**Appendix - Food & Drink Vendors**

Please list all **commercial** food & drink vendors who will be at your event. Please add additional lines as necessary.

**As event organiser it is your responsibility to ensure you obtain and review all relevant documentation for your event.**

You should ask each vendor for a risk assessment and evidence of public liability insurance for a minimum of £5m**.** You must check if any of your of vendors are using LPG and if they are you must obtain a copy of their gas safe certificate. All vendors must remove their own waste from the site.

Remember that if you are having commercial stalls at your event and there are less than five each stall would need a street trading licence from Trafford, if they don’t have an annual licence they would need to purchase a day trading licence. If there are five or more commercial stalls selling things as event organiser you can instead ask for a market licence.

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| **Vendor trading name and address** | **Contact Name** | **Contact phone number** | **Contact email** | **Local authority registered with, food hygiene rating & date of inspection** | **Does vendor have an annual street trading licence from Trafford Council?** | **Insurance**  **Supplier, Value & expiry date** | **LPG**  **Gas safe Cert-ificate** |
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