



Westmorland County Agricultural Show 2024

Wednesday 11 & Thursday 12
September 2024

CATERING CONCESSIONS

INFORMATION, REGULATIONS & APPLICATION FORM

Westmorland County Show
Lane Farm
Crooklands
Milnthorpe
Cumbria
LA7 7NH

Tel: 015395 67804
Email: tradestands@westmorland.org.uk
Web: www.westmorlandshow.co.uk

Westmorland County Agricultural Society Ltd

Chief Executive: Angela Cornthwaite

Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH

Telephone 015395 67804

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FOR OFFICE USE ONLY

Received (date)

Accepted Yes / No

Invoice Number

Size of stand Frontage

Depth

Electricity Required Yes / No

Tickets Allocation

Extra

STAND NUMBER

Application for Catering Concession

Westmorland County Show – Wednesday 11 & Thursday 12 September 2024

1	Please type or print in BLOCK CAPITALS	
	Company Name:	
	Contact:	
	Address:	
	Tel:	
	Email:	

2	Product (s)	
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A separate application is required for each concession (you may photocopy this form)

3	Site Applying For					
	Number of Catering Units					
	Size of Catering Unit(s)					
	Electricity Required (tick as appropriate)	13amp	16amp	32amp	Other	Not Required

A separate application is required for each site (you may photocopy this form)

4	<p>Please include information on the product for sale, including portion size, minimum weight, content etc and intended selling prices.</p> <p>If a caterer is not known to Westmorland County Show please also include a photograph of your stand or unit.</p>
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Continued overleaf

I, _____ on behalf of (name of company) offer to provide a catering service as per my/our application at the Westmorland County Show in accordance with the Show's Public Catering Information and Regulations and the General Trade Stand Rules and Regulations.	
I confirm I am:	
Registered for VAT under number:	VAT No:
Registered as food business with:	Authority:
	Food Hygiene Rating:
Protected by a public liability insurance policy:	Policy No:
	Insurance Company:
	Sum Insured:
	Expiry Date:
If awarded a catering concession I agree to carry out a Fire Risk Assessment and General Risk Assessment of each unit. A copy of these assessments (standard or own format may be used) MUST be sent to the Show Office by 19 July 2024. Furthermore I understand the deposit invoice must be paid in full by 19 July 2024 the concession may be reallocated.	
Authorised Signatory	Print Name in Block Capitals
Position held within company:	
Date of application:	

A proposed price list for your products must accompany this application form

Please refer to Catering Concessions Information & Regulations no. 4 regarding product pricing.
 By signing this form you agree to abide by and trade according to the Terms, Conditions, Rules
 and Regulations so please ensure you have read through these

CLOSING DATE FOR CATERING CONCESSION APPLICATIONS – 31 March 2024

WESTMORLAND COUNTY SHOW 2024

PUBLIC CATERING CONCESSIONS – INFORMATION & REGULATIONS

Concessions are offered in accordance with the General Rules and Regulations for the rights of the provision of catering at the 2024 Westmorland County Show as given below.

This is a popular and prestigious event. The 2023 Westmorland County Show, now held over 2 days had an attendance of 36,000. The highest standards of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety/Health and Safety at Work) would lead to the caterer's immediate removal from the Show.

1. APPLICATION FOR CATERING CONCESSION SPACE

All applications shall be submitted on the appropriate application form and applications submitted in any other way will not be acceptable. The application form must be signed by the Exhibitor, or his/her representative, and the signature on the form shall be deemed to be the acceptance by the Exhibitor of the Society's rules and regulations and his/her agreement to be bound thereby.

2. PRODUCT SOURCING

The Show's policy is to promote primarily Cumbrian, North Western and British sourced products. Priority will be given to caterers who confirm (in writing) that the product they use has been sourced and supplied locally and that this fact will be clearly advertised at the Show. In particular, the Westmorland Food Court is an area purely for the promotion of local produce. Fresh pasteurised full cream or semi-skimmed milk must be used by all caterers. The use of UHT milk is not permitted.

3. RESPONSIBLE SOURCING

In order to promote sustainability and reduce the use of plastics ALL caterers MUST use containers and cutlery made from recycled or sustainable materials eg wooden forks, recycled cardboard plates, cardboard drinks cups etc. Failure to comply with this rule will result in closure of your unit.

4. PRODUCT PRICING

Caterers must provide a high quality product at a sensible price. Price lists for your products must be displayed prominently on the unit(s) at the Show and submitted to the office by 1st September 2024. The Society's Catering Officer will make regular checks throughout the show days to ensure products sold and prices charged correspond to the information displayed and submitted.

5. ALLOCATION OF SITES

The allocation of sites and positioning of catering stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an Exhibitor regarding the position of his/her stand. Food Courts offered to one caterer must operate "product led" units and must be sole-owner operated. Westmorland County Show reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction.

6. SIZE OF SITES

Please state at the time of application the size of the site required per unit, indicating frontage and depth clearly in metres, to include, if necessary, tow bars, refrigerated vehicles etc and required space for tables and chairs, if space permits.

7. TABLES & CHAIRS

In all Food Court sites (except the Westmorland Local Food Court), caterers **must** provide a minimum of 5 tables and 20 seats per unit and the size applied for must allow for this facility.

8. CLEANLINESS / LITTER / RUBBISH

Caterers will be responsible for keeping their areas clean, litter free and tidy. It will be the responsibility of the Caterer to provide suitable containers to ensure frequent and adequate disposal of all litter and rubbish.

9. ELECTRICAL CONNECTIONS

- (a) All applications for electricity must be made in advance and any late requests cannot be guaranteed.
- (b) Unless alternative arrangements have been made, the power to the stand will be 13amps controlled by a 30mA RCCB. Any variation to this supply will be charged at cost. **PLEASE ENSURE YOU BOOK SUFFICIENT REQUIREMENTS FOR YOUR UNIT AS PER THE APPLICATION FORM**
- (c) All connections to the exhibitor's stand will be checked and controlled via a RCCB circuit breaker rated at 30mA, in accordance with current Health and Safety guidelines. It is the responsibility of the Exhibitor to ensure that his/her equipment complies with all current electrical regulations and will work on a RCCB circuit breaker prior to attendance at the Show.
- (d) Power to the stand will be available from 3pm Tuesday to 7pm Thursday. Any requirement outside of these times **must** be arranged in advance and may be subject to additional charges.

Please note: no generators will be allowed on site.

10. INSURANCE

Caterers must hold Public Liability Insurance for at least £5m and details of the policy are to be included with the initial application. Successful applicants must forward a copy of the policy certificate before 19 July 2024. Any catering concession employing people must have Employers Liability Insurance to satisfy Health and Safety requirements.

11. PROHIBITED ITEMS

The sale, display or promotion of “Chinese Lanterns” and helium balloons will not be permitted from any trade stand, on Health & Safety and Animal Welfare grounds.

12. TIMES OF OPENING

All catering stands **must**, as a minimum, be open and manned throughout the time the Show is open to the public, i.e. 8.00am to 6.00pm 11 and 12 September 2024. Pre-Show catering is available subject to prior agreement.

13. CLEANLINESS AND HANDLING OF FOODSTUFFS

Caterers are alone responsible for complying with food safety legislation and regulations regarding the handling of foodstuffs. It is a condition of the contractual agreement between the Westmorland County Show and the caterer, that the caterer shall hold the Show harmless and indemnify it against any legal proceedings that may arise thereafter.

Caterers must show due diligence where food safety issues are concerned eg prevention of cross-contamination, correct food temperatures, handling of food etc. It is recommended that caterers adopt the “*Safer Food Better Business*” HACCP system or equivalent. Please take advice from your local Environmental Health Officer.

14. STAFF

The caterer is responsible for the behaviour of their employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the Show. The caterer will ensure all staff members are fully briefed with Health and Safety Executive Regulations, the Food and Hygiene (England) Regulations 2006 and Fire and Safety Regulations. Food Hygiene certificates should be available for inspection for appropriate staff.

15. EXHIBITOR PASSES

For each unit, caterers will receive a complimentary allocation of wristbands to cover 4 persons to man the unit (wristbands valid both Show days) and one Exhibitor vehicle pass. Each wristband is valid for both Show days and is non-transferrable. Further wristbands in addition to those provided, will be charged for at a reduced rate of £12 and must be purchased in advance. A charge of £2 (+ vat) will be made for each additional trade vehicle pass requested from Friday 6 September 2024

16. ARRIVAL

All catering units must be on site and in position by 4.00pm on Tuesday 10 September.

17. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

Where an exhibitor withdraws from the show or cancels the space reserved for him/her for any reason, the deposit shall be forfeited and the Society reserves the right to re-let the space.

Caterers MUST pay their initial site fees before 19 July 2024, otherwise this will be regarded as withdrawal/cancellation on their part and the site re-allocated.

18. HSE REGULATIONS / TEN's / LICENCES

Exhibitors are reminded to ensure they are fully conversant with and comply with all current Health and Safety regulations, particularly with respect to equipment and public safety. The Risk Assessment Form (or Exhibitors' equivalent) provided to successful applicants **MUST** be completed, signed by the exhibitor and returned by 19 July 2024. Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such licence/temporary events notice as may be needed for the sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same. Copies of all permissions must be lodged with WCAS prior to the Show. All caterers **MUST** adhere to current regulations including the Food Information Regulations 2014.

19. SAFETY OF GOODS and FIRE PROTECTION

- (a) It will be the responsibility of each Exhibitor to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used.
- (b) The Society reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.
- (c) The Fire Risk Assessment Form provided to successful applicants **MUST** be completed, signed by the exhibitor and returned by 19 July 2024.
- (d) Westmorland County Show will not be in any way responsible for the safety of any goods or equipment belonging to, or being delivered to, the caterer.

20. VACATING SHOWFIELD

Exhibitors must clear their sites by 4.00pm on the day following the Show. The Society will not be held responsible for any damage caused to items moved after this time.

21. FEES & CHARGES

- (a) For catering units, fees will be payable at the rate of 20% of turnover, net of VAT if applicable.
- (b) A deposit, approximately equal to 50% of the estimated total fees due (plus VAT) as agreed between Westmorland County Show and the caterer, is payable by 19 July 2024. The deposit is deemed non-refundable.
- (c) Total sales turnover to be reported direct to the Chief Executive by 23 September (this will be held in total confidence).
- (d) An invoice will be issued to the caterer for the balance of any fees due (plus VAT), payable within 14 days.
- (e) It is preferable that each catering unit is equipped with a till – if not to be used, please note on the application form. Sales figures may be subject to audit.

January 2024



Westmorland County Agricultural Society Ltd

Chief Executive: Angela Cornthwaite

Lane Farm, Crooklands, Milnthorpe, Cumbria LA7 7NH

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Westmorland County Show 2024

Catering Concession Areas (Letter denotes relevant section of the showground per attached map)

N	Romney Court	7 units	1 x carvery 1 x general burger 1 x vegan/vegetarian 1 x specialist coffee 1 x bar trailer 2 x other
H	Village Green	up to 9 units	selection of local produce to include 1 x bar trailer 1 x specialist coffee 7 x hot/cold food units (local only)
E	Wainwright Court	4 units	3 x hot food 1 x specialist coffee
B	Ruskin Court	3 units	1 x carvery, burger, sausage etc 1 x dessert / sweet 1 x other
G	Countryside Area	6 units	1 x specialist coffee 1 x hog roast 1 x confectionery 1 x cocktail / specialist alcohol 1 x other hot food
S	Horse Arena	1 unit	1 x bacon, burger, sausage etc
M	Livestock Area (Main Ring)	1 unit	1 x hot selection
A	Trade Stand Area	1 unit	1 x confectionery
B	Trade Stand Area	1 unit	1 x doughnut/coffee
D	Trade Stand Area	1 unit	1 x specialist coffee
G1	Trade Stand Area	1 unit	1 x specialist meat/fish & chips



Westmorland County Show

Fire Risk Assessment Form

Name of Organisation

Operational Activity (please indicate which description most reflects the activities of your stand)

Retail Outlet		Static Display		Demonstrations		Catering Outlet	
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Hazards associated with above activity:

please tick the following if the hazards will form part of your stand during the Westmorland County Show

LPG		Dry Combustibles		Hot Surfaces		Food Prep.		Heat & Ignition Sources	
Highly Flammable		Electrical Equipment		Machinery		Dangerous Overcrowding			

Signature of responsible person (must be authorised company signatory)

.....

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

Name:	Telephone No.
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Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon.

Yes		No	
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Are all staff aware of this procedure and how to raise the alarm?

Yes		No	
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Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating 'Fire Point'? Are all staff aware of the types of extinguishers available and their operating instructions?

Yes		No	
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Signage – is the "No Smoking" sign in a prominent position within your exhibit?

Yes		No	
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Any temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

Fire Exit Routes – Will all Fire Exit routes be clear of obstruction internally and externally at all times?

Yes		No	
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This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

Yes		No	
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Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

Yes		No	
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We wish you a Happy and Safe time at the Westmorland County Show

For your information the Safety Officer and Mr Paul Duckett, Showfield Director, are available during Show week. They can be contacted via the Show office on 015395 67804.



Westmorland County Agricultural Show 2024

All Trade Stand Exhibitors are required to complete the form overleaf.
Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.
If in your opinion there are no risks please print **NO RISKS** and return the form.

Hazard	Who Might be harmed	Is more needed to control the risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.	There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	* Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? Have you provided: * Adequate information, instruction or training? * Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	* Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

WESTMORLAND COUNTY SHOW 2024 - RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Company Name:			
Address:			
Responsible Person:	Print Name:	Authorised Signatory:	
Personnel on Stand Overnight:	Yes / No	Date Assessment Undertaken:	
Products to be exhibited:			

Public Liability Insurance	Insurance Company:	Policy No:
	Sum Insured: £	Expiry Date:

HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

***Hazard Severity Rating:** 1 – Negligible (remote possibility of harm) 2 – Marginal (slight injury, minor first aid) 3 – Slightly dangerous (some injury, not too serious) 4 – Dangerous (serious injury or damage) 5 – Very dangerous (could cause death or widespread injuries)

****Hazard Probability Rating:** 1 – Improbable (unlikely to happen) 2 – Remote (may occur at some time) 3 – Possible (likely to occur at some time) 4 – Probably (very likely to occur) 5 – Very probable (very likely to occur soon)