

# Ramsey 1940s Weekend 2024

Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> August 2024

The Camp, Wood Lane, Ramsey, Huntingdon, Cambs. PE26 2XB

## Application form for **Food Traders** / **Charity Food Stalls**

**Use this page to tell us who you are and what you do.**

(To help speed processing please write or print clearly)

Name	
Address	Phone
	Mobile
	Email

**Trader** [   ]

**Charity** [   ]

<b>TRADER</b>		Trading Name:
Brief description of food to be sold		
Number of food units	Size of units	

<b>CHARITY STALL</b> <b>Proof required</b>		Charity Registration No.
Brief description of food to be sold		

### Our contact details

The Ramsey 1940s Committee, The Camp, Wood Lane, Ramsey, Huntingdon, Cambs..PE26 2XB

[Ramsey1940s@gmail.com](mailto:Ramsey1940s@gmail.com)      01487 814181

[www.ramsey1940s.co.uk](http://www.ramsey1940s.co.uk)

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## Tell us what you wish to book

Please see the HELP section (page 4) before completing this section. This will ensure your space will meet your needs.

### FOOD TRADERS only to complete this section

Number of unit spaces required		Up to 6m wide ( <b>only 1 unit per space</b> )	£125 each day	£
Number of unit spaces required		Up to 8m wide ( <b>only 1 unit per space</b> )	£150 each day	£
Number of unit spaces required		Up to 10m wide ( <b>only 1 unit per space</b> )	£200 each day	£
<b>TOTAL STALL FEE</b>				<b>£</b>
<p>Most Food Traders will be sited in the Food Court. This area provides ample space for caravans/tents and support vehicles to the rear of the Food Units/stalls.</p> <p>We enforce a strict policy of <b>no vehicle movements</b> between 0930hrs and 1700hrs each show day. The organisers will not accept responsibility for loss caused by a failure of the provided power supply.</p>				

### CHARITIES only to complete this section

Number of pitches required		5m x 5m	£20 total	<b>£20</b>
<b>Only 4 passes with each pitch, additional passes must be purchased.</b>		£10 adults	£	<b>£</b>
		£5 concessions (60+)	£	<b>£</b>
		£5 Children (5 to 15 years)	£	<b>£</b>
<b>CAMPING PITCH</b> (if required)			Large £50	<b>£</b>
<b>FRIDAY EVENING DANCE TICKETS</b> £15 each (sorry, no under 16's)				<b>£</b>
<b>Saturday Evening Dance Tickets</b> £15 Each (sorry, No under 16's)				<b>£</b>

## Please transfer your totals to this section

<b>STALL FEE</b> (total of all pitches and additional space)	<b>£</b>
<b>ADDITIONAL WEEKEND PASSES</b>	<b>£</b>
<b>CAMPING/ADDITIONAL CAMPING</b>	<b>£</b>
<b>Friday &amp; SATURDAY EVENING DANCE TICKETS</b>	<b>£</b>
<b>TOTAL PAYMENT TO BE MADE</b>	<b>£</b>

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## How to pay

By Bank Transfer <b>Ramsey 1940s Committee</b> Acc: <b>00197920</b> Sort: <b>20-43-63</b> Barclays	Trading Name (from page 1)	Payment reference (if not Trading Name)  Food Trader or Charity Food	Amount  £
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## Nearly there!

Please check your form for accuracy and tick below as required:

1. I have completed all sections from pages 1 thro' 3
2. I have made my payment by bank transfer
3. I have enclosed a copy of my public liability insurance\*  \*original to be shown on arrival
4. I have enclosed copies of all relevant safety documents
5. I have enclosed copies of food safety training records
6. I have enclosed the completed risk assessment
7. I have read and agree to the terms and conditions

Name (please print) ..... Signature .....

Date .....

That's it! Seal the envelope, put a stamp on it and post it to:

**Food Trader/Charity Food Stall. Ramsey 1940s Weekend,  
1940s Camp  
Wood Lane  
Ramsey  
Cambs  
PE26 2XB**

All applications will be acknowledged by email, or by post if an email address is not available.  
Thank you for your application – we look forward to seeing you in August!

## HELP SECTION:

### FOOD TRADER

1. The Food Court contains ample space for caravans/tents and support vehicles.
2. Before you trade you must provide proof of public liability insurance with a minimum value of £5million.
3. Risk assessments must be completed before you're permitted to trade.

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4. All documents relevant to electrical and gas safety must be shown before you're permitted to trade.
5. All documents relative to food and hygiene training must be shown before you're permitted to trade.
6. Strictly no vehicle movements between 1000hrs and 1700 hrs each show day.

## CHARITY

1. Your pitch includes room for your stall.
2. All guy lines, weights and goods must be contained within your pitch area – our safety/security staff will not permit you to extend beyond it. This is necessary to maintain public safety.
3. You will have vehicular access to your stall up to 9:30am and after 5pm on show days. Between these times your vehicle must be placed in the public car park.
4. Before you trade you must provide proof of public liability insurance with a minimum value of £5million.
5. All gas installations/apparatus must be in good order and fit for use. We reserve the right to prohibit the use of installations apparatus we do not deem safe. This may prevent you from trading.
6. Risk assessments must be completed before you're permitted to trade.
7. Camping space is not provided. If you require a camping pitch it will be in the camping area and must be booked separately.

## GENERAL

1. The site can be subject to high winds, gusts up to 50mph have been recorded. You are strongly advised to:
  - a. Monitor the weather regularly when setting up and throughout the show.
  - b. Ensure any structures, weights and guy lines are in good order and sufficient to withstand predicted weather conditions.
  - c. Lower or dismantle 'domestic' type gazebos when the stall is unattended, these tend to be little more than sunshades.
  - d. Seek advice from safety/security staff if unsure of the safety of your stall.
  - e. Follow the manufacturers instructions for use of your stall structure.
  - f. Guy ropes should be of a bright (preferably fluorescent) colour or marked with tape.
2. Although we provide constant security patrols from 7pm Thursday evening until 9am Monday morning, security of your stall and goods are solely your responsibility.
3. Vehicle movement between 9:00am and 5:15 are not allowed on show days **UNDER ANY CIRCUMSTANCES**.
4. Food traders/charity food stalls are expected to trade for both show days.
5. If you need to cancel, you will get a full refund up to 4 weeks before the event. After then, you forfeit the costs.

# Risk assessment for food traders/charity food stalls

If you need help completing this form,  
please ask before setting up your  
stand



**Traders name:**

**Assessment carried out by:**

**Date of next review:**

**Date assessment was carried out:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done

# Risk assessment for food traders/charity food stalls

If you need help completing this form, please ask before setting up your stand

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done

Completing a risk assessment isn't difficult. Its purpose is to identify any possible hazards that have the potential to cause harm and assess how likely that harm is to happen – in other words, "What is the risk of that happening, of harm actually being caused?"

An example: we've said the site is subject to high winds. A heavy-duty gazebo is heavy and could cause physical injury if blown over by a strong gust. Is that likely to happen? Yes, especially when the show is underway. The safest course of action is not to use such gazebos – but we know this is impractical. Tying or strapping the gazebo down in an appropriate manner would prevent it being moved by strong gusts. The likelihood of harm being caused now is much reduced, it's now controlled.

# Risk assessment for food traders/charity food stalls

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please ask before setting up your  
stand**

In a nutshell, the hazard was identified, its potential to cause harm assessed, and a control measure put in place to reduce the risk to an acceptable level or maybe even remove it.

Of course, the guy ropes/straps create another risk – that of trip or snagging. Are they likely to cause harm? Yes. Can it be controlled? Yes, by making them very visible, or better still, inaccessible by the placement of displays or stock!

Apply this method to carrying out your risk assessment and you'll have it done in no time at all. More importantly, you will have a legal document that shows you have acted diligently.

Finally – if in doubt **ASK**. We want you and our visitors to have a memorable and safe show. Thank you for helping to make this a reality!