

CoCo Market Expression of Interest & Vendor Quality Control Application **Marlay Park Application**



Name:	
Address:	
Contact Phone No:	
Email:	

Are you a: (Please check appropriate boxes)

- Farmer/grower Producer Re-seller Importer
 Other (please provide details)

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.

Do you have public liability insurance?* Yes No

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?

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:

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

*Evidence required before set-up

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

Please Mark in order of preference – 1,2 or 3:

Saturday Market		Sunday Market		Both Markets	
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Date Applied _____

Market Manager for Marlay Park – Jackie Spillane – 087 957 3647

Please note that this application does not guarantee a position in any of the CoCo Markets. It is an expression of interest only. It is live for twelve months from receipt.

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

Or post to:

Markets Section,
Environment Department,
Dun Laoghaire Rathdown County Council,
Level 3, County Hall,
Marine Road,
Dun Laoghaire,
Co. Dublin

This document is available in alternative formats – please contact 01-2047024 for further information.

General Information regarding the CoCo Markets

Thank you for enquiring about taking a stall at the CoCo Markets.

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
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*			
Cat 6 - Outdoor Games	200.00	46.00	246.00

***For the moment the Artist rate is only available for the Peoples 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 - Other food	30.00	6.90	36.90
Cat 3 - Non-food	30.00	6.90	36.90
Cat 4 - outdoor games	30.00	6.90	36.90