

Charity Market Terms and Conditions

TERMS AND CONDITIONS	
Market location	Tondoon Botanic Gardens, Area 1, Arboretum Shelter & Oval. First site to the left of the main entrance.
Market days and times	<p>Markets are held on the third Sunday of each month from January to November, unless notified otherwise. The Markets are not held in December.</p> <ul style="list-style-type: none"> • Set up time: from 5.30am • Event time: 7am to 12pm • Set down time: 12pm to 1pm <p>Stalls will not be dismantled prior to the advertised finishing time of the event without prior approval from the managing committee.</p>
Insurance	<ul style="list-style-type: none"> • Stallholders must have current Public Liability Insurance in place before commencement to occupy the stall and cover must be a minimum of \$10,000,000 (ten million dollars). • Stallholders who are operating stalls under the Public Liability cover of another organisation must supply a written authorisation of this fact to the management committee of this market. • Stallholders who sell products to the public, which in any way could injure or affect a customer will have current Product Liability Insurance of \$10,000,000 (ten million dollars) minimum. • Stallholders will need to provide a copy of the Certificates of Currency with the application form.
Licences and permits	<ul style="list-style-type: none"> • Stallholders selling food or drinks, which require a permit, must hold a current and valid permit. • Where a stallholder is required to hold a licence and/or permit to operate they must do so within the requirements of the licence and/or permit. • Where relevant, stallholders will need to present upon request at any time during the event, a certificate of currency and the relevant licence and/or permit.
Power and electricity	<ul style="list-style-type: none"> • If requested stallholders will be placed near a power source. Stallholders using electrical leads or appliances must have current test tags attached and operate the equipment in a safe manner.
Site booking and fee Management	<ul style="list-style-type: none"> • Site fees are \$25 per site for each monthly market. • Payment is to be made on the day of the market. There will be no advance payments accepted. • Bookings can be made in advance of more than one month, however, site fees must be paid on the day of the market. • Payment options are cash or credit card. A fee applies to all credit card transactions.
Cleaning	<ul style="list-style-type: none"> • Rubbish bins are supplied for customer use only. • Stallholders are responsible for the cleanliness of their site and surrounding areas. • Stallholders must take their rubbish with them and not put it in any bins on site.
Marquee	<ul style="list-style-type: none"> • The site is not covered, and stallholders can either provide their own marquee at no charge • Stallholder can also hire a marquee for \$20 per site per market from the event organiser who will deliver the marquee to the site during set up and collect from the site during set down. • If using a marquee, the stallholder is expected to set up and set down the marquee using appropriate safety and manual handling techniques.
Operations	<ul style="list-style-type: none"> • Rotary manages and operates the markets using our volunteers. • Around 80% of all funds received is donated to local community projects, initiatives and other programs, with 20% contributing toward the cost of running the markets.
Parking	<ul style="list-style-type: none"> • Stallholders may park their vehicle near the event site for set-up and set-down. • At all other times, stallholders must park their vehicles in the designated car park. • For safety reasons no vehicles are permitted within the market confines.



Stallholder conduct	<ul style="list-style-type: none"> • Stallholders are expected to behave towards all other parties with respect and common courtesy. • Disagreements between stallholders must be sorted out between themselves in the first instance. If this is not done escalate the matter to event organisers whose decision will be final. • Stallholders who do not conform to the market terms and conditions may be asked to remove themselves from the market and/or may be refused any future bookings at these markets. • The market sub-committee meets the week following the market event. You may contact the sub-committee with any matters for discussion/resolution at the monthly meeting.
Smoking	<ul style="list-style-type: none"> • Under health regulations the markets are a smoke-free zone.
Site health and safety	<p>If there are loose objects or exposed cords and other hazards at your event stall (while setting up, during the event or setting down after the event) this will pose a potential risk of injury to stallholders, patrons and other personnel. When setting up, during, and setting down your stall:</p> <ul style="list-style-type: none"> • Restrain / remove loose objects from heights while setting up, during event, and after event • Notify event organisers if event stall installation is required at a height (refer next section) • Check your event stall area for slip, trip and fall hazards prior to event • Ensure good housekeeping during and after event • All cords and equipment will be maintained to ensure a hazard free zone • Identify and escalate to event organisers any potential hazards outside your stall and in the event area in general
Work at heights	<p>It is important that all event personnel are aware of correct manual handling techniques prior to handling equipment and materials. All event exhibitors will be required to minimise risk of injury from manual tasks:</p> <ul style="list-style-type: none"> • Identify hazardous manual tasks • Assess the risk • Identify and implement controls with a focus on elimination and design • Monitor and review the situation
Gas Cylinders <i>(Used for portable BBQ's / helium balloons etc.)</i>	<p>If you are supplying or using gas cylinder/s at your stall, it is important that the equipment is fitted and used correctly, including safe storage and transport of gas cylinders.</p> <ul style="list-style-type: none"> • If LPG bottles required (i.e. BBQ's) it is recommended to use only 'SwapNGo' gas bottles • Ensure only competent persons fit, use, remove and store gas bottles • Ensure cylinders placed away from direct sunlight and ignition sources • Ensure current gas certificate and storage bottles are within test date
Acknowledgement	<p>The information provided in the Stallholder Application Form is true and accurate. By signing the Stallholder Application Form or checking the box in the online form, you agree to and acknowledge that you are bound by these terms and conditions.</p> <p>Rotary Club of Gladstone Middyay authorised representatives are wholly responsible for the operations of the market event site and they may in their absolute discretion vary and apply exemptions to these terms and conditions for any stallholders and shall make all final decisions on any matters to do with the running of the markets.</p> <p>The Rotary Club of Gladstone Middyay reserves the right to:</p> <ul style="list-style-type: none"> • decline any applications at our complete discretion • refuse entry to the market at their discretion



Rotary

Gladstone Midday

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