANZONE STREET FOOD”



### APPLICATION FORM

#### The Opportunity

Launching back in 2022 in consultation with the Bolton Wanderers Supporters' Trust, the Fan Zone has become a popular mainstay for all home games as a place for supporters to get together in a friendly, relaxed environment to grab a bite of locally-sourced food, have a drink and enjoy local, live entertainment.

The Fan Zone includes children's entertainment areas, a stage and TV screen, three bars and three catering units, and we are proud to have a Fan Zone that showcases the best in local talent from entertainment to catering.

Also used on non-matchdays for events and private functions, the Fan Zone houses up to 1200 people, with a foot fall of 1,850, and offers a wide-range of opportunities for local caterers/restaurateurs to showcase their business/cuisine to a huge number of supporters on a regular basis whilst providing a premium culinary experience.

As we look towards a new season, we are inviting applications from local food vendors/restaurateurs to maintain this excellent matchday experience that aligns with the Club ethos of 'One Club, One Community, One Town'. The duration of the contract for the successful supplier will cover the 25/26 and 26/27 seasons (2 years). This application form contains all the details you will need to submit an application for our Fanzone Street Food pitch.

#### For information:

- Our Fanzone Street Food pitch is located in a purpose-built unit. BWFC own the access rights to this unit and ensure legal and regulatory compliance. Use of this unit must be in compliance with BWFC Health & Safety policies and risk assessments.
- The successful Street Food supplier will be required to provide their own catering equipment which must adhere to all safety rules and regulations as per the contract.
- BWFC charge a nominal pitch fee for league matchdays as detailed in the contract. The Fanzone Street Food pitch will also be subject to a nominal charge for hire of the unit to cover maintenance costs.
- Standard trading hours:
  - 3pm Kick Off – 12pm-3pm.
  - 8pm Kick Off – 5.30pm-8pm.

#### HOW TO APPLY

- If you wish to apply for a pitch, you **MUST** express your interest and intent to apply via email to [ctaylor@bwfc.co.uk](mailto:ctaylor@bwfc.co.uk) no later than **Friday, 11<sup>th</sup> July 2025**.
- You will need to return a fully completed application form with supporting documentation by **Friday, 18<sup>th</sup> July 2025**. Applications received after this date will not be considered.
- ALL FIELDS MUST BE COMPLETED.
- You **MUST** complete all sections of the application form, supply a copy of your up-to-date food hygiene certificate/Scoring (**Food Rating of 3 or more**) and full details of the food operation including the local authority with which you are registered.
- Copies of up-to-date public liability insurance and PAT test certification for ALL electrical equipment you intend to use.
- Application forms and supporting documentation must be sent to Chelsea Taylor, via email by the deadline stated – [ctaylor@bwfc.co.uk](mailto:ctaylor@bwfc.co.uk)
- If you are successful, confirmation of our intention to award a contract will be sent out around **Friday, 25<sup>th</sup> July 2025**.
- If you are unsuccessful, we will notify you by email and place you on a shortlist.

#### Shortlisting

Once all applications have been received, the following criteria will be used for shortlisting purposes:

1. Menu
2. Aesthetics and Imagery
3. Regulatory Compliance

#### SUPPLIER DETAILS

Business Name:	
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Contact Name(s):			
Street Address:			
Town / City:		Post Code:	
Contact Email:			
Contact No:		Mobile:	
Website(s):			

I have traded at BWFC Fan Zone previously. If yes, which year(s)?	
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## PRODUCT & DIETARY OFFERINGS

GMO-Free		Halal		Vegan	
Gluten Free		Organic		Vegetarian	
Kosher		Dairy Free		Healthy Food Option	

List <b>ALL</b> produce/menu items.

## WASTE GENERATED

BWFC is aiming to reduce our environmental impact and would ask that all suppliers consider the environment when attending our events. We encourage recyclable packaging and containers and ask that single use plastics are only used as a last resort.

What type of waste do you generate that will need to be disposed of?

Dirty Water		Paper & Card		Food	
Oil & Fats		Glass, Plastic & Cans		Other	

**Waste liquid** - dirty water, fats, oils and grease will need to be removed from the premises by the supplier.

**Fresh Water** – Readily available onsite but ensure you bring your own containers.

## POWER REQUIREMENTS

### GAS

Will you be cooking on your stall?

No ☐

Yes ☐

If yes, what fuel will you use?  
(Charcoal, Wood, LPG, Camping Stove?)

### ELECTRIC

- A PAT certificate must cover **ALL** cables / leads and equipment and be current on every date of trading.
- BWFC will cover the cost and provision of electricity.

**EQUIPMENT** - You must list **ALL** electrical and/or gas appliances that you intend to use at the event.

Appliance and/or Equipment (inc number of extensions leads etc)	Gas and/or Electric	How many Amps? Watts? Hired?


## RISK ASSESSMENT

Please assess the risks on your stall.

Consider risks such as health and safety, hygiene, weather, cash handling and fire, along with steps you have taken to minimise those at risk.

Trading Name:		
Hazard	Those at risk	Steps taken to minimise risk

## BRANDING – AESTHETICS & IMAGERY

For the Fanzone Street Food pitch, the unit will be provided, however, branding will need to be removable.

Please provide images of your proposed branding, including uniform if necessary.

## STAFFING & AD HOC EVENTS - *optional*

Being a venue that primarily services football matches, there might be additional events where you will be required at late notice. We also recognise that from time to time, you may face staffing issues due to sickness or holiday. Please outline how you will ensure business continuity through all events? (300 words maximum)

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**ADDED VALUE - *optional***

At BWFC, we take great pride in our contribution to our local community and actively engaging with our fans to drive positive change. Please outline, using examples if possible, of how you will work with BWFC to contribute to our ethos to create “One Club, One Community, One Town”. (300 words maximum)

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**FOOD BUSINESS INFORMATON**

Suppliers must forward a copy of food hygiene certificate.

A minimum **Food Rating of 3 or more** is required to be successful and **originals must be displayed whilst trading.**

	Name of Food Business Operation? <ul style="list-style-type: none"><li>• Is the food business registered?</li><li>• With which Local Authority?</li></ul>	
	<b>Food Rating Score</b> <i>(Please write in the score)</i>	

	Name and address of food business operator.	
	What types of food are you serving?	
	Is all food prepared/ cooked on stall? If yes, please give details of facilities on stall. If no, please give details of your transportation methods.	
	Do any foods require refrigeration? If yes, please give details on stall.	
	Please give details of cooking arrangements (fuel type/source).	
	Please give details of wash hand facilities.	
	Please give details of equipment cleaning/ washing facilities.	
	Please state the amount of oil carried and if deep frying is used?	
	Is real flame cooking involved? If yes, please describe.	
	Please state the number of waste bins carried.	

Please ensure your written Food Safety Management System is available when trading.  
Please note that BWFC catering department and Environmental Health Officers will use information given on this application form and / or supporting documents for checks throughout the season.

**DRAFT CONTRACT**

**DATED:**

**AGREEMENT**

**Between**

And

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Agreement

Relating to the provision of 'pitch' space in the BWFC Fan Zone to enable pre-match Food Services throughout the [DATE] season.

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This agreement is by and between [The Organisation] and [The Supplier].

The agreement is entered into as of [DATE] and relates to all [HOME] match days for the [DATE] season and shall remain in effect until [DATE] unless cancelled pursuant to the terms listed below.

The Organisation wishes to engage the Supplier as a food service vendor within the Fan Zone area at Toughsheet Community Stadium, Burnden Way, Horwich, BL6 6JW.

1. SERVICES PROVIDED

- 1.1. The Supplier will provide Fanzone Street Food for pre-match Fan Zone areas on all [HOME] league home-match days throughout the BWFC 25-26 season and the 26-27 season. For the avoidance of doubt, this includes any play-off home match should the club be involved in end of season play-offs and any non-league matches that fall within the scope of Clause 1.2.

- 1.2. Fan Zone will be open for non-league matches with a forecasted home attendance of at least 5000. For non-league matches with a forecasted home attendance of at least 15,000 the Supplier is obliged to trade.
- 1.3. The Supplier shall provide their own staffing for their food service area.
- 1.4. The Supplier shall be fully responsible for ordering and maintaining necessary food service Suppliers, preparing and selling food to customers and performing basic sanitation such as sweeping, mopping and dish and hand washing.
- 1.5. The Supplier shall be fully responsible for the security and maintenance of their own equipment including, but not limited to, cooking equipment and fire hazards.
- 1.6. The Supplier shall allow the Organisation to review the menu and allow for any adjustments upon request.
- 1.7. The Supplier is expected to staff their units and be open for business on all dates required by BWFC as detailed in Clause 1.1 and 1.2.
- 1.8. The Supplier agrees to providing a menu for the purposes of being named on BWFC's "Preferred Supplier List".
  - 1.8.1. The "Preferred Supplier List" means that BWFC will advertise your services to private clients, enquiring to hire Fan Zone outside of usual matchday services.
  - 1.8.2. BWFC will take 25% of the booking total for any Supplier services booked outside of usual matchday services.

## 2. PAYMENT

- 2.1. The Organisation shall invoice the Supplier on a monthly basis in arrears for the payment of pitch fees for first team league home-match days, at a cost of £100 (plus VAT) per match.
  2. The Organisation shall also invoice the Supplier on a monthly basis in arrears for the payment of rental/maintenance of the unit, at a cost of £15 (plus VAT) per match.
  3. For non-league matches pitch fees will not apply.
2. If the Supplier fails to attend any league home match, the Organisation reserves the right of applying a further £100 fee (plus VAT) for each match the Supplier does not attend.
3. Payment will be made 14 days from invoice date.
4. These fees will be reviewed annually.

## 2. RIGHT TO TERMINATE

- 2.1. The Organisation has the right to terminate this food service agreement at any time by providing written notice to the client for the following reasons:
  - Failure to pay by the Supplier within the agreed terms in Clause 2.3.
  - Inadequate facilities or service.
  - Bankruptcy.
  - Failure by the Supplier to comply with the Organisation's policies and procedures and any terms within this agreement.
- 2.2. The Supplier shall have the right to cancel this food service agreement by providing written notice at least 30 days prior to intended termination date.

## 4. REVIEW

- 4.1. The food service agreement will be reviewed after 12 months in order to ensure the Supplier is able to continue to provide the service.

## 5. INSPECTIONS

- 5.1. The Organisation shall have the right to periodically inspect the facility to ensure that the Supplier is adhering to the terms of this agreement.
- 5.2. The Supplier shall provide the Organisation with up to date public liability insurance, food hygiene certificates and risk assessments throughout the season.
- 5.2.1 The Supplier must be covered by a minimum of £5 million public liability insurance.

## 6. INDEPENDENT CONTRACTOR

- 6.1. For the purpose of this agreement, the Supplier shall be deemed an independent contractor and as such, neither the Supplier nor their staff shall be deemed as employees of the Organisation.

## 7 SOLICITATIONS

- 7.1 The Supplier shall not be permitted to solicit the Organisation's employees as potential employees of the Supplier for any reason whatsoever.

## 8 LICENSING

- 8.1 The Organisation shall be responsible for maintaining licenses and permits to open the Fan Zone facility.
- 8.2 The Supplier shall be responsible for ensuring they have the appropriate licence and permit to operate in the Fan Zone facility.

## 9 LIABILITY AND CONDUCT

- 9.1 Both the Supplier and the Organisation agree to indemnify and hold one another harmless against all claims of loss or damage, save in cases of gross negligence or wilful misconduct.
- 9.2 The Supplier shall conduct themselves in an orderly fashion by dressing appropriately and maintaining a clean and neat appearance.
- 9.3 The Supplier shall conduct its business operations at the venue professionally and ethically without biases in any form against race, religion, nationality, age, disability, gender, sexual preference and status.
- 9.4 The Supplier shall not undertake any actions which could bring the reputation of either BWFC, FVWL Football Limited, Bolton Stadium Hotel or any associated stakeholders or football club into disrepute or leave the Organisation open to legal liability.
- 9.5 The Supplier shall not break the Organisations policies and guidelines in relation to equal opportunities and Health and Safety [available on request].
- 9.6 The Supplier shall maintain efficient communication with the Organisation at all times and respond to enquiries in a timely manner.
- 9.6.1 The Supplier shall attend a quarterly review meeting with the Organisation to discuss feedback and ongoing improvements.

Signed on behalf of FVWL Football Ltd

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PRINT NAME

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POSITION IN COMPANY

DATE

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Signed on behalf of [SUPPLIER]

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PRINT NAME

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POSITION IN COMPANY

DATE



## DECLARATION AND CHECKLIST

(Please indicate if certificate(s) need renewing).

I have read the BWFC Fan Zone Draft Contract and agree to abide by it	
Menu / Price List included / attached	
Public Liability Insurance Certificate included / attached – (Must be a minimum cover of £5 million. If not, please supply current insurance certificate and commit to increasing your limit to £5 million upon successful contract award)	
Employers Liability Insurance Certificate	
PAT Test / Gas Test Certificate(s) included / attached	
I have listed <b>ALL</b> electrical / gas appliances and power intended for use	
Food Hygiene Certificate(s) included / attached	
Hygiene Rating <b>Minimum 3 rating</b> included / attached	
Allergen Training Certificate	
Allergen Information on all unpackaged foods eg allergen information	
Fire / Risk Assessment included / attached	
Copy of food safety management system (NCASS, SFBB, Cook Safe or similar)	
Firefighting equipment in place and valid. <i>ALL Suppliers who use electric and/or gas appliances.</i>	
<b>Full</b> description of stall given.	
Image of branding - <i>Applications with no photo(s) of products and/or stall are incomplete and may not go through to the selection process.</i>	

I declare that the information included in this application is true and accurate.

Declaration and signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please return by email to Chelsea Taylor:

[ctaylor@bwfc.co.uk](mailto:ctaylor@bwfc.co.uk)

by **Friday 18<sup>th</sup> July 2025.**