

## Charity Catering on Campus

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### Best Practice Guidelines

Oxford Brookes University is committed to ensuring that catering on campus is delivered in a safe and professional manner, we understand however that there are occasions when there is a desire by to raise money through cake and other food sales on Campus. These guidelines are designed for vendors to understand the University's position and ensure that they themselves are acting in a safe manner to both themselves and the rest of the University.

All requests for space in the University must be made through the facilities team at the email addresses provided below or the Student Union where appropriate.

Headington Campus – JHBB, The Forum - email [facilities-headington@brookes.ac.uk](mailto:facilities-headington@brookes.ac.uk)

Harcourt – Glasgow room corridor or Foyer by lecture theatre – email [facilities-harcourt@brookes.ac.uk](mailto:facilities-harcourt@brookes.ac.uk)

Wheatley – outside the hub – email [facilities-wheatley@brookes.ac.uk](mailto:facilities-wheatley@brookes.ac.uk)

Marston Road – reception area – email [facilities-headington@brookes.ac.uk](mailto:facilities-headington@brookes.ac.uk) and [hls-rooms@brookes.ac.uk](mailto:hls-rooms@brookes.ac.uk)

Swindon Campus – email [joeljoffe.swindon@14forty.co.uk](mailto:joeljoffe.swindon@14forty.co.uk) and [hls-swindonrooms@brookes.ac.uk](mailto:hls-swindonrooms@brookes.ac.uk)

Only bookings stands for food stalls for the following will be accepted:

- Fundraisers for final degree shows;
- Fundraisers for educational related events, and;
- Fundraisers for charities.

All the above must be supported by either a member of academic staff, recognised officers of the SU or a recognised national charity.

Students in Halls of Residents planning on baking cakes in their hall kitchen should seek approval from the appropriate Residences Manager, to ensure compliance with the Hall Regulations.

Bookings will not be accepted if there is a belief the monies raised will be for personal gain.

Before any commercial venture is embarked upon there should be careful consideration given to the Food Hygiene Regulations - [food-safety-your-responsibilities](#) this link outlines the provisions and conditions under which food items should be produced, stored and sold. It is also strongly recommended that those wishing to undertake such a venture should make themselves aware of the provisions of the Sale of Goods Act 1994.

All food sold must comply with the following:

- Items must be labelled clearly with regards to ingredients;
- Items containing nuts or other known allergenic food stuffs are clearly identified, please use this link for information of those: [14 food allergins that require listing](#)
- All waste at the end of the day is disposed of ethically;
- The area used is to be left in a satisfactory condition, and;
- All food must be stored at correct temperature.

It should be noted that Oxford Brookes University will not accept any liability for these food stands. It is the sole responsibility of the person booking these stands to ensure that they comply with all relevant legislation. It should further be noted that any breaches of food safety legislation can result in a personal £20,000 fine and/or imprisonment.

**Declaration**

I have read the above and am fully aware of my requirements to undertake the sale of food items

Where

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name & Student number \_\_\_\_\_

Please fill in the above and return to the email addresses provided for the relevant space.