



CATERER
TRADE SITES
APPLICATION
PACK
2025

incl. Terms & Conditions

SHREWSBURY FLOWER SHOW – Friday 8th & Saturday 9th August 2025

CONDITIONS OF LETTING FOR COMPANIES SUPPLYING REFRESHMENTS

The Shropshire Horticultural Society is responsible for the organisation of the Shrewsbury Flower Show and any Catering company agreeing to occupy a refreshment site must do so on the Society's terms and will abide by all Conditions of Letting set out in this document.

The Catering Company will undertake to execute a formal Contract and will comply with the Conditions and Regulations under the terms of any Licence which may be granted by the Justices.

The Society reserves the right to alter any site including its size and location and reject any unsatisfactory outlet for any reason whatsoever.

- The catering application form is included in this document and must be completed and delivered addressed to the Secretary of the Society and marked "Catering Application Form". Please return to Shropshire Horticultural Society, Quarry Lodge, Shrewsbury, SY1 1RN or email to 'info@shrewsburyflowershow.org.uk'.
- The Society is under no obligation to accept any applications submitted. Applications will be judged and considered on the quality, price, variety of products, and not on past events. Applications are not processed on a first come, first served basis. Catering companies' locality, provenance and incorporating provision for special dietary needs will be taken into consideration.
- Catering companies will be notified as to whether their applications have been successful after the end of March 2024. The Society does not bind itself to accept the highest or any tender (and reserves the right to vary the terms of any individual application at its discretion).
- **All Catering sites must accept, as cash, the Society's refreshment vouchers. Caterers must submit a VAT invoice with any vouchers returned for redemption no later than the 1st September 2025. PLEASE ENSURE ALL MEMBERS OF YOUR STAFF ARE AWARE OF THIS AGREEMENT. If subletting units within a Food Court it is the sole responsibility of the Catering Company to ensure that ALL individuals are advised as to this arrangement, and all other statutory requirements as well as fully aware of the general rules & regulations within the Show's Refreshment Application Pack (this document) as well as the Trader's Handbook.**
- No application may be transferred or sublet, either in whole or in part, without prior written consent of the Secretary.
- All Tents, Marquees, Bars and Equipment, including tables and chairs, are to be provided in every case by the company whose application is accepted, and are to be:
 - of the size specified where shown, fit for purpose, to be of good quality, in good condition and kept spotlessly clean throughout the Show.
 - erected in the appointed position marked on the accompanying plan, under the direction of the Society's Showground Manager, or the person appointed by him whose decision shall be final.
 - the rear of all outlets are to be screened from public view in a professional manner.

- **The Society retains the right, at its absolute discretion, to re-site the Caterer's pitch within the Showground where it deems it to be necessary in the best interests of the Show, other Show attendees, as may be required on Health and Safety grounds or otherwise.**
- Catering companies are required to maintain their site and surrounding area in a clean, tidy and hygienic condition. The Society is committed to recycling as much waste as possible and would request the Catering Company to respect this and to fully co-operate with the Society's appointed waste contractor.
- Any marquees erected, need to be done so under CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 15) and it is the responsibility of the Caterer to ensure that these regulations are adhered to. Failure to do so will result in the cessation of any work until the Society's Showground Manager or its appointed Health & Safety Consultant is happy that there is no risk to the general public.
- **All Catering Units MUST be in situ no later than 19:00hrs on Thursday 7th August 2025 or between 06:00hrs and 07:30hrs on Friday 8th August, by prior arrangement only. Any request of this type will need to be made before 1st June 2025.**

Please be aware that any caterer who arrives with a unit that does not fit within the confines of the allotted area will not be allowed to remain on the Showground.

- In all cases, where cooking, washing-up or the boiling of water is carried out, the area **must be screened in a professional manner from public view**. All wastewater must be disposed of into drains and not discarded on grassed surfaces. All oil, fat or similar products must be properly disposed of and not poured into drains or similar.
- Any Food Courts using mobile units to service the outlet **must ensure that the rear of the units are screened from public view in a professional manner**. Any Catering companies failing to comply with this Condition will render themselves liable to be closed by the Society until the problem is rectified. Continued non-compliance may result in total closure of the outlet concerned.
- All outlets are intended for the use by the general public and no arrangements may be made where there is separate or exclusive use of any outlet.
- All refreshments sold are to be of the best possible quality. A printed copy of tariffs to be applied to the Show **MUST BE PROVIDED**.
- **No outlet shall be permitted to sell items other than those specified on their application**. Any proposed variations to those contained in the application must be submitted in writing to the Secretary at least two weeks prior to the Show. The Secretary's decision in this matter is final.
- All outlets **must be open for business by 09:00 hrs** on both the Friday and Saturday.
- All stocks and supplies must be on site before 07:30 hrs each day of the Show, after which **only refrigeration vehicles - bearing the appropriate permit - will be allowed to remain on the Showground**. Such vehicles **must**

be confined within the overall area of the outlet and screened from public view. Any vehicle subsequently found to be using this permit wrongfully will be removed at the caterer's expense.

- Caterers wishing to retain a refrigerated unit **WHICH FORMS PART OF THEIR OUTLET** should make a specific request to the Secretary **WHEN APPLYING**.
- **With prior consent** caterers may, if space allows and no nuisance will be caused, use a diesel generator for refrigeration purposes only. This equipment must be silenced and properly guarded, screened, should be serviced and must comply with all relevant Health and Safety regulations.
- No "Hawkers" shall be permitted on the Showground.
- Playing of music, the use of a microphone or any amplification equipment is not permitted, unless otherwise specified in this document.
- All Catering companies providing refreshments, must carry valid comprehensive insurance cover satisfactory to the Society. Proof of such cover (valid for the period until the removal of the outlet and equipment) **must be supplied to the Society with payment of the 25% deposit** which is required by 31st March 2025.
- Wherever a certificate expires between the date of submission of this application and the last day of the Show, successful caterers will be required to submit a copy of the new certificate of insurance to the Society on or before the expiry date of the previous insurance.
- Failure to produce such proof or the insurance ceasing to be valid, will render the agreement liable to cancellation by the Society, which shall be under no obligation to compensate the Catering Company.
- Catering companies **must comply in all respects** with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and must submit a valid Fire Risk Assessment on application. A Fire Risk Assessment form will be sent for completion. Any failure to comply with such requirements, or any operation by the contractors which, in the opinion of an officer of the Society, fails to comply with such requirements, may lead to the contractor being forthwith required to cease operations. The Society shall have no liability whatsoever to the contractor in such an event.
- The preparation, storage and supply of foodstuffs, **must comply** with the requirements of the Public Protection (Food Health & Safety) department of Shropshire Council (Tel: 03456 789000), both as to food hygiene and health and safety. Special attention must be given to the storage and disposal of food waste, which must be in sealed rigid containers. Any failure to comply with such requirements, or any operation by the contractors which, in the opinion of an officer of the Society, fails to comply with such requirements, may lead to the contractor being forthwith required to cease operations. The Society shall have no liability whatsoever to the contractor in such an event. All Food Safety certification, other relevant statutory signage and paperwork should be available on the unit throughout the Show, and may be requested for inspection at any time, either by a Show official or by a Shropshire Council Food Safety Inspector.
- **No requests for electricity will be guaranteed if submitted after 31st June 2025. A surcharge of £50 will be added.**

- The event is covered by Shrewsbury Town Council's Premise Licence and it is stipulated that any Catering company whose application includes the sale of alcohol **MUST** have a nominated Personal Licence holder present on site *at all times* and copies of their licence **MUST** be submitted to the Show Office on receipt of invoice. If these details change within the 2-week run up to the Show this **MUST** also be provided. This also applies if any outlets are sublet. Any premises selling or giving away alcohol must operate a 'Challenge 25' policy, and the correct signage **must** be displayed on the unit on Show days.
- If any of the aforementioned conditions are found to be contravened on the days of the Show, the Society shall have the authority to close down the catering outlet(s) involved until the contravention has been remedied.
- **CANCELLATION OF THE SHOW**
The Society reserves the sole right of decision to postpone, reschedule, cancel, abandon or curtail the Show or to instigate the evacuation of specific zones in response to a situation that may develop. Where such a decision arises, the Society shall not have any liability for any claim for loss or damages, nor for the refund of any fees and charges paid. Catering companies are advised that they should have Show Cancellation Insurance to ensure they have sufficient cover, in the event that the Show is cancelled.
- **ADMISSION PASSES**
Catering companies' admission passes will be issued for use by caterers and their assistants employed on the catering outlet during Show days. These are non-transferable.
- **To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show on the grounds of safety, licensing or any other unforeseen circumstances.**
- Any Catering company who wishes to terminate the agreement **must do so in writing** at least 4 weeks before the event. The payment of refunds in respect of the cancellation will be at the discretion of the Society. **No refunds will be given in respect of cancellations received less than 30 days prior to the date of the Show.**

The Shropshire Horticultural Society and the Shrewsbury Flower Show are committed to reducing the use of single use plastics. Therefore, we request that all caterers, wherever possible, use sustainable or biodegradable items.

PAYMENT PROVISIONS OF WINNING APPLICANTS

- The Catering Company shall agree to pay a deposit of 25% of the invoiced amount by 31st March 2025 and the remaining balance no later than 1st June 2025.
- If the Agreement is made within 28 days of the start of the Shrewsbury Flower Show, the invoiced amount shall be payable in full immediately.
- **If the Catering Company fails to make any payments within the times specified, the Society will reallocate the catering site to an alternative provider. No refunds will be made of monies already received.**

Please Note:

There may be some alterations and/or additions to the Regulations stated above, leading up to the 2025 Show. Should this occur the Society reserves the right to amend said regulations and provide the Trader with the updated version, or a list of the additions, before Show Day.

To enable the Shropshire Horticultural Society to comply with its various statutory and regulatory obligations, the Society reserves the right to delay and/or refuse entry to the Show on the grounds of safety, licensing or any other unforeseen circumstances, including potential layout changes due to the current situation.

The decision of the Society in any matter is final.

SHREWSBURY FLOWER SHOW – 8th & 9th August 2025

DETAILS OF REFRESHMENT SITES

Please note amendments to site numbers

FOOD COURTS

Food Court 1

Site 1a

For the provision of one outlet not exceeding 8m x 4m, as marked Site 1a on the plan, for the provision of a general bar.

Site 1b

For the provision of one outlet not exceeding 5m x 6m, as marked Site 1b on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1c

For the provision of one outlet not exceeding 5m x 6m, as marked Site 1c on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1d

For the provision of one outlet not exceeding 4m x 6m, as marked Site 1d on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1e

For the provision of one outlet not exceeding 5m x 6m, as marked Site 1e on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1f

For the provision of one outlet not exceeding 4m x 6m, as marked Site 1f on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1g

For the provision of one outlet not exceeding 5m x 6m, as marked Site 1g on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1h

For the provision of one outlet not exceeding 7.5m x 5m, as marked Site 1h on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 1i

For the provision of one outlet not exceeding 7.5m x 5m, as marked Site 1i on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Food Court 3

For the provision of an Open Food Court, with seating facilities, comprising of 6 outlets supplying hot and/or cold meals, Tea, Coffee, Soft and Alcoholic Drinks (no Real Ale), within an area 30m x 15m as marked Site 3 on the plan. **Such outlets to be agreed with the Society prior to acceptance of the application using the enclosed form.**

It is requested that caterers submitting an application for this outlet include at least one mobile unit offering a specialist option such as Noodles, Pasta, Chinese, Indian, Vegetarian/Gluten Free – and this option should be mentioned in the application.

Food Court 4

Site 4a

For the provision of one outlet not exceeding 3m x 3m, as marked Site A on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4b

For the provision of one outlet not exceeding 5m x 6m, as marked Site B on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4c

For the provision of one outlet not exceeding 5m x 6m, as marked Site C on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4d

For the provision of one outlet not exceeding 4m x 6m, as marked Site D on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4e

For the provision of one outlet not exceeding 5m x 6m, as marked Site E on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4f

For the provision of one outlet not exceeding 4m x 6m, as marked Site F on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4g

For the provision of one outlet not exceeding 5m x 6m, as marked Site G on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4h

For the provision of one outlet not exceeding 7.5m x 5m, as marked Site H on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 4i

For the provision of one outlet, including seating facilities, not exceeding 17m x 10m, as marked Site I on the plan, providing a general bar (no Real Ale)

Food Court 5

For the provision of 4 outlets supplying hot and/or cold meals, tea, coffee, soft & alcoholic drinks (no real ales), within an area 22m x 12m as marked Food Court 5 on the plan.

Site 5a

For the provision of one outlet not exceeding 6m x 6m, the caterer's choice and also Tea, Coffee and Soft Drinks may be sold.

Site 5b

For the provision of one outlet not exceeding 6m x 6m, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 5c

For the provision of one outlet not exceeding 6m x 3m, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 5d

For the provision of one outlet not exceeding 4m x 3m, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

It is requested that caterers submitting an application for this whole outlet include at least one mobile unit offering specialist options such as Noodles, Pasta, Chinese, Indian, Vegetarian/Gluten Free – and this option should be mentioned in the application.

TRIANGLE ON MAIN AVENUE (Gloucester Avenue)

Site 2a

For the provision of one outlet not exceeding 3m x 3m, as marked Site 2a on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold. Tenders of £500 ex vat and above will only be considered.

Site 2b

For the provision of one outlet not exceeding 3m x 3m, as marked Site 2b on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 2c

For the provision of one outlet not exceeding 3m x 3m, as marked Site 2c on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 2d

For the provision of one outlet not exceeding 3m x 3m, as marked Site 2d on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site 2e

For the provision of one outlet not exceeding 3m x 3m, as marked Site 2e on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

INDIVIDUAL SHOWGROUND SITES

Site No 6

For the provision of five outlets across the Showground as marked Site 6 on the plan, for the sale of Ice Cream which must include at least one specialist ice-cream outlet and vegan/Gluten Free options.

Site No 7

For the provision of two outlets, not exceeding 10m x9m (area adjacent to Craft Marquee) and 9m x 6m (located on Gloucester Avenue), as marked Site 7 on the plan, for the sale of **Speciality Sweets only**. No liquid refreshments allowed.

Site No 8

For the provision of one outlet, within an area 6m x 6m as marked Site 8 on the plan, for the sale of Speciality Ales and Cider.

Site No. 9

For the provision of one outlet not exceeding 4.5m x 3m, as marked Site 9 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 11

For the provision of one outlet not exceeding 4.5m x 3m, as marked Site 11 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 12

For the provision of one outlet not exceeding 4.5m x 3m, as marked Site 12 on the plan, for a Cocktail or Gin bar and Soft Drinks may be sold.

Site No 13

For the provision of one outlet not exceeding 6m x 4m, as marked Site 13 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 14

For the provision of one outlet not exceeding 6m x 6m, as marked Site 14 on the plan, for the sale of **Cider** only.

Site No 15

For the provision of one outlet not exceeding 7.5m x 4m, as marked Site 15 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 16

For the provision of one outlet, within an area 12m x 6m as marked Site 16 on the plan, for a **Local Real Ale and Cider Tent, with seating area. Bar snacks and music are also acceptable.**

Site No 17

For the provision of one outlet not exceeding 4.5m x 3m, as marked Site 17 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 18

For the provision of one outlet not exceeding 6m x 6m, as marked Site 18 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 19

For the provision of one outlet not exceeding 3m x 3m, as marked Site 19 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold.

Site No 20

For the provision of one outlet, within an area 3m x 3m as marked Site 20 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold. Child friendly options to be included in tariff list.

Site No 21

For the provision of one outlet not exceeding 3m x 3m, as marked Site 21 on the plan, the **caterer's choice** and also Tea, Coffee and Soft Drinks may be sold. Child friendly options to be included in tariff list.

Site No 22

For the provision of one outlet not exceeding 15m x 9m, as marked Site 22 on the plan, for a **Cider Room** or General Bar (No Real Ales).

Site No 23

For the provision of one outlet not exceeding 12m x 12m, as marked site 23 on the plan, for a Traditional Tea Room type outlet. Child friendly options to be included in tariff list.

Please be aware that any caterer who arrives with a unit that does not fit within the confines of the allotted area will not be allowed to remain on the Showground.

The Society retains the right at its absolute discretion to re-site the Caterer's pitch within the Show site where it deems it to be necessary in the best interests of the Show, other Show attendees or as may be required on Health and Safety grounds or otherwise.

2025 Allergens & Intolerances

Signage listing any food products that contain any of the following allergens as an ingredient must be clearly displayed by the Caterer.

- celery
- cereals that contain gluten – including wheat (such as spelt and Khorasan), rye, barley and oats
- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)

Please ensure you complete all the information on the following three pages and return along with a picture of your unit and a tariff list, including a child's tariff.

SHROPSHIRE HORTICULTURAL SOCIETY

Application for the Supply of Refreshments at the Shrewsbury Flower Show 8th & 9th August 2025

Company Name	
Contact Name	
Address	
Post Code	
Telephone Number	
Mobile Number	
E-mail Address	
Website	
Site Number	
Price (exc. VAT)	

Persons whose applications are accepted will be required to execute a formal Contract and to pay 25% (twenty-five per cent) of the premium of the above amount before 31st March 2025, and the remainder of the premium will be paid **no later than 1st June 2025**. **Please note failure to do so will result in the contract being withdrawn and the site being reallocated.**

Signed Print (Block Caps)

Date

The Society retains the right at its absolute discretion to re-site the Caterer's pitch within the Show site where it deems it to be necessary in the best interests of the Show, other Show attendees or as may be required on health and safety grounds or otherwise.

Retail Price Lists and a photograph of your Catering Unit must be enclosed with this Application Form otherwise we are unable to consider your application.

If successful, the following will be provided in the specified catering unit as detailed below.

Please specify the food options you will providing in each site.

Outlet No.	Size	Description of Goods

Type of Electrical Connection Required	Quantity	Total
<u>Single Phase (230v) up to 3kw</u>		
13 amp single socket @ £180.00 <i>plus</i> VAT		
16 amp "ceenorm" socket (blue socket external use) @ £180.00 <i>plus</i> VAT		
<u>Single Phase (230v) up to 5kw</u>		
32 amp "ceenorm" socket (blue external use only) @ £240.00 <i>plus</i> VAT		
<u>Three Phase (400/230v)</u> <i>Subject to availability. Prices will be provided on request of specific requirements</i>		
Requirements are:		

FOOD HYGIENE INFORMATION

- **Name of Food Business Operator:**

- **Name of Local Authority you are registered with:**

- **What is your current Food Hygiene Rating?**

5	4	3	2	1	0	Unrated	Exempt

- **Date of your last inspection:**

- **Has your business ever had improvement notices served or been subject to any legal action: YES/NO
(If YES please provide details below)**