

# 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.**

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- 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?

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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?

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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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\*Evidence required before set-up

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

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

<b>Saturday Market</b>		<b>Sunday Market</b>		<b>Both Markets</b>	
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Date Applied \_\_\_\_\_

**Market Manager for Marlay Park – A&A Events – 087 9017693**

**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](mailto: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

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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*	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