

COOMA ROTARY MARKETS

STALLHOLDER AGREEMENT AND INFORMATION

- 1) The Cooma Rotary Markets("the Markets") are held in Centennial Park Cooma NSW, between 8.30am and 1.30pm on the third Sunday of each month. Times may vary, and stallholders should check advertised market start and finish times.
- 2) The Markets are operated by the Rotary Club of Cooma Inc ("Market Management"), with authorisation granted by Snowy Monaro Regional Council to operate markets and use Centennial Park. A copy of the consent is available on the Markets website or from Market Management.
- 3) Entry to the Markets and stall site allocation is at the sole discretion of Market Management. A single stall site is 3x3m in area.
- 4) Site fees are \$25 for single site; \$40 for double site and \$60 for triple site.
- 5) Registered Charities and approved Community Groups may be exempt from site fees. All stallholders must have Public Liability Insurance. The stallholder must provide evidence of a current policy for not less than twenty million dollars(20M) prior to Markets.
- 6) Site Fees Market Day. Cash & Eftpos are acceptable for payment.
- 7) Stallholders may agree to be considered either "Regular" or "Casual".
"Regular" stallholders must notify Market Management if they are **not** attending a market whereas "Casual" stallholders are required to book a site every market.
Bookings and cancellations should be at least **48 hours before market day**.
- 8) All stalls will have sites allocated each month. Every effort will be made for "Regular" stallholder's to occupy the same sites each month "Casual" stallholders will have sites allocated dependent on their stall type and best fit for the market.
- 9) Once accepted as a registered stallholder, bookings requests (or cancellations) can be made via website, email or phone (see "Markets Contact Information" below).
- 10) Stallholders must comply with Market Manager directions associated with market operations, including directions associated with health and safety and vehicular access. Failure to comply may result in ejection from market.
- 11) All stallholder's structures must be erected to manufacturer's specifications and safely secured. Cables and guy-wires must not cause trip hazard. Electrical, gas and other equipment must have relevant standards certification and current safety checks, as required by legislation.

- 12)** It is the responsibility of all stallholders who sell food in any form to comply with any relevant requirements of NSW Government and Snowy Monaro Regional Council food regulations (Council phone 02 64551777). In particular:
- a. All food stalls selling food during the Market shall comply with the NSW Food Authority– Guidelines for Food Businesses at Temporary Events.
 - b. All Mobile Food Vending vehicles selling food at the Market shall comply with the NSW Food Authority –Guidelines for Mobile Food Vending Vehicles.
 - c. All for-profit food stalls or mobile food vending vehicles must submit to Council a copy of their food business registration from their usual local government area place of trade. If Snowy Monaro Regional Council area is the stallholder’s usual place of trade, the stallholder must notify their business details with Snowy Monaro Regional Council prior to selling food.
 - d. All for-profit food stalls and mobile food vans selling potentially hazardous food (i.e. requires temperature control), ready-to-eat and any unpackaged (i.e. **NOT** sold and served in the suppliers original packaging) must appoint a Food Safety Supervisor. A copy of the certificate must be kept at the stall.
- 13)** Vehicular traffic is to be minimised on Park –particularly grassed areas. In particular, the following will apply:
- a. Vehicles movement associated with unpacking and packing stalls are permitted on Park between 6.30am to 8.30am and 1.30pm to 2.30pm.
No vehicle is permitted on Park prior to 6.30am and after 2.30pm.
 - b. All vehicles are to be removed between 8.30am and 1.30pm unless prior arrangements have been made with Market Management. All movement on Park is to be in a clockwise direction. See Map.
 - c. Any vehicles accessing the Park must do so in a safe manner– low speed, aware of pedestrians and complying with Market Management directions.
 - d. Vehicular entry to Park is via Massie St near Public car park entrance (follow footpath onto Park). See Park Map available on website or from Market Management for more detail.
 - e. After leaving Park vehicles should be parked legally in designated parking areas and, if possible away from market area to allow for better market visitor access.
- 14)** You must notify Market Manager of any accidents, incidents and any other problems.
- 15)** If as a result of severe wet weather, Market Management may reduce, re-allocate or, in extreme circumstances, cancel the markets. Market Management will make reasonable efforts to contact affected stallholders using contact information provided.

STALLHOLDER DETAILS

NAME/BUSINESS:

PHONE: EMAIL:

POSTAL ADDRESS:

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STALL TYPE

(Describe goods sold/services provided/Charity/Community Organisation):

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Do you intend to sell food? **YES/NO**

If YES, do you have the appropriate certification? **YES/NO**

PUBLIC LIABILITY INSURANCE

All stall holders must have minimum **\$20 000 000** (\$20M) public liability Insurance?

Name of Insurance Company:

.....

Policy Level (\$):

Current until: /..... /.....

PREFERENCES (Optional)

ATTENDANCE TYPE(Can be changed later):

REGULAR

CASUAL

POWER REQUIRED(limited sites available): **YES / NO**

SITE SIZE : Single 3mx3m

Double: 6mx3m

Triple: 9mx3m

SINGLE

DOUBLE

TRIPLE

I HAVE READ, UNDERSTOOD AND AGREE WITH THE TERMS AND INFORMATION ABOVE

SIGNED..... DATE/...../.....

Please sign this Agreement and return by email or to the Rotary Van on Market Day.

MARKETS CONTACT INFORMATION

Market Manager -Mobile: 0427 280 339

Email: coomamarkets@gmail.com

Website:www.coomamarkets.com.au

The Rotary Club of Cooma values your support of the markets – all profits are returned to the local community. Please visit our website for more information.

Together we can help build a better World.