

Directorate of Estates, Facilities and Capital
Development

Pop-up Stall and Events Guidance for Students and Staff

Facilities Management

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Contents

Background and information	3
Background.....	3
Overview	3
Exclusions	3
Application process.....	3
Practicalities	3
Spaces pre-checked as suitable for pop-up stalls and events.....	4
Zone 1:.....	4
Zone 2:.....	4
Zone 3:.....	4
All Saints Park	4
Appendices	5
Appendix 1 - Pop-up stalls and Events booking form.....	5
Appendix 2 – Health & Safety and Terms & Conditions	8
Terms	9

Background and information

Background

As part of their programme of study, students may need to set up a temporary 'pop-up' stall. Students and staff may also wish to sell items for charity, not specifically as part of a particular programme and on occasion, Faculties and Departments may wish to deliver programmes within building atria, for example, The Rise programme.

This policy has been developed to permit these activities within a regulated framework that protects the University and the individuals involved. Colleagues from Facilities, Health and Safety, Legal, Finance, Security, the Students' Union, and faculties have been involved in its development.

Overview

This document outlines University Policy on the temporary set-up of stalls on University premises. The scope of the policy covers:

- Application process
- Use of space and equipment
- Health and safety compliance

Exclusions

The use of pop-up stalls for commercial income purposes is not permitted. Raffle or Tombola are not permitted within university Buildings, please direct enquiries of this nature to the Student Union.

Pop up stall must be relevant to your academic course or SU society.

Due to concerns around food allergens and hygiene, the provision of food and drink is not permitted.

Application process

- Anyone wishing to hold a pop-up stall must complete the 'Pop-up stalls and Events booking form' (Appendix 1) and email this to the relevant contact for the location where you wish to have your stall (see page 11).
- Your form will be reviewed and, if further information is required, you may be asked to meet with a member of the Facilities team.
- Students' Union club, society or hall committee bookings will be forwarded to the Union.

Practicalities

- The process will be managed by the Facilities Duty Managers, with the exception of stalls in the Students' Union Building, which will be managed by the Students Union.
- Facilities teams will usually not permit stalls during conferences, examinations, registration, or open days unless these are relevant or directly related.
- Events can only take place during standard building opening hours.
- The policy and application form will be hosted from the policy sections of both the Facilities and HR websites, with links from the Student Hub and from the Students' Union.

Spaces pre-checked as suitable for pop-up stalls and events

Zone 1:

- Geoffrey Manton Atrium
- Benzie Foyer
- Righton
- Grosvenor East

Zone 2:

- Brooks Building – Spanish Steps
- Brooks Building – Ground Floor Atria
- External - Brooks 2nd Floor
- External - Brooks Lawn Area
- External - Brooks Plaza Area
- All Saints Building First Floor (outside the Manchester Lecture Theatre)
- Business School Foyer
- External – Under the canopy

Zone 3:

- 70 Oxford Street
- John Dalton – The Street
- External – JD North Quad (The Garden)
- External – JD South Quad

All Saints Park

The All Saints Park (also known as Grosvenor Square) belongs to Manchester City Council. The University has permission to use the park, but with certain restrictions. The restrictions include the general obligations not to cause damage, alteration, nuisance or advertise without consent on this land. These obligations may apply to activities proposed for this space, therefore, to ensure the agreement with the council is not breached; each proposal will need to be assessed individually. Staff and students proposing to use the square must contact Josephine Hilton (Facilities Manager) <mailto:j.hilton@mmu.ac.uk> for further information. A copy of the booking form can be found [here](#).

Please note that for student applications in connection with a course, students must first ensure their proposal is reviewed by a member of staff from their faculty to ensure suitability.

Appendices

Appendix 1 - Pop-up stalls and Events booking form

- Applications for a pop-up stall must be made to the relevant Facilities team or the Students' Union at least TWO WEEKS before the proposed event
- Applicants must provide full information for their event
- The Facilities Duty Manager or SU will let you know the outcome within 10 working days
- Authorisation must be granted before an event is promoted
- Exceptionally, Manchester Metropolitan University and The Union reserve the right to charge for activities

Section 1 - Event Details	
Name of organiser	
Student or staff ID number	
Email and phone number	
Faculty / MMUnion Society (if applicable)	
Which Charity you are raising funds for?	
Charity number	
Address of charity	
Postcode	
Account number and sort code of charity	
Date of event	
Time event starts	
Time event finishes	
Name of person responsible for the stall on the day (if different to the above)	
Email and phone number	
Course	
Date of submission of the form	
Purpose of the event	
Please detail what you are promoting and what marketing materials will be used	

Location <i>One table and two chairs will be available for each pop-up stall</i>	Tick to identify where you would like to position your staff
All Saints Park	
Zone 1	
Geoffrey Manton Atrium	
Righton	
Benzie Foyer	
Grosvenor East	
Zone 2	
Brooks Building – Spanish steps	
Brooks Building – Ground floor atria	
External - Brooks 2nd Floor	
External - Brooks Lawn Area	
External - Brooks Plaza Area	
All Saints building (first floor, outside the Manchester Lecture Theatre)	
Business School foyer	
External – under the canopy (no electrics)	
Zone 3	
John Dalton – The Street	
External – JD North quad (the garden)	
External – JD South quad	
70 Oxford Street	
Date received by the Facilities Team (office use only)	

Appendix 2 – Health & Safety and Terms & Conditions

Section 2: General Health & Safety Compliance and Terms and Conditions		
		Please tick to show you agree
1	I/we understand that all tables and chairs will be provided by Manchester Metropolitan University and we cannot bring our own furniture or equipment. Tables, chairs and power supply will be set up and removed by Facilities staff in order to ensure compliance with Health and Safety risk assessments.	
2	I/we will not use any of the following: <ul style="list-style-type: none"> • Naked flame • Involved dry ice • Involves fire works 	
3	I/we understand we are responsible for removing any waste after the event	
4	I/we will only display posters on designated noticeboards and will remove them after the event. No marketing materials to be placed on walls.	
5	If I/we use electric power, we will ensure no extension leads are left trailing	
6	Please note: A COVID Secure risk assessment is required for all bookings and should be submitted alongside your booking form. If an activity is considered to be more high risk, a more detailed risk assessment and Method Statement might be required, and advice will be sought from the Health and Safety Team. The Facilities team will advise if your activity is deemed 'high-risk'.	
Section 3 (office use only) – Comments from Facilities Duty Manager		
Approved Yes / No		
Approved by:		
Date:		
Your emergency contact on the day will be:		
Security: 0161 247 2222		
Facilities Duty Manager for the relevant zone (please see page		

Terms

By applying to the University for the temporary set-up of stalls you, the organiser, agrees to the following terms:

1. Acceptance of full responsibility for the sale of goods and the arrangement, condition of the equipment and space.
2. You agree to adhere to the University's policies and guidance in regard to, Health & Safety and Fire Regulations. Organisers must read, understand, and accept the University guidance in regard to pop-up stalls laid out in Appendix 2.
3. Any issues with the stall location or equipment provided by the University must be reported immediately.
4. The University reserves the right to refuse or cancel an application at any time with no prior notification. The University will not be liable for any direct or consequential losses a refusal or cancellation may cause to you or any third party.
5. The University premises may not be used for any purpose other than specified in application form. You must ensure that the University premises are left clean and tidy after your event. The University reserves the right to charge any stall organiser a fee for cleaning if you do not leave the premises in a clean and tidy state.
6. The collection of cash is the sole responsibility of the stall holder, the university will not be liable for any direct or consequential loss.

You must not, without first obtaining the consent of the Facilities Duty Manager, cause or allow:

- Any interference with the gas or electrical lighting switches, pipes, wires or other installations on the premises
- Any alterations to fixtures or fittings or nails, screws or adhesive devices to be driven into or otherwise affixed to floors, walls or any other part of the premises
- The erection of any platform, stand, screen, banners or decorations
- The use of any loudspeaker or other equipment either within or outside the premises
- Hazardous or dangerous items to be brought onto the premises

Once complete, please forward your form to the correct team:

Location	Contact Details
Zone 1	facilitiesdutymanagersASS@mmu.ac.uk 0161 247 1417
Zone 2	facilitiesdutymanagersASC@mmu.ac.uk 0161 247 5215 / 2886
Zone 3	facilitiesdutymanagersASN@mmu.ac.uk 0161 247 1342
Students' Union	s.u.reception@mmu.ac.uk 0161 247 1162

Please keep a copy of this form at the pop-up stall/event, a copy is to be retained by the Facilities team.