Guidance for organisers for stall events in the Scottish Parliament

To ensure your event complies with Health and Safety standards and all other statutory requirements including alcohol licensing laws, food safety and that all electrical equipment conforms to British Standards please follow the guidance set out below.

Scottish Parliament Layout/Equipment

- The Parliament can supply tables measuring either 1 x 1 metre or 2 x 1 metre.
- The Parliament can arrange for power to those tables.
- Suppliers/organisers should be aware that they will only have one hour to set up any stall.
- The Parliament can supply a floor plan with measurements for the organiser to mark up if necessary and a sample floor plan for the maximum number of stalls we can provide.

Stall events involving alcohol

- Only sample (no more than 25ml) sizes are allowed to be given out due to licensing laws.
- Anyone serving alcohol must have, and present on the night BIIAB, Servewise, City and Guilds or similar training certificates which must include the name, signature and licence number of a personal licence holder. The minimum requirement is the two hour mandatory training. Any certificate MUST be under the Licensing (Scotland) Act 2005.
- There is NO onsite drainage/water disposal.
- There are NO hand-washing facilities other than toilets.
- There are NO onsite refrigeration facilities available. Organisers/suppliers can bring small refrigeration with them but the organisers should provide a plan of their proposed stall area two weeks in advance with the tables that require power marked.
- Suppliers must provide evidence that any electrical equipment they bring in is in a safe condition. This includes evidence of an inspection or test by a competent person at suitable interval.
- Deliveries must be made on the day of the event and the organisers/suppliers will have one hour to set up. Organisers/suppliers must remove their products directly after the event is over (please note there is a 30 minute clear up time after the event), or arrange collection for the following day.
- Our preference is that suppliers dispose of their own waste. However, please advise your Events Officer if you will have common
recyclables (such as glass bottles) as we can dispose of these for you.

- Suppliers should note that they are not allowed to sell or take orders at their stalls.
- If stall holders wish to provide cocktails they should only be served in small (11oz or less) glasses and include both alcoholic and non-alcoholic versions. They should be made up of no more than two to three 25ml measures of alcohol with ice or soft drinks as fillers. A copy of the alcoholic cocktail recipe should be submitted to your Events Officer prior to the event.
- If organisers wish to provide alcoholic beverages for our onsite catering team to serve (corkage will apply), wine/beer can be chilled if required.

Stall events involving food

- Stall holders are responsible for the food they bring in and must provide relevant food handling certificates plus complete the Parliament’s health & safety form for the production and transportation of food.
- Suppliers should be aware that there are NO onsite refrigeration facilities available. Suppliers can bring small refrigeration with them but the organiser will need to provide a plan at least one week before the event showing which table power is required.
- There is NO onsite drainage/water disposal.
- There are NO hand-washing facilities other than toilets.
- Suppliers should be aware that there are NO equipment washing/rinsing facilities for them to use.
- Our preference is that all food samples arrive in a state that is ready to eat. However, we can provide power for microwaves to heat/warm food and small refrigeration as necessary. No other equipment apart from microwaves should be used to reheat food. Organisers should provide a plan of their proposed stall area two weeks in advance with the tables that require power marked.
- Suppliers can only supply samples of food that are ready to eat and there should be no preparation of dishes onsite before or during the event.
- Suppliers should be aware that all chef knives and other sharp instruments should be delivered to the Parliament’s delivery area for searching and should not come in via the Public Entrance.
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evidence of an inspection or test by a competent person at suitable interval i.e. has been PAT Tested.

- Suppliers should be aware that they are not allowed to sell or take orders at any stall.
- Our onsite catering team will not assist with the receiving, storing, serving or monitoring of suppliers of food for events.
- Our onsite portering team will assist in moving food that is delivered from the delivery area to the event venue but MUST be accompanied by a person either from the supplier or the organiser’s team.

www.parliament.scot Stall Guidance