

Food Safety Requirements for Events with External Food and Hot Beverages

Dear Event Organiser,

We are writing to highlight event organisers responsibilities for food safety of external food and hot beverages, at events held within the Harrogate Convention Centre.

Where an event is serving food and hot drinks not supplied by Matcham's, including where only **samples or complimentary refreshments** are provided, a suitably qualified **Food Safety Consultant** must be appointed for the duration of the event, these will remain subject to the applicable corkage charges.

What Qualifies as a Food Safety Consultant?

The appointed individual should possess appropriate food safety knowledge and experience. As a minimum, they should have at least one of the following:

- A recognised **Level 3 Award in Food Safety** (or equivalent) in the relevant sector.
- Experience of food safety management and compliance monitoring within events, hospitality, catering, or food retail environments.
- A sound understanding of current UK food hygiene legislation and allergen regulations.
- The authority to intervene and take corrective action where food safety risks are identified.

Where Can You Find a Food Safety Consultant?

Food Safety Consultants may be sourced through (but not limited to):

- Independent food safety consultants or specialist food safety and compliance consultancy organisations.
- Environmental Health practitioners working in a consultancy capacity.
- Event safety management companies that provide food safety services.

We recommend that arrangements are made well in advance of your event to ensure adequate oversight and compliance documentation can be reviewed before exhibitors arrive on site. Please send us the contact details of your appointed Food Safety Consultant.

Should you require further guidance regarding food safety requirements at Harrogate Convention Centre, please refer to clause 8.3.4 in your contract terms and conditions, follow this link to the eGuide [eGuide-March-2026-clean-copy.pdf](#) (section 10 is catering) or contact the catering team.

Yours sincerely,

John Wright
Catering General Manager
Harrogate Convention Centre