# Logo Final

# **Expression of Interest & Vendor Quality Control**

# ***Application Form***

**Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local Enterprise Office**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact Phone No: |  |
| Email: |  |

**Are you a:** (Please check appropriate boxes)

 Farmer/grower Producer Re-seller Importer

 Other (please provide details)

**What are you selling**: (Please check appropriate boxes)

Hot Food Baked Goods Other Foods

 Arts & Crafts Plants/Flowers Other non-food/Activities

**Please provide a comprehensive list of your product offering**: (Any changes to the following list must receive prior approval)

**Please feel free to include photographs of your proposed product to help with your description.**

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Do you have public liability insurance?\* Yes No

\*Evidence required before set-up

Do you require electricity? Yes No

Do you require water? Yes No

Do you use gas? Yes No

Do you have your own market umbrella/canopy/gazebo/stall? 3m x 3m or less

###  Yes No

For all vendors that are not farmers or growers

Where does your product or where do your ingredients originate?

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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In the production of your product, are there any of the following:

 MSG Trans fats (any hydrogenated or partially hydrogenated oils)

 Colourings Artificial colourings or preservatives

 Please explain why your product needs any of the above:

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Do you have a family history of food production? Yes No

## What type of food handling training do you have?

Have you completed a HACCP course? Yes No

Have you previously operated/do you currently operate a business in the County Council’s administrative area?

 Yes No

If yes, Name & Address of business

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Please provide any further information that helps shed light on the special and unique nature of your product.

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Date Applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CONTACTS***

* **Market Manager for Peoples Park – Jackie Spillane – 087 957 3647**
* **Market Manager for Marlay Park – ALA Events – 087 901 7693**

**In Marlay Park there is an option of doing Saturday or Sunday**

**Please Mark your preference:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Saturday Market** |  | **Sunday Market** |  |

**Please note that this application does not guarantee a position in any of the CoCo Markets. It is an expression of interest only.**

Please return all completed application forms to: contact@leo.dlrcoco.ie

#### General Information regarding the CoCo Markets

Thank you for enquiring about taking part in this joint initiative

Following are guidelines for your general information. Do not undertake any of the following without arranging a guaranteed market stall for yourself first. This information is intended to educate you about what is involved in taking out a market stall only.

You will need:

* **Public Liability Insurance** with an appropriate level of indemnity. The policy must specifically indemnify Dun Laoghaire Rathdown County Council.
* To register with your local health board if you intend to produce food or consumables of any kind at home. You can inform your local HSE/EHO that you intend to produce goods at home for sale at the markets. They will inspect your premises at some point, but it is not essential for the inspection to happen prior to beginning to trade.
* If you are selling hot food, you will have to comply fully with all health and safety legislation, and it is your responsibility to find out what is required. At a minimum, you will need a hot water hand-washing unit in your stall.
* All perishable food must be kept at the correct temperatures, and you must keep a record of the temperatures by using a calibrated temperature probe.
* To provide your own equipment including a gazebo or market umbrella, 3m x 3m or smaller and own weights
* 50 metre extension lead suitable for outdoor use if you require electricity
* Please note that payment will be accepted by **Standing Order only.**

 **All vendors** must pay monthly **in advance**.

|  |  |  |
| --- | --- | --- |
| **Day** | **Location** | **Times** |
| Sunday | People’s Park, Dún Laoghaire | 11AM – 4PM |
| Saturday | Marlay Park | 10AM – 4PM |
| Sunday | Marlay Park | 11AM – 4PM |

**Schedule of Market Rents:**

|  |
| --- |
| **RENTAL FEE EFFECTIVE FROM 01/4/2015** |
| **Category** | **Monthly Fee per market** | **VAT**  | **Total** |
| Cat 1 - Hot food | 260.00 | 59.80 | 319.80 |
| Cat 2 - Other food | 180.00 | 41.40 | 221.40 |
| Cat 3 – Food Producer | 100.00 | 23.00 | 123.00 |
| Cat 4 – Non Food/ Craft | 80.00 | 18.40 | 98.40 |
| Cat 5 – Artist – hanging space only\* | 30.00 | 6.90 | 36.90 |
| Cat 6 – Outdoor Games | 200.00 | 46.00 | 246.00 |
| \***For the moment the Artist rate is only available for the People’s Park and all vendors in this category will be given a space on the new black railings along the metals** |
| **ELECTRICITY** |
| **Category** | **Cost per 16amp socket per month** | **VAT**  | **Total** |
| Cat 1 - Hot food | 40.00 | 9.20 | 49.20 |
| Cat 2 – All others | 30.00 | 6.90 | 36.90 |