



# Charity Stand 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)*

Trader Information			
Contact Name		Charity Reg. No.	
Charity Name			
Address			
Postcode			
Telephone No		Mobile	
Email (for receipt/pass)			

Stand Requirements	Please specify
Outdoor (plots 10m deep), £12 per metre width required (minimum booking 4m)	Metres
Indoor – 1.8 metre tables, £40 per table ( own table, max 1.8 mtr, deduct £5 )	Tables
	£

⚠  
 To comply with Local Authority and Fire Service regulations, please complete the attached risk assessment document.

You must include a copy of your Public Liability Insurance Certificate. If this is due for renewal prior to the show, it is your responsibility to send us the renewal certificate

Please ensure that your requested plot size includes tow bars/ guy ropes etc.

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

# Risk Assessment

<b>Fire Risk Assessment</b>		
1.	Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	YES NO N/A
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES NO N/A
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use?	YES NO
4.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES NO
5.	Has the fire-fighting equipment has been tested within the last 12 months? Note: a certificate of compliance will normally be required.	YES NO
6.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES NO N/A
7.	Have you 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 N/A
8.	Have you identified the 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
9.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES NO
10.	Are you aware that you must not stock or sell certain items i.e. fireworks, garden flares.	YES NO
11.	N/A	
<b>DO You use LPG? (If 'No' ignore questions 13 – 19)</b>		YES NO
12.	Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?	YES NO
13.	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
14.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES NO
15.	Are the cylinders located away from entrances, emergency exits and circulation areas?	YES NO
16.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES NO
17.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES NO
18.	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
19.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?	YES NO

PTO

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: .....