



Shared  
Regulatory  
Services

# Food Hygiene

## Event Guide for Event Organisers





**This guide has been produced by Shared Regulatory Services and is designed as a quick reference guide for Event organisers when arranging an event where foods will be served within Bridgend, Cardiff or the Vale of Glamorgan.**

## When Planning the Event

Here is a summary of what sort of matters you should consider several weeks ahead of the event to ensure food safety:

### Food hygiene Ratings of Food Traders

Food Traders should be registered and inspected by the local authority in which they are based. There is a simple way to check this online at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings)

It is suggested that you only allow traders who have a food hygiene rating of 3 or above trade at your event.

You should use this website to search the trader details, the name, address and type of business should tally. You should ask the food trader to provide you with the link to their business on this website. If they are not on there you should contact the local authority where they are from to check if they are registered and inspected and what their rating is. Or you may want to not let them trade at the event.

You should keep a record of the checks you've made.

#### Things to consider:

- Is the trader inspected as an event caterer? And are they registered and inspected for the type of foods they propose to do at the event. You can see business type on the food hygiene ratings website. Many food businesses are for restaurants and fixed premises therefore their activities at an event may have not been assessed and included in their rating, and they may not have risk assessed their activities when trading in a mobile or temporary set up.
- When were they last inspected and rated? The date the rating was issued will be on the website, if it is some time ago it may not be representative of their current business practices.
- Does the business name and address given on the food hygiene ratings website coincide with the booking details and those provided on their public liability insurance certificate etc.

We have produced a food safety check sheet that you may want to use to send to your trades ahead of the event. The Check sheet can be found on our website here <http://www.srs.wales/en/Environmental-Health/Food/Event-Catering.aspx>

### Water Supply

You will need to make sure that you have a wholesome and sufficient water supply for your food traders. This must be a potable supply of water either from the mains supply, a private water supply or fresh water in silos or bowsers brought in from a reputable supplier.

You must ensure that the fresh water points are close enough to the food traders to allow them easy access to water.

Your first port of call should be to download the 'Guidelines for the Provision of Temporary Drinking Water Supplies at Events' document provided by the Water Health Partnership For Wales which can be found at:

<http://www.waterhealthpartnership.wales/publications>

This guidance document is intended for use by event organisers that require temporary supply from a public or private source or from tankers or bowsers. It is applicable to all events that require a new connection to the water supply as well as events that connect to an existing supply, e.g. annual events taking place on the same showground.

Particular attention should be given to Appendix 1 and 3 of this document, 'checklist and timeline for event' and 'example risk assessment for provision of water supply for an event' respectively.

Dŵr Cymru Welsh Water may want to inspect any pipework attached to their mains supply, you should therefore contact them prior of the event to advise them of the type and location of the connection. All fittings and pipework used must comply with the Water Supply (Water Fittings) Regulation 1999. Hosepipes must not be used.

Any pipework not in use or stored between installation and the event must be adequately protected to prevent contamination of the pipe work.

Water supplies at events must be tested for microbiological safety. Sampling should be carried out by the Local Authority or competent persons (see p.4 of guidance document above).

Note: water sample results are normally available 24-72 hours after the sample, therefore you should allow at least 5 working days for the sample to be taken and analysed and leave enough time for any potential mitigation in the event of a failure to be carried out.

To request a sample from Shared Regulatory Services, please e-mail  
[EnvironmentSRSWales@valeofglamorgan.gov.uk](mailto:EnvironmentSRSWales@valeofglamorgan.gov.uk)

## **Waste**

You must ensure that there is adequate provision for the collection and adequate disposal of waste water. Waste water must not be disposed of in water courses or on the ground. It must be collected in lidded containers and disposed of in the foul water system. You must ensure the points for the collection or disposal of waste water is suitably located near to the food traders.

You must also consider the facilities for collecting, storing and disposing of solid waste. Are you providing bins for both the public and the traders?

## **Toilets**

Toilets should be provided for food traders, which should ideally be separate from those used by the public. Toilets must be provided with hand washing facilities, including hot and cold (or suitably mixed water) soap and towels.

## Facilities for the food traders

Do you need to provide any facilities for the food traders or are they providing their own:

- Refrigerated and Frozen Storage
- Marquee/Gazebo or accommodation to protect both the stall, preparation and storage areas from weather conditions
- Floor surface – food traders will need a suitable floor covering that can be maintained in a clean condition
- Wash up facilities – are you providing communal facilities or will businesses bring their own
- Hand basins. Each trader handling open foods need to have their own hand washing facilities. If you are providing these you must ensure that they are set up and working.
- Power supply – is it adequate for the load required for refrigerators, display chillers, kettles, cooking appliances, hand wash units etc.

## On the day leading to, or on the morning of event:

Check the all of the facilities provided for the traders are available and working, and that the traders know where they are.

Visit the individual traders and consider the points on the outdoor catering checklist <http://www.srs.wales/en/Environmental-Health/Food/Event-Catering.aspx> This Checklist is also appended to this guide. You may want to complete this checklist as your own food safety check of that trader. If not, the minimum checks on the day should include:

- Is the vehicle/stall visibly clean?
- Do they have hand washing facilities set up available for use, with hot and cold running water, soap and paper towels?
- Does the trader have an adequate supply of potable water, in a clean lidded container?
- Does the trader know where to get more fresh/potable water from?
- Does the trader have a means of heating water?
- Does the trader have facilities for washing equipment, bowl, hot and cold water, soap?
- Have they got facilities for collecting waste water?
- Do they know where they can dispose of waste water (foul water drain or facilities provided)
- Do they have adequate cleaning supplies? Clean sponges, paper towels, antibacterial sprays, washing up liquid etc.
- Do they have enough refrigerated and/or frozen storage for their foods?
- Are raw foods (such as uncooked meats, raw vegetables) kept below or away from ready to eat foods (such as salads, cooked meats) in the refrigerators?

- Have they got enough preparation surfaces to separate the handling of raw foods from ready to eat foods and where serving the customers? (raw preparation surfaces must not be next to ready to eat preparation surfaces. A preparation surface can include where a packet will be opened, even if they are not “preparing” the foods)
- Do they have separate/different utensils for handling raw foods from the utensils used for handling ready to eat foods? Tongs, Spatula, Knives, Cutlery, Chopping Boards etc.
- Are staff washing their hands before preparing foods, and in between raw and ready to eat foods?
- Do they have a temperature probe/ thermometer to check that foods are kept at the right temperatures? Cold food below 8oC and hot foods above 63oC (once thoroughly cooked)
- Is any perishable food left out at room temperature?
- Do they have a bin?
- Do they know where they can dispose of their solid waste?

## Appendix 1

### Outdoor Catering Checklist

The checklist is intended to help you ensure that food business operate to the highest standards of hygiene throughout the event. This checklist is based upon the Chartered Institute of Environmental Health's Guidelines for Outdoor Catering Events.

You should work through the checklist and ensure that you have everything in place prior to the event.

**If you answer “No” to any of the questions, you must ensure that the matter, or potential problem, is addressed before the event takes place.**

Food Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Owner name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Tel: \_\_\_\_\_

Contact on day of event: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Food Hygiene Rating: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Hyperlink to the FH Rating online: \_\_\_\_\_  
\_\_\_\_\_

Registered Authority: \_\_\_\_\_

Foods to be served: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

	Y	N
<b>Food Safety Management System</b>		
<b>Have you developed a food safety management system for your outdoor catering?</b> (e.g. Safer Food Better Business Pack, HACCP).  Your management system must be relevant to your food handling practices at the event.  You must also ensure that you take this document and any monitoring records with you to the event.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have a supply of monitoring sheets for use at the event?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food Handling Staff</b>		
<b>Are all of your food handlers (including temporary staff, friends and volunteers) adequately trained, supervised and given instruction in their expected duties?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have staff hygiene training records to verify the above?</b>  Evidence must be supplied.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have your staff been given a supply of clean personal protective clothing to wear at the event?</b>  Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have a supply of separate aprons for those staff engaged in raw food preparation?</b>  Separate disposable plastic aprons are recommended for raw food handling and preparation	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are your staff aware that they should not handle food if they are or have been suffering from certain illnesses?</b>  They must be symptom-free for 48 hours after suffering from sickness and diarrhoea.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is your unit adequately protected from inclement weather?</b>  If not, you will need to consider what protection can be provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is your unit in good repair, capable of being cleaned and pest-proofed?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are all work surfaces and preparation tables sealed, or covered, with an impervious, washable material</b> (e.g. stainless steel, formica, washable table cloth) Bare wood is not acceptable, nor tables covered with cling film or foil.	<input type="checkbox"/>	<input type="checkbox"/>

	Y	N
<b>Have you adequately protected the floor surface in your food preparation areas?</b>  Where the event is taking place on grass, it is not acceptable to operate without some form of washable floor covering.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have adequate refrigerated storage available, and as it capable of keeping high-risk foods below +8°C throughout the event?</b>  You must have good separation between raw and ready-to-eat foods at all times  The use of cool boxes for storing high-risk foods for long periods of time is not recommended	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have adequate freezer storage space available, and does it work properly?</b>  You must have good separation between raw and ready-to-eat foods at all times	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have suitable equipment for cooking and hot holding your food?</b>  Food must be cooked above +75°C for 30 seconds (or equivalent)  Food must be hot held above +63°C	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have sufficient preparation space so that cross-contamination can be avoided?</b>  You must strive to have complete separation between areas used for preparing raw products (particularly meat) and ready-to-eat foods.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have separate colour-coded chopping boards that are in a good state of repair?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have separate, or colour-coded, utensils for both raw and ready-to-eat foods?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are there sufficient wash hand basins for your unit considering its size; number of staff and anticipated food handling practices?</b>  (NOTE: a bowl on its own is not acceptable as a wash hand basin where open high risk foods are handled. There must be an effective means of drainage into a waste water container from the wash hand basin. If for lower risk foods only a bowl is available it must be changed for each hand wash.)  Where food handlers are split between raw and ready-to-eat products, ideally there should be separate wash hand basins for each area. If not, there should at least be means of disinfecting the wash hand basin after raw food handlers have used it, and preferably non hand operated taps.	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Y</b>	<b>N</b>
<b>Are the wash hand basins supplied with hot and cold running water?</b>	<input type="checkbox"/>	<input type="checkbox"/>
Using hot water directly from an urn or kettle is not recommended since food handlers are unlikely to wash hands properly and may burn themselves. When handling open foods it is best to wash hands under running water which washes the bacteria away, rather than in a bowl of dirty water.		
<b>Does your wash hand basin have a suitable waste water container?</b>	<input type="checkbox"/>	<input type="checkbox"/>
An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.		
<b>Have you got an adequate supply of liquid anti-bacterial soap to last the whole event?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have you got an adequate supply of paper towels for hand drying?</b>	<input type="checkbox"/>	<input type="checkbox"/>
Cloth hand towels are not recommended		
NB: The use of disposable gloves at an event does not excuse businesses from hand washing. Gloves should be changed on a regular basis and hands should be washed each time gloves are changed		
<b>Do you have a large enough sink to accommodate all of your food equipment and utensils?</b>	<input type="checkbox"/>	<input type="checkbox"/>
This must be separate from the facilities used for washing hands		
<b>Does your sink have an adequate supply of hot and cold running water?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does the waste water drain into a suitable container?</b>	<input type="checkbox"/>	<input type="checkbox"/>
This must be a closable container, Not an open bin or bucket.		
<b>Have you got separate and suitable waste water containers?</b>	<input type="checkbox"/>	<input type="checkbox"/>
These must be clearly marked "waste water containers". At the event find out where you can dispose of waste water or take it home and dispose of it down a foul water drain.		
<b>Have you got enough fresh water and containers?</b>	<input type="checkbox"/>	<input type="checkbox"/>
These must be marked "fresh water only". At the event, find out where you can get more fresh water from.		
<b>Are your fresh water containers clean?</b>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh water containers must be disinfected using a sodium hypochlorite solution and rinsed prior to use. They must also have caps on them to prevent contamination.		
<b>Has your unit been thoroughly cleaned and disinfected since your last event?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have an adequate supply of clean cloths?</b>	<input type="checkbox"/>	<input type="checkbox"/>
Ideally these should be disposable single use only cloths		

	Y	N
<b>Do you have an adequate supply of food-safe sanitiser, or disinfectant (antibacterial), which complies with BS EN 1276 &amp; BS EN 13697?</b>  It is recommended that you use pre-diluted, ready-to-use products.  Your staff must also be aware of the minimum required contact time and directions for use.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have lidded bins for food and other waste?</b>  Foot operated bins are recommended. A bag alone is not acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have arrangements for the collection and disposal of waste oil?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have a thermometer for taking food temperatures?</b>  If you are cooking foods you should have a digital probe thermometer on site to check food temperatures, and it must be in good, clean condition and be working. If only refrigerated/frozen storage of foods you must have a means of monitoring the temperatures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are sanitising probe wipes available to clean and disinfect the probe thermometer?</b>  If not how do you clean it?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you have a first aid box with brightly coloured plasters?</b>  (Usually blue – skin tone is not acceptable).	<input type="checkbox"/>	<input type="checkbox"/>

**Describe how you will be working during the event to ensure food safety:**

(separate staff for handling raw foods to serving ready to eat foods, separate areas, equipment, chilled display chiller, hourly temp checks, raw foods prepared in advance off site etc. etc.)

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**Corrective action to be taken before the event takes place:**

You are likely to receive a visit during the event to check food hygiene. If any of the points described in this checklist have not been addressed, you may be instructed to temporarily close until corrective actions have been taken.

If you are failing to control the risk of cross-contamination, or high-risk foods are not being maintained under proper temperature control, you will be instructed to close until the problem has been resolved. This may also require you to dispose of potentially contaminated food.

You may wish to bring your completed checklist to the event to show what steps you have taken to ensure that your food is safe.

Return this form to [events-srs.wales@valeofglamorgan.gov.uk](mailto:events-srs.wales@valeofglamorgan.gov.uk)      Tel: 0300 1236696

## Appendix 2

### Good Hygiene Practices for Catering at Outdoor Events/Farmers Markets/Mobile Food Traders

Anyone selling food or drink from a market stall must comply with food hygiene legislation. This leaflet gives you advice on good hygiene practice and how to comply with the requirements of food safety legislation.

Failure to meet these standards may result in the prohibition of trading, the eviction from the site/venue and possible prosecution, particularly if similar contraventions of the hygiene regulations have been found at your stall at an event in this district in the past.

#### 1. Registration of food premises

If you sell food or drink at an event regularly, you must register with the local authority where your business is based, ie either where you produce, store and prepare the food, or where you keep a vehicle used in connection with the food business. This information must be available to the market organiser and the authorised officer who may inspect your food stall during trading.

#### 2.

- Vehicles and containers used to transport food must be kept clean and in good repair.
- Food must be wrapped, covered or placed in sealed washable containers, and kept separate from any other items being carried in the vehicle.
- Ready-to-eat foods must be kept separate from raw foods to prevent cross-contamination.
- Refrigerated vehicles may be necessary if high risk foods are sold. You will be required to ensure that the cold chain is maintained throughout delivery and storage and so the delivery temperatures of food when it arrives at the venue may be required by the inspecting officer.

#### 3. Storage and display of food

- All food must be protected from the risk of contamination. Potential sources of contamination would include people, animals and the weather.
- Food should be placed at a minimum height of 45cm off the ground.
- High risk foods must be kept separate from raw products.
- Careful control of food temperatures is probably the most important way of reducing the risk of causing food poisoning
- Adequate facilities must be provided for maintaining and monitoring suitable food temperatures
- Cold food must be kept below 8°C and hot food must be kept above 63°C
- Food must be kept cool (below 8°C) until it can be cooked or reheated
- Take care when cooking raw foods, and make sure that they are thoroughly cooked before they go on sale. Cook small quantities at a time, and for long enough to cook the

inside of the food.

- Keep raw or partially raw food away from cooked food. Use separate equipment to handle raw and cooked food, and keep this separate, too.
- Adequate facilities must be provided for reheating and maintaining (whilst stored) the temperature of hot food, at or above 63°C.
- Keep open food covered or protected by screens.
- Only sufficient food for service on the day should be brought for reheating. Any leftovers at the end of the day must be thrown away and on no account must it be reheated again for sale the day after.
- Partial cooking off-site is not recommended because of the difficulties with temperature control over prolonged periods of time.

### **Checking the temperature of your food**

You cannot check correct food temperatures unless you have a thermometer. Basic digital probe model thermometers can be used to check that cooking, as well as cold storage of food, is being done properly and safely. Make sure that you use a probe wipe to sanitise the thermometer before and after use, to prevent cross-contamination.

## **4. Water supply and washing facilities**

- All stalls/vehicles must have suitable hand washing facilities with a constant supply of hot and cold water, along with a supply of liquid soap and disposable towels. This must be set up ready for use before food preparation commences. Large stalls may need more than one basin. The basins need to be close to the food preparation, cooking and service areas. Wash hand basins or teal units may be available from the events organiser, but you must check availability before the event.
- All stalls/vehicles must have suitable facilities for washing utensils, equipment and food. Ideally a double sink unit for washing and rinsing should be used with a constant supply of hot and cold water. A large hot water boiler should be provided specifically for this purpose.

The sinks must drain hygienically to a wastewater container. e.g. sink waste pipe into wastewater carrier.

## **5. Personal Hygiene**

- Always remember to wash your hands before handling food, and after using the toilet or after handling raw foods or waste
- Wear clean clothing, footwear and overclothing
- You will need separate aprons when handling raw foods and cooked/ready to eat foods – colour coded are the best idea.
- Ensure cuts and sores are covered with a coloured waterproof dressing
- Avoid unnecessary handling of food, and never cough or sneeze over food
- Do not smoke or eat near food.
- If you have an illness that could be transmitted through food, eg sickness and diarrhoea, you must not be working in a food handling environment.

## 6. Design and construction of stalls/vehicles

- All stalls/vehicles must be designed and constructed so that they can easily be kept clean, avoid any risk of food contamination and any risk from pests.
- All stalls must be covered at the top, rear and sides, to protect food and catering equipment from contamination. The materials used must be able to be cleaned easily. Cooking equipment must be sited within the stall.
- All food preparation and food/equipment storage areas must be protected from the weather.
- Work surfaces, cooking facilities and storage facilities must be of smooth, durable and readily cleanable material (not bare wood), and must be kept clean.
- The stall or vehicle must be cleaned down prior to handling foods and regularly thereafter. Surfaces and equipment in direct contact with high risk foods must be disinfected prior to use.
- Ensure that you have a large supply of washing up liquid, anti-bacterial cleaner (meeting BS EN 1276) and cleaning cloths for cleaning and disinfecting surfaces and equipment.
- The floor areas around sinks, food preparation areas and cooking ranges must be level, clean and washable and, where possible, non-slip. Be prepared for wet weather when a floor covering should also be provided for serving areas. Dirty cardboard and pallets will not be accepted.
- Vehicle interiors should be fitted for the purpose of food preparation with cleanable lining and kitchen fittings.
- Ensure there is adequate lighting and ventilation in vans.

## 7. Waste storage

- All stalls must have adequate facilities for disposing of rubbish and waste food, and for separating out unfit food. Large plastic sacks must be properly tied or sealed. Cardboard boxes and open containers are not suitable for disposing of waste. All waste must be placed in the containers provided.
- Waste water must be stored correctly and disposed of appropriately on site, if there are the facilities for this. If not, water must be stored in appropriate containers and taken off site for correct disposal.

## 8. Training

As stated in the regulations, the owners of food businesses must ensure that staff that handle food are supervised and instructed, and/or trained, in food hygiene matters. Casual staff must be trained if they are involved in the preparation of high risk foods.

There are a range of food hygiene courses offered by recognised organisations, such as the Chartered Institute of Environmental Health (CIEH) and The Royal Society of Health (RSH).

Your local Environmental Health Officer may be able to advise you on courses in your area.

## 9. Food safety hazards at outdoor events

Catering at an outdoor event is a high-risk activity and will always carry with it the possibility of causing food poisoning to a large number of people. Past food poisoning outbreaks have shown that even if food has been prepared in a clean mobile unit, illness can still be caused if the food is not stored, prepared, cooked and served properly.

Poor and careless hygiene practices, and the warmer weather in the summer, can create ideal conditions for bacteria such as Salmonella and E.coli to multiply to unsafe levels in food.

There is a general requirement in the hygiene regulations for all food businesses to be operated in a hygienic manner and that all food served to the public is safe and wholesome. To achieve this, it now means that people who run food businesses will need to look carefully at each step in the operation of their business so that anything which might affect the safety of food (a hazard) is identified and controlled.

### **HACCP (Hazard Analysis and Critical Control Points)**

Food business operators are required to provide a documented food safety management system based on HACCP principles. This means that you need to write down the controls you put in place to ensure that food is safe to eat and you will need to be able to demonstrate how you are monitoring these controls, e.g. training records, monitoring records.

'Safer Food Better Business' and 'Cook Safe' are examples of food safety management systems developed by the Food Standards Agency to assist businesses to comply with the requirement and give guidance on the necessary documentation. Both can be accessed and downloaded free of charge from the website: [www.food.gov.uk](http://www.food.gov.uk)

Other systems are commercially available or you may choose to develop your own. Whichever system you choose must be tailored to your specific food activities and reviewed regularly.

## 10. Trading Laws/Food Labelling/Pricing

Please seek advice from Trading Standards for further information on these issues.

This leaflet is not an authoritative interpretation of the law and is intended only for guidance. For further information, please see the Industry Guide to Good Hygiene Practice:

Markets and Fairs Guide, ISBN 1-902423-00-3.

We have specialists who can provide you with bespoke advice in relation to your event. We can:

- ✓ Undertake the pre event checks of the traders for you;
- ✓ Undertake inspections of the traders on the day;
- ✓ Carry out water sampling of the water supply and distribution systems;
- ✓ Advise on disinfection methods for water supplies
- ✓ Health and Safety advice in relation to your Event and Risk assessments

For further information about our additional services please email us at [businessadvice-srs@valeofglamorgan.gov.uk](mailto:businessadvice-srs@valeofglamorgan.gov.uk) or call 0300 123 6696

More information about food safety at events can be found on our website <http://www.srs.wales/en/Environmental-Health/Food/Event-Catering.aspx> where you can find a “Guide to Food Safety at Event Catering” which you should read, together with a “Outdoor Catering Checklist” which you may want to use to send to the traders and to check on the day of the event.

## Notes

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Mae'r ddogfen hon hefyd ar gael yn Gymraeg  
This document is also available in Welsh