

NUNAWADING MARKET REGULATIONS

Market location - Whitehorse Civic Centre, Whitehorse Road, Nunawading
(Melway map 48 G9)

The following regulations are intended to make for an efficient and safe market.

1. Operating Dates & Times

- a. The Nunawading Market will be open on the 4th Sunday of each month from February to November and on the 2nd Sunday in December. (*Twilight Market day.*)
- b. Setting up of stalls may start at 7am on designated sites (*11am on Twilight Market day.*) (*The Market Co-ordinator will be available from 7 am or 11am respectively to help with this.*)
- c. Stalls must be set up and ready to trade by 8.30am (*12.30pm on Twilight Market day*) and may not be packed up before 2pm. (*5 pm on Twilight Market day*)
There will be no vehicle access to sites after 8.30 am (*12.30 pm on Twilight Market day*).
Site-holders who do not comply with these times will risk being excluded from the market.
- d. No market will be cancelled because of bad weather.
- e. Site-holders (*Casual or Permanent*) - please contact the Market Co-ordinator if you can't attend any market. Empty sites make a bad impression on customers.
- f. Permanent site-holders who miss more than three markets in a year will revert to casual status.

2. Rent Payments

- a. The following monthly rates apply:

Outside stalls	Permanents - \$35; Casuals - \$40.
Willis Room & Foyer stalls	\$40 (<i>generally available only to permanent stall-holders - Casuals \$45</i>)
Food stalls	\$40 to \$55 (<i>depending on size, etc.</i>)
- Please make cheques payable to "Arts Nunawading Inc."**
- b. Permanent site-holders must take block bookings of 3 or 4 months and pay for these bookings in advance using the Rent Payment Slips provided.
Permanency may be offered once a stall-holder has a proven record of attendance and there is a vacancy. Permanent sites are usually offered at the end of each year for the next year.
- c. All site-holders must pay all rent due before they leave the market.
- d. No refunds will be made.
- e. The \$35 payment that must accompany each application for a market site will be offset against the first month's rent if the application is accepted; if not, the payment will be refunded.
- f. Casual site-holders must reapply for each market and applications must be received by 15th of the month, except in December, when it is due by 1st December. Late applications may not be considered for that month's market. Casual site-holder applicants will be notified whether or not their applications have been accepted and a site allocated about one week before the market being applied for.
- g. **Late Fee** - a late fee of \$10 will be payable by permanent site-holders whose rent is not paid within 30 days of the due date.

3. Quality Control

- a. The Market Co-ordinator has sole responsibility for quality control over goods on sale, which must comply with the "Make it, Bake it, Grow it" philosophy of the market. Sale of commercially-made products is not permitted. Stall-holders must be the maker of the final products on sale.
- b. Site-holders are not permitted to sell goods other than those approved by the Co-ordinator.
- c. Copying another site-holder's products or sale of commercially made products is not allowed.

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4. Sites

Allocation of sites is at the sole discretion of the Market Co-ordinator. At times it may be necessary to re-organise the layout of the market to maximise its effectiveness. Permanent site-holders will be notified in advance of any changes. Casual site-holders may be allocated different sites from market to market.

5. Site-holders' Equipment

Site-holders must provide their own trestles, tables and other equipment they need to operate efficiently. No equipment is available for hire from the organisers.

Please write the size of your shelter on your Application Form to help with appropriate site allocation - no site is larger than 3m X 3m.

6. Parking

- a. Only site-holders on open-air car park sites can park their vehicles on their sites.
- b. **To ensure emergency service vehicle access to buildings - no double parking .**
- c. After goods are unloaded, move your vehicle by 8.30 am to an officially designated space at the rear of the City of Whitehorse council chambers complex. Any site-holder or helper found parking his/her vehicle other than in the designated area will be removed from the Market and any fees paid in advance will be forfeited.

7. Rubbish

- a. If your site has rubbish on it when you arrive, immediately notify the Market Co-ordinator.
- b. There are large rubbish bins placed around the market, please use them.
- c. Site-holders must remove all rubbish from or adjacent to their sites. If site-holders don't leave the market area clean, the City of Whitehorse will charge us to do it. This will mean an increase in site fees.

8. Safety of Property

Site-holders **must**:

- a. **not** cause damage to lawns, plants and garden beds, destroy or remove plants;
- b. **not** spill or pour hot water on the lawns;
- c. **not** stack goods on garden beds or on walkways, or stand on garden beds;
- d. **ensure** that umbrellas and shelters won't blow away; a solid metal base for an umbrella pole is needed, a plastic base containing water doesn't provide stability in strong winds;
- e. **not** use tent pegs, as they damage the in-ground watering system, use weights instead; *(if the in-ground watering system is damaged, the stall-holder will be held responsible and required to pay for repairs, currently about \$150);*
- f. **ensure that power cabling is waterproof and has been tested and tagged by a person authorised to do so.** Cables must not cross walkways or driveways and adhesive tape on walls is prohibited.

9. Food Safety

- a. Food Vending Vans must carry a registration certificate issued by the Municipal Council for the area in which it is garaged.
- b. Food Stalls and Vending Vans must comply with the Regulations of the City of Whitehorse Environmental Health Department, this includes obtaining a permit to operate a temporary food premise *(contact City of Whitehorse Environmental Health Officer – 03 9262 6382).*
- c. Home cooked goods and produce offered for sale must be prepared in a Registered Kitchen, and be wrapped & labeled with the stall-holder's name & address.

10. Sub-letting

Sub-letting of a site will not be permitted. Sites cannot be shared without written approval.

Please comply with these simple and commonsense rules.

Failure to do so could result in market closure.

Tina Bove Market Co-ordinator (Tel: 0412 324 249)