

Interested in running the café at the Ōtara Kai Village? Then we want to hear from you



You may be wondering what the Ōtara Kai Village is?

- It is first and foremost a community social eco-sustainable space focused on enabling families to have access to affordable nutritious food in their neighborhood.
- The café space is situated in a modified 40ft shipping container located in the Ōtara Town Centre.

Still interested and eligible?

- Fantastic!
- Please have a good read of the [Terms and Conditions](#) and [Information for Vendors](#). These will help inform you on the finer points of becoming a café vendor and help you put together your application for the Village Manager to consider. Photos are a wonderful addition to your application (as are samples!)
- You will need to comply with national and local food safety standards. Auckland Council is a great place to start with investigating what this means for your business. Also check out the [Ministry of Primary Industries website](#)
- The Village manager is available to advise you about your application, space availability and any other queries you might have. Feel free to email thecommunitybuildersnz@gmail.com

Process

- Email or drop off the [Application to Trade](#) to the Village manager. The manager may follow up with a phone call to flesh your application out further but please take the time initially to do your business or idea proud.
- The OKV team will discuss your application in light of suitability, space availability and general fit with the OKV kaupapa.
- The Village manager will get back to let you know the outcome or for further information.
- We will run you through an induction and Health and Safety will be covered. This includes your site set up and meeting the criteria of our [Health and Safety Policy](#).
- Begin trading!

VENDOR INFORMATION & OTARA KAI VILLAGE KAUPAPA

Thank you for your interest in trading at the Ōtara Kai Village. The OKV is a social eco-sustainable space focussed on enabling families experiencing food insecurity to have dignified access to affordable nutritious food in their neighbourhood. It also recognizes that the 'Social' is a vital part of the change process and that food is a powerful connector and catalyst to expanding wider social, economic and cultural opportunities for individuals, families and communities.



We achieve this by working with retailers and manufacturers to tackle their surpluses sustainably and securely, managing our own local community garden space, working with local growers, supporting the growth of local businesses while encouraging Eco Environmental & Sustainable practices. Any profit made goes directly back into sustaining the village, creating employment opportunities and supporting local community initiatives that contribute to seeing our local people thrive.

We currently operate a fresh fruit & vege social mini mart and a commercial cafe space out of a modified 40ft shipping container located in the Ōtara Town Centre. Around these spaces we run a local community garden and run social activations, workshops & events throughout the year in conjunction with other local service providers and groups.

Trade is only by successful application to the Ōtara Kai Village manager on the **Application to Trade** form and subject to approvals and requirements.

To ensure the Ōtara Kai Village will continue in a manner beneficial to all and to keep everyone safe, a range of **Terms and Conditions** must be complied with. By signing the Application to Trade, you are agreeing to comply with the current *Terms and Conditions* and the *Code of Conduct*, should your application be successful.

You will be required to comply with all relevant national food safety legislation. This means you will need to apply for a **Food Control Plan** with your local Council.

For more information on how to apply to the Council for a **Food Control Plan**, please see the **Auckland Council website**.

All of our **Food vendor** operators must hold (and display) a current Council Registration (called a Food Control Plan). Please note the NZ Food Safety laws changed on 1st March 2016, and the process to obtain a Council Registration has changed significantly. For more information and pricing please check the Auckland Council Website.

Please return the *Application to Trade* form only, to:

The Village Manager
Ōtara Kai Village
thecommunitybuildersnz@gmail.com

Ōtara Kai Village Standard Terms and Conditions of Trade Selection Criteria and Trading Policy

1. Ōtara Kai Village is an initiative of © 2016 The Community Builders NZ Trust (Registered charity number CC54767) Incorporated 2725792)
2. The Trust encourages sustainable business practices. The use of sustainable, bio-degradable packaging is promoted and encouraged. All packaging must be either bio-degradable or recyclable, this means no plastic bags or polystyrene containers etc. We ask that all cafe village operators consider our focus on promoting eco environmental & sustainable practices in the village when it comes to your own food operations.
3. Strong preference is given to products grown or produced in the Ōtara and South Auckland area. In keeping with our healthy kaupapa, no sugar filled fizzy drinks are to be sold on site. We also *encourage* vendor operators to within your means try not to consume sugar filled fizzy drinks personally in public view while operating in the OKV space.
4. Only products approved may be sold. Further *Applications to Trade* must be submitted for any additional products you may wish to sell.

Additional Policy

5. (a) Vendors, once accepted by the Trust, will comply with current *Terms and Conditions*. The Trust reserves the right to cancel acceptance of a vendor without notice, for failure to comply with these *Terms and Conditions*.

(b) Approval to trade cannot be transferred to a third party by a current applicant vendor. An accepted vendor, who sells his /her property or business, may not offer the Ōtara Kai Village site as part of the sale contract. A new owner wishing to trade at Ōtara Kai Village must make a new *Application to Trade* which will be considered based on the selection criteria listed above.

(c) Every new vendor will attend an induction interview with the Village Manager before commencing to trade. Every new vendor will have a trial period of 3 months. At the end of the trial period there will be a meeting between the vendor and Village Manager of the OKV to discuss whether the application to trade becomes permanent.

(d) The successful applicant is considered to be the vendor and is at all times responsible to the Trust for the behaviour of their staff and for the clean, tidy and safe presentation of the stall.

(e) The OKV must be adequately supervised by the applicant and the applicant is expected to be present at the OKV day unless otherwise arranged with the Village Manager.
(f) The Village Manager reserves the right to refuse entry or remove any person(s) operating within the Village space at their sole discretion.

6. The Ōtara Kai Village and Trust operates in strict accordance with all relevant national and local legislation and regulations including trading standards; Environmental Health; Occupational Health and Safety regulations; and those conditions imposed on it under its Licence to Occupy the site. All vendors must display in a prominent position and, at all times, their food hygiene certification. Failure to do so may result in disciplinary action as set out in the *Code of Conduct*.
7. The Ōtara Kai village hours of trade are between the hours 7:00 am and 10:30 pm unless otherwise determined by the Village Manager.

Site Use

8. Approved vendors must only use the space for the sale of goods as described on their successful *Application to Trade* form and where no hazard is created by their occupation of that space. The site must be left in at least as clean a condition as that in which it was found.
9. Vendors must operate within the boundaries of the allocated site and adhere to position guidelines given by the Village Manager. Vendors must not operate equipment or machinery to the detriment of neighbouring business or the general public.
10. The Trust encourages vendors to operate in harmony with neighbouring businesses to ensure the success of the café.

Site Fees

11. Cafe hire bookings are allocated by the Village Manager at their sole discretion.
12. The cafe booking fee must be paid within 3 days after hire use. This can be done online or in person to the Village Manager.
13. A GST tax invoice can be issued on request. If a vendor is unable to attend the market they must contact the Village Manager prior to the market commencing to avoid being charged for the site.
14. The Trust retains the right to alter fees at any time. However a minimum of 15 days notice, in writing, will be given to vendors before an increase in fees will apply.

Vendor Vehicle Parking

15. Vendors may enter the site with their vehicle to set up prior to commencing trade but must be parked in the public car park during trade. **No vehicle movement is permitted on the site during trading hours unless otherwise agreed or organised with the village manager.**

16. The use of larger vehicles or any mobile structure must be authorised for entry to the market site by the Village Manager.
17. When loading and unloading into the cafe you must not block access ways or thoroughfare.

Rubbish and Cleaning

18. Each vendor is responsible for disposing of their rubbish and waste off site, on the day. Failure to do so may result in disciplinary action as set out in the *Code of Conduct*.
19. The café space must be left in a clean and tidy condition after use. Failure to do so may result in a cleaning fee being charged to the responsible vendor.

Damage to surrounding area

20. The area the container is situated on is owned by Auckland Transport and leased to The Community Builders NZ Trust. Any damage by a vendor or their staff to the surrounding area or structures will be reported to the proper authorities for repair, the cost of which will be charged to the vendor/s responsible.

Insurance

21. Vendors shall indemnify the Trust against claims, demands, proceedings, suit costs, damages, expenses and losses whatsoever for damages that might occur to persons or property as a consequence of operating from the Ōtara Kai Village.
22. Health and Safety Incidents: All health and safety incidents must be reported, by the vendor involved, to the Village Manager for recording in the Health and Safety Register.

General Application Requirements and Conditions

23. Applications must be made on the Ōtara Kai Village *Application to Trade* form. No other form of application will be considered.
24. All relevant information must be made known to the Trust at the time of application.
25. A separate *Application to Trade* must be made for any goods or services intended for sale but not previously described and approved in writing by the Trust. Vendors found by the Village Manager to be selling unapproved products for sale at the café must immediately remove these products.
26. All applicants and vendors acknowledge that the Trust will make vendor names and contact details available to interested parties from time to time for promotional and other purposes and all applicants and vendors grant permission for the Trust to use any images or photographs of vendor sites and staff for promotional purposes.

27. The Trust reserves the right on the grounds of fairness to other vendors and aspiring vendors to seek re-application to trade from any vendor who in the opinion of the Trust is inconsistent or casual with OKV trade hours. This action would only be taken on the advice of the Village Manager after consultation with that vendor.
28. All vendors will be required to undergo regular reviews. This will include checking all registrations and certifications are current, checking that approvals have been given for all products that are being sold and that all other requirements as set out in these *Terms and Conditions* are being met. Vendors will be notified in advance of where and when their review will take place, what documentation they will be required to bring, and what the review will be covering. They will be advised of the outcome of the review within one calendar month of the review taking place.
29. The Trust reserves the right to change the *Terms and Conditions* with adequate notification and all changes will be binding on all vendors.
30. *Application to Trade* forms or any query regarding trade at Ōtara Kai Village should be forwarded to:

The Village Manager
Ōtara Kai Village
Email thecommunitybuildersnz@gmail.com

Ōtara Kai Village

Code of Conduct

The Ōtara Kai Village is committed to providing an environment that is enjoyable, safe and secure for all members of the public, vendors, staff and volunteers.

As vendors you will:

- take responsibility for your own behaviour
- model our health focussed principals as much as possible which includes not consuming sugar filled fizzy drinks, McDonalds or any other foods that may be deemed unhealthy while operating in the OKV space or while wearing any OKV attire.
- treat all individuals and property with respect and care
- have awareness for the well-being and safety of others
- be mindful of the surrounding businesses when playing music particularly the doctors surgeries directly across from the café.
- co-operate and comply with the instructions of the Village manager at all times

The following behaviours are not acceptable at the Ōtara Kai Village and may result in disciplinary action being taken with possible suspension of trade.

- the sale or consumption of alcohol, cigarettes or drugs.
- language or behaviour which is offensive be it verbal or written
- failure to comply with Ōtara Kai Village *Terms and Conditions* *

Complaints Process:

In the first instance it is advised that the parties involved seek to resolve the issue between themselves. If this proves unsuccessful the next step is to approach the Village Manager who will undertake to talk with all parties involved to obtain clarity about the situation. The Village Manager will also, where appropriate, consult with the Trust.

****Breaches of OKV Terms and Conditions may result in disciplinary action being taken by the Trust. This action will take the form of firstly a verbal warning for a breach, followed by a written warning for a second breach including a possible suspension of the relevant***

approval to trade. In the event of a third breach by any one vendor the approval to trade granted that vendor will be withdrawn.

Ōtara Kai Village APPLICATION TO TRADE

Venue: Outside 120, East Tamaki Rd, Ōtara

Contact Details:

Name of Applicant:

Trading Name:

Contact Person:

Address:

Phone Number:

Email address:

Business Website/Facebook address: _____

Intended Kai for Sale:

Once vendors are initially or permanently accepted to trade at the market any changes to intended goods for sale will require a separate application.

We encourage you to provide a comprehensive overview of your business and the food you intend to sell as this helps us to make informed decisions. Additional information in support of this application may be provided on a separate sheet. This might include business growth plans, certification, photographs etc.

Kai Prices

The OKV is focussed on enabling families experiencing food insecurity to have dignified access to affordable nutritious food in their neighbourhood. With this in mind we ask that you share the prices you intend to charge for your kai so that we can ensure this fits within our kaupapa.

See overleaf



Please use this page to describe the food and drinks you will sell & the price you intend to sell those items at.

Trading Hours:

It is the Ōtara Kai Villages ambition to be operating 6 days per week throughout the day and evening.

Please advise what days/times you want to operate:

- | | | | |
|------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner | <input type="checkbox"/> Thursday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner | <input type="checkbox"/> Friday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner | <input type="checkbox"/> Saturday | <input type="checkbox"/> Breakfast
<input type="checkbox"/> Lunch
<input type="checkbox"/> Dinner |

Fees:

Fees are at current Ōtara Kai Village rates. Until further notice, those fees are:

The Cafe Vendor fee includes power, water, use of assets in the cafe including the coffee machine and all outdoor tables and 3 stage areas, however extra charges apply for high usage. At this stage we ask that vendors contribute **15%** of their profit made back to the Otara Kai Village to support the sustainability of the space. The can be negotiated between the vendor and OKV.

There is no minimum contract period. Vendor fees are due on a thursday of each following week that you operate, to the Village Manager either online or in person.

Please note prices are subject to change. There may be additional charges during school holidays and for the month of December. These will be communicated closer to the time.

* Please note ALL Free Community Kai distribution events held on site while using the OKV Space and cafe assets is FREE. A separate application form for this is available upon request.

We want to see you succeed

The team at Ōtara Kai Village want to see you succeed. In the future we hope to be able to offer our café vendor access to business support.

To help us find the right people to provide this support, please indicate whether any of the below areas would be of interest to you.

Marketing & Communication

Maori and Pacific Business Support

Business Mentoring

Finance & accounting

Employment & HR

Other ideas:

Please complete and return to:

The Village Manager

Ōtara Kai Village

thecommunitybuildersnz@gmail.com

Following acceptance as a vendor, clearance must be obtained, if required, from Auckland Council to trade at Ōtara Kai Village. Evidence is required that food produced for sale at the Ōtara Kai Village has been prepared in a licensed food premises. A copy of the clearance must be submitted to Ōtara Kai Village.

Statement:

I have read and understand the *Terms and Conditions* and *Code of Conduct* of the Ōtara Kai Village and Trust and agree to abide by them.

Print Name: _____

Signed: _____

Date: _____