



# Catering Booking Form

Any queries and completed forms to: Malcolm Tresadern  
 15 Holmes Way  
 Wragby  
 LN8 5PS  
 Mobile: 07900 465352  
 Email: wragbyshowtradestands@gmail.com

<b>Customer Reference:</b> <i>(to be completed by Trade Stand Steward)</i>	
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**Sunday 31<sup>st</sup> August 2025 [www.wragbyshow.co.uk](http://www.wragbyshow.co.uk)**

Catcham's Corner, Goltho, Nr Wragby *(by kind permission of the Bourn family)*

<b>T r a d e r o n Informati</b>			
Contact Name			
Trade Name			
Address			
Postcode			
Telephone No		Mobile	
Email (for receipt/ pass)			

<b>Stand Requirements</b>	
Food £25 per mtr. Drinks/Coffee £20	
No. of metres required. ( Minimum is 4 mtrs)	
You must ensure that your plot size includes vehicles, tow bars/ guy ropes etc. You will need to provide your own power source if needed	£

<b>Please indicate what food and/or drink products you wish to supply.</b>	
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To comply with Local Authority and Fire Service regulations, please complete the attached risk assessment document.

**Please include a copy of your Food Hygiene Rating and the name of the local authority with whom you are registered. A valid liability insurance certificate is also required. If your insurance expires prior to the show date it is your responsibility to remit the renewal**

For Office Use							
Booking Form		PLI		Payment		Date	
Risk Assessment		Food Safety		Number		Complete	

## **Risk Assessment**

Fire Risk Assessment		
1.	Do you have an inspection/gas safety certificate for the appliances and pipe work (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?	YES NO
2.	Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES NO
3.	Do the shields provide an adequate and effective barrier of at least 600mm between the heat source and any combustible material?	YES NO
4.	Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	YES NO

5.	Are all LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	YES	NO
6.	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event).	YES	NO
7.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO
8.	Are the cylinders located away from entrances, emergency exits and circulation	YES	NO
9.	Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in situ and appliances are fitted with full flame safety devices on all burners that are not readily visible?	YES	NO
10.	Do you ensure replacement cylinders are fitted in the open air away from open sources of ignition?	YES	NO
11.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	YES	NO
12.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? (Certificates of compliance will normally be required)	YES	NO
13.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES	NO
14.	Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required.	YES	NO
15.	Have staff been instructed on how to operate the fire-fighting equipment provided?	YES	NO
16.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?	YES	NO
17.	N/A		
18.	Have you identified all ignition sources and ensuring that they are kept away from combustible materials?	YES	NO
19.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?	YES	NO

If the answer to any question is "No", please detail below actions taken to remedy the situation.

**Other Hazards**

There will be other hazards which you must consider e.g. sharp implements, heavy objects, trip hazards, secure display of goods. Please indicate on the form below how the public and your staff are protected. Please refer to the attached Risk Assessment Guide.

What are the hazards?	Who may be harmed and how?	What are you already doing to avoid risk?	Is further action necessary? If yes, what further action is required?

Signed: .....

Print Name: .....

Trade Name: .....

Date: .....