

## Stall Bookings Flow Chart for Societies: Booking Procedure.

The info point, reception foyer and bee (the space between essentials and extras) can be booked via the Helpdesk for stalls every weekday from 10:00-16:00. Only the president/secretary/treasurer of a society or RAG Project co-ordinator can book stalls and this must be done in person at the Helpdesk, not by email or telephone. A maximum of 6 stalls per society per term can be booked.

If you wish to book a stall you must have a completed stall risk assessment. A completed risk assessment template is now available from the Helpdesk. You can add any applicable hazards and make any amendments to this form, before signing and returning it to us for our records.

If you plan to sell home-made food at your stall, one member of your society must have a food hygiene certificate. This person is responsible for making, or at least supervising the making of, all the food that is to be sold. Please bring a copy of this certificate with you to the Helpdesk when making your booking.

Once we have a copy of a risk assessment/food hygiene certificate for your society, we will not need another, although the risk assessment may need to be amended or updated. If you have already handed one in, or completed the food hygiene course with V&C, please let us know and we will find the documents on our system. We can update them for you at the desk.

When we have a copy of these documents we can check available dates for you. Please note: stall booking spaces are in high demand and the date/space you want may not be available. Please come to the Helpdesk with a variety of suitable dates.

When a date is found we will book it for you and contact your dev-co, who will then confirm or deny the booking and inform you of their decision. They may wish to get in contact with you if there is further information they need.

If the booking is confirmed, please familiarise yourself with the 'on the day' stall booking guidelines so you are aware of what is required when your booking is taking place. If your booking is denied, the dev-co will contact you to explain why. You may need to make changes or submit a new request.