

Hassocks Village Market

REGULATIONS FOR TRADERS & CATERING

Please note that these terms and conditions are for everyone's benefit and welfare to ensure that the event is a happy, safe and successful one.

1. All traders must comply with statutory and local fire, health and safety regulations.
2. All traders must hold an appropriate public liability insurance policy. Please submit a copy of your insurance certificate upon annual renewal to the Market Manager. A copy must be available at the event on request. We require a risk assessment and food hygiene certificates from caterers to be available.
3. Vehicle movement times and instructions must be strictly adhered to as specified by the Market Organiser.
4. Stands and stalls provided by traders must be constructed properly and suitable for the purpose. All stands, stalls and any other equipment must be suitably weighted to withstand wind speeds of up to 30mph – if wind speeds exceed this, all structures must be dismantled. Do not use pegs, the site is on hard standing. Use iron, sandbags or water weights.
5. Load in and load out times, as well as trading times must be strictly adhered to.
If you arrive later than the load in time, you will not be allowed to set up and trade.
6. **ARRIVAL from: 7.45am ALL VEHICLES REMOVED BY: 8.45am NO VEHICLES ALLOWED BACK ON SITE until: 12.30pm** or earlier if advised by Market Manager (poor weather conditions may close Market at 12.00pm if majority of stallholders are in agreement).
7. If you have sold out prior to this, you are expected to remain set up with your display equipment and promotional material. No stalls or equipment should be dismantled in advance.
8. Please take away all your rubbish at the end of trading.
9. In the event of any disputes, the Market Organiser's and/or Market Committee's decision is final.
10. It is the stallholder's responsibility to provide and operate at your own expense the Stall, and all equipment necessary for the efficient and safe running of such outlet.
11. You are asked to give at least 1 months' notice if you are unable to attend the following month's market as a space will have automatically been reserved for you. This is to enable the market manager to fill your space at the following market. This is to ensure the market is as successful as possible for other traders and the community, as a market full of empty spaces is not attractive. Failure to give due notice could result in your stall being bumped from future markets.
12. The repeated failure to attend markets will result in your space being let to another business to ensure the future success of the market.

RULES OF HYGIENE FOR FOOD STALLS AT OUTDOOR EVENTS

CONTROLLING FOOD HAZARDS

Food hazards such as the contamination of food with dangerous bacteria and the growth of bacteria within food may occur when you handle food at any of the following stages:-

Transportation, Preparation, Display, Service.

To control the hazards at each of these stages, the following simple precautions must be taken:-

TRANSPORTATION

a) All food must be wrapped, covered or placed in sealed washable containers while it is being transported to the event. This will prevent food from becoming contaminated with dirt and bacteria.

b) Vehicles and containers used to transport food must be kept clean and in good repair. Food must be separated from any other items being carried in the vehicle.

Ready to eat foods should be separated from raw foods to prevent any risk of cross contamination.

c) Some types of food must be kept cold to prevent dangerous bacteria from growing on them. These foods include:-

- Any cooked meat or fish products
- Ready to eat foods such as pies, quiches or jacket potato fillings
- Dairy products and foods containing eggs, custard or cream

All of these foods must be kept at or below 8°C during transport and during display for sale.

This can be achieved using refrigerated vehicles or insulated containers with ice packs which should be checked periodically with a thermometer.

PREPARATION

d) Where food preparation and/or cooking is to be carried out at the event, a sink with hot and cold water must be available for the washing of utensils, equipment or food.

e) Where unwrapped food of the types listed above are to be prepared or handled you must make regular and frequent use of a hand wash basin with hot and cold water, soap and hygienic hand drying. It is your responsibility to ensure that you have these facilities at your stall.

f) Surfaces and equipment which come into contact with food must be kept clean and disinfected. You will need to bring a suitable disinfectant with you. Wherever possible, separate equipment should be used for ready to eat foods, to minimise the risk of cross contamination.

g) Everyone handling unwrapped foods of the types listed above must wear clean protective over-clothing.

h) Smoking at your food stall is prohibited. Please make sure that you leave the stall if you wish to smoke and wash your hands thoroughly before handling food again.

i) You will need to bring bags or bins for the collection of food waste and other rubbish.

k) Food of the types listed above will need to be displayed at or below 8°C and must be separated from raw food.

SERVICE

l) You should avoid directly handling unwrapped foods when serving customers.

Spoons, tongs, plastic wrapping or disposable gloves can be used to prevent hands from coming into direct contact with food.

FOOD HYGIENE TRAINING

All persons preparing or cooking food should be trained to at least the level of the Basic Food Hygiene Certificate.

Rules applicable to all stallholders

- Keep yourself clean and wear clean protective clothing.
- Always wash your hands thoroughly: before handling food, after using the toilet, handling raw food or waste and after every break. If you have a skin, nose, throat, stomach or bowel trouble or infected wound, you must not handle unwrapped food.
- Ensure that spots, cuts and sores are covered with a brightly coloured waterproof plaster. Avoid unnecessary handling of food. Do not smoke, eat or drink where open food is handled. Clean as you go -keep all equipment and surfaces clean.

*****REMEMBER*****

Your food stall may be visited by the Environmental Health Officer to ensure that you are meeting food safety requirements.

Please check that you have shown the Market Manager the following, where applicable

- Current public and product liability insurance certificate
- Environmental Health inspection report
- Food Hygiene Certificates
- Ingredients receipts (if required) in the application form
- Evidence of organic certification or registration with other certification bodies
- Copy of licence (if required) in the application form

Hassocks Village Market is administered and managed by Hassocks Community Organisation.