

Baranduda Community Centre Stallholder guidelines



The Baranduda Community centre together with its advisory committee are now holding the Baranduda community markets. The markets are aimed at showcasing the diverse talents, goods and services that are created and promoted by locals in and around our community. Markets are also a great way to bring the community together. Being in the heart of Baranduda, the markets offer a morning of browsing and shopping - plus you can meet a diverse range of community organisations and services that are available to us all.

The market will be held in the Sage Court car park. Sites are available for stallholders to showcase their goods and services. Locals and visitors are encouraged to stroll to the market from their homes and visit all the main attractions. Baranduda welcomes visitors popping by who love a good market. We are sure they will enjoy placing our town on their market calendar.

Location: Sage Court car park, Baranduda VIC 3690
Website: wodonga.vic.gov.au/community-services/community-centres/baranduda-cc.asp
Facebook: facebook.com/BarandudaCC/
Site: Contact centre Co-ordinator for stall information on (02) 6020 8643
Office hours: Monday to Friday, 9am to 3pm
cbaranduda@wodonga.vic.gov.au

Stallholder bookings:

A booking form is attached and must be completed with all relevant details, appropriate documentation (including copies of your insurance documents) and the description of the products you will be selling. The site holder guidelines, are detailed below.

Stallholder parking:

- Car parking within the immediate area is limited. We will be encouraging locals to leave their cars at home and walk to the market, which will promote healthy activity and reduce congestion.
- Stallholder vehicles must only be moved during set-up and pack-down, and not during the market. We ask that you please be mindful of our local neighbours: adhere to council parking guidelines and don't block local driveways.
- Car parking for stallholders will be available in the Edge Aquatic Centre Car Park, adjacent to the market site.

Insurance:

Stallholder public liability insurance is a requirement. Insured traders must show a certificate of currency from their insurer and it must be a minimum \$10 million cover.

Public liability insurance is available for purchase through Baranduda Community Centre for stallholders who do not hold their own policy. The premium for this cover is \$32 and will cover any stall at the Baranduda community markets within a 12 month period. This premium does not cover any other markets that the stallholder may participate in within the region. All items for sale or promotion must remain inside the booked site boundaries.

Equipment:

Baranduda community markets do not offer equipment such as marquees, tables, trestle tables, partitions or chairs. Market stallholders are required to supply their own set-up equipment for the stall site.

Hours:

Opening hours are:
Set-up: 9am to 9.30am (January: 2pm)
Market hours: 10am to 2pm (January: 4pm to 9pm)
Pack-down: 2.30pm to 3pm (January: 9.30pm to 10pm)
(subject to change)

Weather:

The market will be held on the specified day - rain, hail or shine.

Laws:

Stallholders must comply with all laws, regulations and requirements of local, state and federal laws. Please ensure that you carry and clearly display appropriate licences, for example food handling or second-hand dealers licence. As with other markets, stalls could be subject to checks from various authorities including Agriculture Victoria, Office of Fair Trading, Wodonga Council, health departments, etc. Please familiarise yourself with the latest *Trade Practice Acts* of Victoria in order to conduct yourself as a responsible trader. All food stalls must have Streatrader Licence.

Raffles:

Stallholders must not conduct raffles or competitions without the knowledge of Baranduda community markets.

Stallholder fees and payment:

The stallholder fee is \$25 per market. Once your booking request is accepted, full payment must be received to confirm your booking. Evidence of insurance or payment of insurance coverage is required at this time as well. Payment must be made by site holders at least a fortnight before the market.

Cancellations:

10 per cent of the stall holder fee will be retained should you need to cancel your booking. If you cancel after close of business the Wednesday prior to a market, your entire site fee will be forfeited.

Waste removal and recycling:

All stallholders are responsible for the cleanliness of their site and surrounding areas. If your stall provides samples using containers or sticks and food/sweets, please ensure that you supply the appropriate devices for waste.

All waste must be removed from your site and placed in bins provided. It is the stallholder's responsibility to leave their site and surrounds clean before departure. Baranduda community markets actively supports the environment, encouraging waste minimisation and recycling and the use of recyclable materials.

Food and beverage stalls:

- All food and beverage stallholders must strictly observe all requirements under the *Public Health Act* and local council by-laws concerning the preparation, storage, display and sale of food and beverages. It is expected that they comply with all safety regulations having obtained all relevant permits from the appropriate authorities.
- All products for sale must be clearly priced by the use of ticketing, display cards or on product packaging.
- All food vendors are responsible for removal and disposal of any bulk waste. Cardboard boxes are to be flattened and removed from the Market area as we do not have provision for large waste removal. Failure to do so will result in a waste removal charge or you may be reported to the authorities for illegal dumping of rubbish.

Fresh produce:

Such as fruit/vegetable and gourmet food; please have your Streatrader paperwork available for view and supply a copy with your application.

A new State of Trade is required for each market and must be submitted at least 21 days prior to markets date (depending on food Class)

<https://streatrader.health.vic.gov.au>

Alcohol:

Stall holders must not consume alcohol during the running of a market. The public may be given small tastings of alcohol for the purpose of making a sale. Stallholders selling alcohol must have the relevant licenses from both the police and local council, copies of which must be supplied with the site booking.

- Disposal of grey water is your responsibility and

must not be let run off within the Baranduda Community Center or Park grounds.

- All site holders are to clearly display all required licenses/certificates, etc.
- All heating appliances/ fryers, etc. are to be out of the reach of the public.
- All electrical appliances and leads are to be regularly inspected by a qualified electrician for compliance with OH&S requirements and tagged accordingly.

Dangerous goods and compressed gasses:

All gas bottles, appliances and lines are to be regularly inspected by a qualified person for compliance with OH&S requirements and tagged accordingly. Site holders must not keep more than 1 litre of flammable liquid in an approved container and/or keep more than two cylinders of LP gas not exceeding 25 litres, and secure any cylinder of inert gas to prevent dislodgement.

- Please ensure that the set-up of your area complies and adheres to OH&S guidelines set by Victorian Government departments.
- Cleaning, hygiene facilities and hot and cold storage facilities are to be provided by the site holder.
- Appropriate fire extinguishers are to be provided by the site holder and on hold at all times.

Entertainers:

- All electricians are to be regularly inspected by a qualified electrician for compliance with OH&S requirements and tagged accordingly. This is your responsibility.
- All entertainers and groups with activities that require physical participation must provide their own relevant public liability insurance. Insurance cannot be extended from Baranduda community markets to entertainers.
- Depending on the activity, adequate communication and negotiation will be required to discuss the right site for your activity to ensure public safety, ease of operation and access for your vehicle.
- Where required, entertainers must be able to provide their own electricity by way of a generator.
- Buskers are welcome and are required to adhere to local council regulations and the site holder agreement.
- Sites will be subject to checks from various authorities as mentioned above.

Site application form

Please complete all relevant sections and ensure you have read the Stallholder guidelines.
Any questions please phone the Baranduda Community Centre on (02) 6020 8643, Monday to Friday, 9am to 3pm.

Business name:	
Contact name/s:	
Email:	
ABN:	
Web address:	
Facebook URL:	
Mobile:	
Phone:	
Postal address:	
Market date/s	Twilight Market, January 21, 2018 Autumn Market, April 22, 2018 Winter Market, July 22, 2018 Spring Market, October 21, 2018
Please describe what you wish to promote or sell (please attach images of your products).	
Site details: All sites are 3m x 3m approximately. Site fee : \$25	
Insurance: Own Public Liability Insurance or purchase from Baranduda community markets: \$32	
Permits and certificates (please attach Streatrader)	
I have read, understand and agreed to the conditions of the Stallholder Guidelines. I certify that the information that I have submitted above is true and accurate.	
Print name:	
Signature:	
Date:	
Indemnity: The stallholder indemnify Baranduda Community Centre and Baranduda community markets against all claims, demands, liabilities, losses, damages, costs and expenses incurred in respect of any injury or damage sustained by any person resulting from or arising out of the site holder's use of the site in the course of the market.	

Office Use Only:

COW PLI: Yes No

PLI Expiry:

Streatrader Required: Yes No

Notes: