

## Policy on Country Market Type Events on Campus.

### **1. INTRODUCTION**

The purpose of this document is to refine current arrangements in relation to casual traders (Stalls) on campus.

### **2. PRINCIPLES**

UCC is a Vibrant Student Campus. The importance in adding life and vibrancy to the campus around conferring, festivals etc is recognised. Casual traders can, on occasion add to the “Atmosphere” on Campus and complement the existing facilities.

Stalls that participate in the Market should reflect and accentuate the diverse cultural makeup of the UCC student and staff population, while operating in an environmentally friendly manner. Favourability should be given to stalls and businesses with ethical and innovative practices.

It is equally recognised that there must be control on who enters campus and that proper standards in respect of Food Hygiene and Health & Safety are always in place. UCC is also a Green Flag Campus and any stall operating on campus should share the same commitment to sustainability that the University has.

#### **Key Principles applying to markets held on Campus**

### **3. MARKET FREQUENCY:**

The University will allow Markets to take place including but not limited to, the following times:

- Freshers Week
- Final week of First Term (Christmas)
- Raise & Give Week
- Open Day (May & Oct)
- Study week (Dec and May)
- Other times when it is agreed that it is appropriate to host a market to support or enhance on campus events or activities e.g. earth week, study weeks or other community engagement activities

### **4. MAKE UP OF MARKETS:**

Markets can include the following configuration and participants:

- **Farmers Market** type stalls selling Vegetables, Breads, Chutneys, Olives, and food of a nature not suitable for immediate consumption on campus or in competition with campus outlets. The food should not be served in plastic containers and should be locally sourced where possible.
- **Hot Food or Beverage providers** without seating. Food for immediate consumption. Should be served in compostable containers or there should be provision made for BYO containers. Ingredients should be locally sourced where possible. Stalls should in as far as possible offer hot food or beverages which do not directly compete with offerings of existing on campus food/beverage providers. In particular, tea/coffee stalls are expressly excluded from the scope of what may be permitted in a Market unless such stalls are provided by SFS or the approved UCC food concession operator.
- **Reuse stalls** – for example swap shops, repair cafes
- **Arts & Crafts stalls**
- **General interest information stall** – no flyers

Markets should be promoted to the local community to foster a good relationship between the University Departments hosting the Market and residents of the area. Residents should be made aware of the Market in advance to allow them to engage with it.

Where possible, priority will be given to local small businesses that operate in an environmentally friendly manner and should produce no non-recyclable or non-compostable waste.

## **5. MARKET RESTRICTIONS:**

### **Number of Hot Food Stalls - Number and selection of approved food stalls**

- A maximum of three (3) Hot Food or Beverage providers without seating. Food should be served in compostable containers or there should be provision made for BYO containers. Ingredients should be locally sourced where possible.
- SFS, SU exec and the approved UCC food Concession operator (currently Kylemore) will have first choice on the hot food/beverage stalls. If this choice is not exercised, a decision will be taken by SFS, SU and Kylemore in a timely manner to facilitate a maximum of three hot food/beverage stalls at the market
- SFS and Kylemore should be encouraged to participate in the Market and adequate notice by the organiser of the Market will be given to them to facilitate this.
- Effort should be made to ensure that hot food/beverage stalls do not compete with products sold on campus by SFS and the approved UCC food concession operator. Should competitive offerings be permitted, the organisers of the Market will ensure that competing products will not undercut the price of similar products sold by SFS and the approved UCC food concession operator.
- Tea/coffee stalls are expressly excluded from the scope of what may be permitted in a Market unless such stalls are provided by SFS or the approved UCC food concession operator.
- Adequate effort should be made to ensure that the cuisines served represent the diverse cultural makeup of the UCC student body and that at least one of these stalls should cater to vegetarians and/or vegans.
- From time-to-time exceptions to the maximum number of three stalls may be facilitated subject to the following criteria
  - Income from the stall is contributed to a recognised charity.
  - The stall has a unique food offering that is not available on campus.
  - The prime activity of the stall is to promote healthy or ethical food production or principles and the sale of hot food or beverages is an ancillary activity to this.

SFS, SU executive and the UCC Food concession operator partner will be the adjudicating parties on these exceptions in the first instance. If agreement is not reached, the application can be referred to the General Services Officer for review with the relevant university stakeholders.

### **Food Safety:**

- There are significant Health and Reputational risks to UCC related to the operation of Hot food and beverage stalls on campus. Providers must supply proof of compliance with all the relevant health regulations in respect to the provision of their product. SFS will support the General Services Officer to adjudicate on this documentation as they have the relevant expertise.

### **Other restrictions**

- **No Alcohol** to be served or promoted via stalls
- No non campus events or venues will be promoted by stall holders
- No stall selling Products/Materials etc in breach of an existing University supply contract will be permitted access.

## **6. PROCEDURES FOR APPLICATIONS TO HOST COUNTRY MARKET ON UCC CAMPUS**

The market organiser shall submit its application to the General Services Officer in the format attached to this policy, who shall approve or decline permission for the market based on the principles set out in this policy. In reviewing such applications, the General Services Officer shall consult with relevant stakeholders as appropriate on matters including but not limited to health & safety, insurance, food safety regulations. Market organisers and traders shall adhere to all policies/rules of the University generally applicable to activities on campus.

### **Market Sponsors – SU designated weeks.**

- *Freshers Week*
- *Raise & Give Week*

Markets on these weeks will be organised by the Entertainments officer of the Students Union working in cooperation with General Services

**Market Sponsors – other designated weeks.**

- *Open Day (May & Oct)*
- *Final week of First Term (Christmas)*
- *Study week (Dec and May)*

Markets on these weeks will be organised by the relevant UCC unit working in cooperation with General Services

**Market Sponsors - non-designated weeks/days:**

The UCC unit or group proposing to organise and host the market must apply in writing to the General Services officer who shall consider the application with the relevant University stakeholders. The application should include details outlining:

- Rationale for holding the market on a non-designated week or day.
- Nature and composition of the market
- Plans for the management and operation of the market.
- List of proposed traders and products to be sold
- Location of the market on campus
- Confirmation that market is aligned to and will abide by the principles outlined in this document.

If approved, the market will be organised by the proposing UCC group/unit working in cooperation with General Services.

**7. TRADER APPLICATION PROCESS**

All applicant traders must apply using booking form in appendix 1 to request a stall space in the market.

**It is the responsibility of the Market sponsor to collect all trader applications and relevant documentation in the first instance. They should send completed applications with relevant documentation to Mr Pat Cotter, General Services officer for final approval of each application. General Services will liaise with SFS to ensure that food traders have the required food safety certification etc.**

*Note: Acceptance of a request does not Confirm a market space. Market space may be allocated on a "Rotation" for fairness following an evaluation being made as to how the requests match the market criteria.*

**Requests are accepted No earlier than 30 days prior to the market day.**

Bookings will be handled in accordance with booking policies for events and each stall holder will submit the following before their booking is confirmed.

- Evidence of Relevant Insurance and University Indemnity
- In the case of Food Traders, Relevant HSE Registration document and H.A.C.C.P Plan.

When these documents are in place and the application is approved by the General Services Officer, confirmation of the stall will be given along with procedures for the set up and operation of the stall.

**8. FEES**

- Payment of Fee; €50.00 per large stall per day; €30 for small stall per day. (These monies will be held in account and used for the enhancement of the area and the Markets the discretion of the Management Committee (reps from DSE, OCLA, SU, B&E, FO)
- Price for trading spot for Raise and Give Week is €100 per stall per day. 100% of money is given towards the chosen Raise & Give charities for that year as chosen by the Students Union.

## **9. STALL HOLDER RESPONSIBILITIES**

Traders are responsible for

- Setting up,
- Removal,
- Waste Management
- Provision of Power (no Petrol generators)
- Maintaining a safe stall and surrounds
- Ensuring Relevant Health and safety and food hygiene standards are adhered to.
- Ensuring they adhere to the given times of operation
- Adherence to noise restrictions

In advance (1 Week) of the above approved Markets, the General Services Office will receive the following advices from the Market Sponsor.

1. A list of the stalls and the Market layout
2. Any special notes or conditions
3. Times of operations

**General Services will monitor the event and reserve the right to refuse admission or remove stalls that are in breach of the guidelines.**

### **Times of operation of the Markets:**

- Traders must set up before 7.30 a.m on the day of the event and must have cleared campus after 18.00 except by prior arrangement.
- No vehicular access will be available between 8.00 –6.00 pm

## Appendix 1 - APPLICATION TO TRADE FROM A MARKET STALL ON UNIVERSITY COLLEGE CORK GROUNDS

UCC Market sponsor (inc contact name/details)			
Name of trader			
Address			
Trading name (if different from trader name)			
Contact details – mobile: Email: Landline:			
Describe products you propose to sell in UCC			
Proposed trading dates			
Required documents			
Proof of appropriate Insurance cover and indemnification of UCC	Included with this application	<input type="checkbox"/>	
<b>If you are selling food</b>			
✓ Relevant HSE Registration document	Included with this application	<input type="checkbox"/>	
✓ H.A.C.C.P Plan	Included with this application	<input type="checkbox"/>	
DECLARATION	I agree to abide by the rules and procedures laid out in relation to the operation of a market stall in the grounds of UCC		
SIGNATURE OF TRADER			
<b>For internal UCC use only</b>			
Valid application	Y/N	Date received:	/ /
Relevant Documentation received & verified	Y/N	Comments	
Fee paid Y/N –	Y/N	Specify amount	
UCC Market Sponsor recommendation	Y/N	Name: Signature	
Approved on behalf of UCC	Name: Signature:		Date / /