



**PUBLIC CATERING CONCESSION
APPLICATION FORM**

CLOSING DATE: 1st April 2024

Trading Name:

Invoicing Address:

Correspondence Address:

Website:

Email:

Tel:

Mobile:

Contact Name:

Description to be published in Show Guide (maximum 30 words)

Public Liability or Insurance details

Policy Number: _____ Expiry Date: _____

Insurers Name: _____ Maximum Total Insured: £ _____

Type of catering unit:

Hot Food	Tick
Burgers	
Pasty	
Mexican	
Thai/Noddles	
Pizza	
Seafood	
Hot Roast	
Doughnut / Sweets / Fruit	
Other (<i>please state</i>)	
Drinks	Tick
Coffee / Tea / Hot Chocolate	
Alcohol	
Slushie/Cold	
Other (<i>please state</i>)	

Please expand on the food and drink you will be selling:

Please state where you source your produce:

Please send a picture of your unit and product with your application.

Location you wish to Trade (see map further up):

Location	Tick
Hill Top Food Court	
Vintage Food Court (near Piddle Bar)	
Main Ring Food Court	
Avenue N Food Court	
Horse Lorry Park Unit	
Countryside Area Food Court	
Woodland Food Court	
Other (please state)	

There will be lone units sites. Eg. Coffee Unit at the Public Entrance.

Please tick, if you are happy for the Show to suggest a position.

Pricing:

This is a Tender form and therefore you state the price you wish to pay. The Show will take into account the location of the caterer along with where they source their produce.

Price examples:

These sizes include tow bar.

Hill Top Food Court: Burger Unit (10m x 6m): £3,600 +VAT.

Pasty Unit (6m x 6m): £2,400 +VAT

Doughnut (3m x 3m): £650 +VAT

Vintage Food Court: Burger Unit (10m x 6m): £2,900 +VAT.

Pasty Unit (6m x 6m): £2,100 +VAT

Coffee (12m x 6m): £1,200 +VAT

Woodland Food Court: Burger Unit (10m x 6m): £1,900 +VAT.

Pizza Unit (6m x 6m): £1,100 +VAT

Coffee (6m x 6m): £800 +VAT

Detail how your packaging and consumables are recycled:

Have you traded at the Dorset County Show previously? If so, give details:

If a reference is required list two other events that can be contacted:

Any additional information that you believe to be relevant:

A product and price list must be sent with your application.

COMPULSORY RISK ASSESSMENT & FIRE RISK ASSESSMENT

You must ensure that when returning this form, you have attached the following documents:

1. A copy of your risk assessment for the event, or complete the attached pro forma
2. A copy of your fire risk assessment, or complete the attached pro forma
3. A copy of the completed food safety checklist

No booking will be accepted without the above information; should you require any assistance with the above please contact the Show Office.

TRADE STAND ELECTRICAL REQUIREMENTS

ELECTRIC BOOKINGS CLOSE 1ST AUGUST

Requests made after 1st August are made on a first come first served basis and totally reliant on generator capacity.

Please note, after 1st August it is very unlikely we will be able to provide electric. Those that we can cannot incur a surcharge; all prices are exclusive of VAT. Final cut-off date, 07/08/24

STRICTLY NO GENERATORS ARE ALLOWED FOR SAFETY REASONS

STANDS MAY NOT SHARE ELECTRICAL SUPPLIES

Electricity is made available subject to the usual caveat that every effort will be made to maintain supply at all times. Electricity is available from 17:30 on Friday 6th September until approximately 18:00 on Sunday 8th September.

The supply will be delivered as a “cee form” socket and an adaptor will be required if you require a standard 13amp plug.

Please note price for adaptors is a purchase price and the adaptor is yours to keep after the Show, they are non-refundable. Adaptors can be collected from the Show Office the day before the Show.

Tripping of electricity can be through overloading or faulty equipment, please ensure you have correctly ordered sufficient supply and your electrical equipment is PAT tested and in a safe condition for use at the Show.

The electrical supply will be delivered to the back corner of your stand you may require your own extension cable

SUPPLY TYPE	QTY	PRICE (ex VAT)	PRICE (post 1st Aug ex VAT)	TOTAL (ex VAT)
13 amp commercial supply Max 1 kilowatts – Low voltage. Strictly no kettles		£95.00	£135.00	
16 amp commercial supply Max 2.5 kilowatts		£170.00	£210.00	
32amp – Max 4 kilowatts commercial supply		£199.00	£245.00	
32amp – Max 6 kilowatts commercial supply		£240.00	£285.00	
16 amp to single 13 amp adaptor (only valid if used with above supply)		£35.00	£45.00	
32 amp to twin 13 amp adaptor (only valid if used with above supply)		£65.00	£80.00	
Three Phase Supply		POA	POA	
			SUB TOTAL - CARRY FORWARD OVERPAGE	

ELECTRIC BOOKINGS CLOSE 1ST AUGUST

ITEMS	UNIT TYPE		TENDER AMOUNT
Unit 1			£
Unit 2			£
Unit 3			£
EXTRAS	QUANTITY	PRICE	EXTRAS TOTAL
Single day ticket(s)		15.00	£
Caravan/camping pitch in Caravan Field Friday-Monday		40.00	£
Water standpipe on corner of stand		175.00	£
TENDER SUB TOTAL			£
VAT (20%)			£
TENDER AMOUNT			£

I understand that information from my application form will be stored on computer and that information will be published in the Show publications and online (including social media). I understand that information may also be passed to any regulatory authority such as Trading Standards. I understand that the completion of an application is irrevocable consent for the storage and disclosure of information in this way.

I the undersigned have read and understand the rules and regulations of the Society and have completed the risk and fire assessments on behalf of the company/business detailed above.

Name: _____ Signature: _____

Date: _____

Applications will be reviewed with those accepted contacted with an offer in May. If accepted into the Show an invoice will be sent.



Food Safety Checklist

Higher Risk

Name:

Address:

.....
.....
.....

Trading name *(if different to above)*:

.....

Name / address of registering Local Authority:

.....

Current Food Hygiene score:

Food Safety Checklist

This checklist is to help you identify hazards and for you to put the necessary controls in place to make sure that the food you sell / serve is safe to eat; it is specifically designed for caterers and food business operators attending outdoor events.

Please bring the completed checklist with you to the event.

Should you need any assistance with this, or wish to discuss any of the points in it, please feel free to contact us.

Please give a brief description of your stand and the products you will be offering:

N.B.:

The full checklist is required if you are selling any foodstuffs that are open, unwrapped or require temperature control (hot or cold). Please also note that if offering any open foods for sale we require you to have adequate hand-washing facilities on your stand.

*If however you only sell **pre-packed**, low risk products, for example: alcohol, bottled drinks, confectionery, dairy-free cakes, pastry, breads and biscuits that are placed in their final packaging before they are brought on site, please complete the "Low risk checklist"*

Food Safety Checklist

Setting up:

Food Safety Management		Yes	No
Do you have HACCP documentation confirming the food safety controls you adopt to ensure that the food you prepare is safe to eat?			
Do you keep monitoring record sheets, training records etc?			
Are the above documents available for inspection on your trailer / stall?			
Food Storage		Yes	No
Are all food storage areas undercover and protected from contamination?			
Are they clean and free from pests?			
Do you have enough refrigeration? Does it maintain temperature?			
Can you keep high-risk foods (i.e.: ready to eat foods containing moisture and proteins) stored at 8°C or below?			
How will this temperature control be managed?			
Food Preparation and Service Areas		Yes	No
Have you got precautions to keep mud out of the stall in wet weather?			
Are all worktops and tables sealed or covered with an impervious washable material?			
Have you got enough preparation worktop space?			
It is essential that you have appropriate handwashing facilities, do your facilities include sink with hot and cold water, soap and paper towels?			
Have you got sinks that are large enough to wash food and equipment? Are they supplied with hot and cold water?			
As there is no mains drainage, have you made hygienic provision for the disposal of waste water? e.g. waste pipe from sink to waste water container			
Have you got enough fresh water containers? Are they clean and do they have caps?			
Have you got a supply of hot water reserved for washing up and handwashing?			
Is all of your food equipment in good repair? Are any repairs outstanding since your last event?			
Cleaning		Yes	No
Is your vehicle / stall clean? Can it be kept clean?			
Do you have a written cleaning schedule to ensure all areas are kept clean?			
Have you an ample supply of clean cloths and a 'food-safe' disinfectant / sanitizer to clean food and hand contact surfaces?			
Are all cleaning chemicals stored away from food?			

Food Safety Checklist

Contamination	Yes	No
Can food be protected from contamination at all times?		
Is the unit free from pests and is open food protected from flying insects?		
Food Waste	Yes	No
Have you got proper bins with lids for food and other waste?		
Do you have appropriate arrangements for the disposal of waste and recycling?		
Staff	Yes	No
Are all your food handlers trained, supervised or given instruction to ensure food safety?		
Have you any untrained, casual staff carrying out high-risk food preparation?		
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls / aprons?		
Are your staff aware that they should not handle food if suffering from certain illnesses?		
Have you a first-aid box with brightly coloured, waterproof plasters?		
Please detail below, the level of hygiene / food safety qualifications held by staff, including managers and supervisors		

Staff training details:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Food Safety Checklist

Safe food practice during the event:

Food poisoning is preventable – you can help avoid it by carrying out these checks.

Storage		Yes	No
Is good stock rotation carried out? Are all stocks within their expiry dates?			
If you use raw and cooked foods are they adequately separated during storage?			
Are high-risk foods (i.e.: ready to eat foods containing moisture and proteins) stored under refrigeration at 8°C or below?			
How will this temperature control be managed whilst on site?			
Purchase		Yes	No
Are you purchasing raw ingredients and / or food products from a reputable company?			
Preparation		Yes	No
Do staff always wash their hands before handling food and after handling raw foods?			
Are separate tools / utensils used for raw and cooked foods?			
Do you use separate chopping boards for raw and cooked food?			
If you have answered 'no' to the previous question, are they properly cleaned and disinfected between raw and cooked foods?			
Cooking		Yes	No
Is all frozen meat and poultry defrosted thoroughly prior to cooking?			
Are cooked and part-cooked food separated during cooking?			
Is all meat and poultry cooked until it is piping hot, i.e.: >75°C and the juices run clear?			
How do you check temperatures of food during and after cooking?			
Reheating food		Yes	No
Are all foods reheated to over 75°C ?			
How will the reheating of foods be carried out and monitored?			
Do you only reheat food once?			
After cooking		Yes	No

Food Safety Checklist

Is food cooked and served straight away?		
If you have answered 'no' to the previous question, is hot food held at a temperature of 63°C or above until served?		
or, is the cooked food cooled to below 5°C?		
Once cooked, is food protected from contact with raw foods and foreign bodies?		
Cleaning	Yes	No
Do you and your staff operate a 'clean-as-you-go' procedure?		
Are you using clean cloths and a 'food-safe' disinfectant / sanitizer to clean food contact surfaces?		
Allergen control	Yes	No
Do you provide clear, unambiguous information on allergens in the foods you supply?		
Are all of your staff trained in allergen information?		

Notes / comments / actions:

.....

.....

.....

.....

.....

.....

.....

.....

.....

Should you require any advice or assistance with this form, or wish to raise any specific points, please contact the show office.

Signatures:

Food Stall Operator: Date:

Show Staff: Position: Date:

GENERAL CONDITIONS AND REGULATIONS 2024

Please also read the County Shows official Trade Stand Terms and Conditions of which apply to those catering at the Show.

1. Concessions as detailed in the site specifications are offered in accordance with the General Conditions and Regulations for the rights of provision of catering at the 2024 Dorset County Show as given below.
2. If your application is accepted, you hereby agree that should inclement weather impair the movement of your units or vehicles and it becomes necessary for Show operated vehicles to assist you (e.g. towing), no responsibility for damage to vehicles or units, however caused, will be accepted by the Show, its Officers or Associates.
3. 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.
4. Caterers are strongly advised to obtain a copy of "National Guidance for Outdoor and Mobile Catering" published by The Chartered Institute of Environmental Health and available as a free download from their website.
5. The Dorset County Show has a Food & Drink Area and Food Hall. A certain number of exhibitors at these features will be granted concession to serve 'food for immediate consumption'.
6. Caterers must submit with their application **a detailed menu including weights and prices**. This information will be taken into account when evaluating applications.
7. The Dorset County Show's policy is to promote primarily Dorset, South West and British sourced products. Priority will be given to caterers confirming **in writing** that the product they use has been sourced and supplied from Dorset or the South West and this fact will be clearly advertised by the caterer at the Show.
8. Caterers must confirm **in writing** at the time of applying that they will use containers and cutlery made from recycled or sustainable materials. E.g. wooden forks, recycled cardboard plates etc.
9. Caterers must provide a high quality at a sensible price. Price lists must be displayed prominently on the Unit(s) at the Show
10. Food Courts offered to one caterer must operate 'product led' units and be sole-owner operated. Sub-contracting is **not permitted**.
11. Caterers should note that portion size and maximum prices for food items and beverages are issued by the Dorchester Agricultural Society and published in this booklet. Hot beverage quantities must be 8/12oz. and cannot be changed without written authority from the Show Secretary.
12. **Food Safety:** all catering and food retail outlets must follow good food hygiene and safety guidance and practices at all times. This will include having a current and up-to-date HACCP plan; effective management of allergens and a score of not less than 4 in their last EHO inspection.
13. Each Caterer **must** provide a **minimum of 5 tables and 20 seats per unit**. Caterers will be responsible for keeping their area clean (litter free) and tidy.
14. Caterers must apply for electricity and/or water if required on the relevant forms which will be sent with the notification of acceptance. All caterers must have access to water although the site water must only be used where it will be boiled such as in cooking or in an urn; bottled drinking water should be used elsewhere. Please note there will be standpipes in the vicinity of the multiple catering sites. **PLEASE NOTE THE USE OF GENERATORS IS NOT PERMITTED.**
15. Caterers must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the application form. Any catering concession employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a catering concession does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. Public Liability cover provides protection for claims made by visitors to the area of the Caterer's unit. This is particularly important where volunteers or self-employed people are working for a Caterer since there is a strict duty of care to these persons as they are treated as your employees. Caterers must confirm with their insurance company that their insurance covers all staff, whether directly employed, self-employed, temporary contract or volunteer.
16. Notification of whether or not an application is successful will be sent **in writing** in Mid-May 2024.
17. Successful Caterers will be sent an invoice for a 50% deposit of the fee (including water and electricity) with the acceptance of the application. Payment of this invoice must be made immediately. **50% deposit payments are non-refundable in any circumstances. Failure to meet the initial payment deadline will result in the concession being offered elsewhere.**
18. The remaining 50% of the balance is due by the 1st July 2023 – in line with Dorset County Show's Trade Stand payment structure. **Failure to meet the balance payment deadline will result in the concession being offered elsewhere.**
19. Caterers will be checked by our nominated catering steward each day.
20. Catering sites and type of product will be chosen at the discretion of the Dorchester Agricultural Society.

21. The Dorchester Agricultural Society reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction.
22. Those selling/promoting alcohol are reminded they must have correct Temporary Event Notice to cover the Show period and hours of opening. A copy must be sent to the show office when issued, without this you will not be allowed to trade on the site. The Show & Showground are a member of Pub Watch Dorchester and therefore banned customers cannot be served. An up-to-date banned list will be circulated pre-show.
23. Alcohol Opening & Closing times are 10.00am until 6.30pm throughout the showground except for the Members & Guests Facilities.
24. A Caterer who amends or withdraws their application after it has been accepted may be excluded from applying for future Dorset County Show contracts.
25. **Please complete and return the application forms by 1st April 2024. Failure to do so will result in your application not being considered.**
26. **HOURS OF OPENING.** All Catering units must be fully stocked and operational during the Show opening times of 8.30am to 6.30pm. Pre-Show and 'out of hours' catering is not permitted unless previously agreed with the Show Secretary.
27. **CLEANLINESS AND HANDLING OF FOODSTUFFS.** Caterers are alone responsible for complying with legislation and regulations regarding the handling of foodstuffs. It is vital that all caterers ensure that all staff are adequately trained and all hygiene and safety procedures are followed. It is paramount that all caterers **must** show due diligence where food safety issues are concerned e.g. Prevention of cross contamination, correct food temperature, handling of food. All concessions awarded, and in particular multiple unit sites are to be sole owner-operated.
28. **SAFETY OF GOODS AND FIRE PROTECTION.** The Dorchester Agricultural Society will not in any way be responsible for the safety of any goods or equipment belonging to, or being delivered to, the Caterer. The Caterer is responsible for providing fire protection in respect of each unit. All catering units and sites will be subject to a visit by the Show Health and Safety Officer. Where practicable fixed piping should be used to connect LPG Cylinder to the point of use and the cylinders **must** be suitably secured within a metal cage. If flexible tubing is used it **must** comply with recognised British Standards. **Under no circumstances are jubilee clips to be used.** Please ensure that tubing is secured by **crimper clips only.** Oxyacetylene cylinders are completely banned from anywhere in the Show, whether within the Showground or in the car parks or caravan park. Any person found to have such a cylinder will be ordered to remove it and not be able to participate in the Show until this has been done. All public caterers are responsible for carrying out their own Hazard Analysis and must ensure that they have copies with them at the Show in case of 'spot checks'.
29. **DISPOSAL OF RUBBISH.** It will be the responsibility of the Caterer to provide suitable containers and to ensure frequent and adequate disposal of all rubbish and litter. All sites must be cleared of litter each evening and after the Show all fittings removed and areas cleaned/re-instated before leaving.
30. **SUPPLIES.** Caterers must arrange for delivery of supplies between 6.30am and 8.00am or 6.30pm and 8.00pm on Show days. Delivery vehicles will be permitted to enter the Showground during these times on deposit of £50 which will be refunded if the vehicles leave within the allocated time.
31. **MILK.** Fresh pasteurised full cream or semi-skimmed milk must be used by all caterers, there are several local suppliers. ***The use of UHT milk is not permitted.***
32. **LICENCES.** Where alcoholic beverages are to be served the **caterer** is to obtain the necessary Licence, forward a copy to the Show Secretary **and display the certificate at the point of sale area.**
33. **STAFF.** The caterer is responsible for the behaviour of the employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the whole period of the Show. **NB the Caterer will undertake to comply with Legislation, Food and Hygiene Regulations and Fire and Safety Regulations and ensure all staff members are fully briefed with the same.**
34. **ADMISSION TICKETS.** Caterers will receive a complimentary allocation of tickets to cover those manning each unit on each Show day and one Exhibitor Vehicle pass.
35. **SUPERVISION.** The Caterer will be required to supervise arrangements on-site and to carry out reasonable directions made by the Show Officials to rectify any omissions and faults they consider necessary to maintain the highest standards. **The Caterer will inform the Show Secretary of a contact name and mobile telephone number for 24 hour contact during the Show period, please make sure this is stated on your application form.**
36. **ARRIVAL.** Please report to the Tradestand Office at the Main Gate to confirm actual position. Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site. **Units will not be permitted to arrive on site before Monday 2nd September 2024 except by special arrangement with the Secretary. Site positions within Food Court are on a first come first served basis.**
37. **SITE CLEARANCE.** Caterers are responsible for ensuring all sites allocated to them are cleared/re-instated and equipment and rubbish removed by 4pm on **Monday 9th September 2024.**
38. **CONDITIONS.** The Dorchester Agricultural Society reserves the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold a Show or in the event of the Caterer not complying with the agreed Conditions.
39. **Ensure you include the full unit size on your application form including tow bar.**

40. If selling food and drink at a higher rate than permitted by the Show, the cater will be closed if their prices are not rectified and no refund will be given to the cater.

2024 MAXIMUM FOOD PRICE LIST

You will not be permitted to sell higher than this rate, if doing so you will be closed down by the Show.

Item	Size	Maximum Price
Coffee Bean to Cup (Speciality)	8oz /12oz	£3.00 / £3.50
Instant & Scanomatic machine	8oz /12oz	£2.00 / £2.50
Tea	8oz /12oz	£1.50 / £2.00
Speciality Tea	8oz /12oz	£2.00 / £2.50
Hot Chocolate - whipped cream & chocolate	8oz /12oz	£3.50 / £4.00
Canned Drinks	330ml	£2.00
Bottled Drinks	500ml	£2.50
Water	500ml	£2.00
Carvery - Beef/Pork/Lamb	4oz/113gm	£7.00
Hot Baguette	4oz/113gm filling	£7.00
Cold Baguette	4oz/113gm filling	£5.50
Burger - Beef/Chicken	4oz/113 gm	£6.00
With Cheese (processed)	4oz/113gm	£6.50
With Cheese (fresh)	4oz/113gm	£6.50
Bacon Roll	Back - 2 Rashers	£6.00
Sausage Bap	2 x Sausages	£6.00
Chips	8oz/227gm	£3.50
Baked Potato (excluding filling)	4oz/113gm	£5.00
Pasty (steak)	Large	£6.00
Pasty	Large	£5.50
Fresh Doughnuts	Single	£0.75
	4 x 1	£2.50
	6 x 1	£4.00
Crepes / Pancakes (excluding fillings)		£3.50
Draft - Beer/Bitter/ Lager/ Cider	1 Pint	£5.00
Bottled - Beer/Bitter/ Lager/ Cider	330ml	£4.50
Spirits	25ml	£3.50
Wine	125ml	£5.00
	250ml	£6.00
Pimms	½ Pint	£5.00
	1 Pint	£8.00
	Jug	£20.00
Champagne	Bottle	£40.00