

Leeds University Union

Stall booking form

Due to an increasing number of incidents regarding poor cleanliness/food hygiene standards of stalls we have had to introduce the following booking process.

If you are considering booking a space to sell, give away or otherwise distribute home made produce you have the following options;

- **Home Made Produce** - For you to include home made produce, chocolate fountains or similar there must be a person who holds a minimum of a basic food hygiene certificate. This person will be responsible for the quality of the food.
- **Shop bought produce** – You may have shop made produce, but this must not conflict with any products currently available from LUU's own retail services.
- **No Food** – The original intention of the stalls was for groups to promote their activities, there are many ways that this can be done without needing to bake cakes. Please discuss with your development co-ordinator if you are stuck for ideas.

Group:

Date:

Organiser:

Signature:

Tel:

Email:

Location **Info Point**

Reception Foyer

Outline of stall event

There will be home made produce *Please provide food hygiene certificate and details of responsible person*

There will be shop bought produce

There will be no food

If you have any queries please discuss them with your development coordinator prior to the event. Failure to comply during the event may result in your event being cancelled and may affect your future bookings