

Surry Hills Neighbourhood Centre



Surry Hills Markets Terms and Conditions



Revised November 2008

1. Surry Hills Markets

Welcome to the Surry Hills Markets. It is the responsibility of all stallholders to read this document carefully.

The making of a booking implies the acceptance of all the terms and conditions – copies of which will be available to all stallholders.

The Surry Hills Markets are run by the Surry Hills Neighbourhood Centre Incorporated, hereafter known as SHNC, a not for profit community organisation managed by members of the community and part of the Surry Hills community for over 25 years.

The markets are held on the first Saturday of every month in **Shannon Reserve, on the corner of Foveaux and Crown Streets, Surry Hills** and in the Collins Street Shared Zone next to the Clock Hotel. Market hours are from 7.00am to 4.00pm.

1.1 General terms and conditions for stallholders:

- **Goods sold must be hand made, recycled or second hand – new goods are limited and at the discretion of the Co-ordinators only**
- No stalls in the soft-fall area of the children's' playground;
- No vehicles are allowed to enter the grassed area of Shannon Reserve;
- Handbills shall not be distributed in the Market area;
- Market activity must be contained within the Reserve, and must not extend onto the footpaths surrounding it;
- No amplified music is permitted;
- No alcohol shall be sold;
- Use of non-silenced generators is prohibited; and
- Offending behaviour, including drinking alcohol (Shannon Reserve is situated in an alcohol free zone) could result in the stallholder being asked to leave the park



2. Stalls

2.1 Stalls and Allocation

- Location and allocation of stalls is at the discretion of the Market Co-ordinator and the Assistant Market Co-ordinator;
- Stallholders must set up in the space they have been allocated and remain in their specified site irrespective of weather conditions;
- Sale of food shall comply with the provisions of the 1989 Food Act and with Council's regulations for Temporary Food Premises and will meet the requirements of the Health and Community Services Dept. In particular, food stallholders must obtain a permit from the City of Sydney Council for the day of the Market; and
- All stallholders must be packed up and off the Reserve by 4.30pm, failure to comply will result in a warning, repeat offenders will result in future attendance being refused.

2.2 Booking and Payment Methods

Permanent Stallholders

- Pre-pay for their monthly stall in advance, no cancellations accepted;
- Payment must be by EFTPOS or postal order; refusal will have permanent stallholder entitlement revoked;
- Stall fees must be paid in the office by 11.00am;
- Subletting of stall's is not allowed other than in cases of illness/ bereavement or other special circumstances as arranged with the Co-ordinator, fees must be paid to the Market Co-ordinator under the name of the stall operator;
- Must possess current Public Liability insurance; and
- Must be on site by 8.30am otherwise stall will be allocated to a casual for the day. Permanent stallholder will still incur the full cost of the stall

Casual Stallholders

- Payment for casual stalls must be provided on morning of market before allocation of stall;
- Preferred method of payment is EFTPOS or postal order;
- Must provide copies of Public Liability Insurance;
- If no insurance must pay \$15 to be covered by the SHNC policy for the day; and
- Casual stallholders can be placed on a waiting list for a permanent stall

2.3 Prices (including GST)

Stall cost	\$ 60.00
Food Stall	\$110.00
Public Liability Insurance	\$15.00



2.4 Waste and Rubbish Removal

- Stallholders are responsible for the removal of their rubbish from the market area. Failure to do so may result in a ban from future markets;
- Unsold goods and packaging must not be left behind and is not to be placed in rubbish bins; and
- The Co-ordinator and Assistant Co-ordinator will monitor the removal of rubbish and stallholder attitudes to rubbish. The rubbish collection is not a free service.

2.5 Wet Weather Policy

The markets are held each month regardless of weather. If a permanent stallholder does not attend due to wet weather they are still liable for the full cost of the stall for that month. These fees will need to be paid at the next market. Failure to adhere to payment of outstanding fees will result in loss of permanency.

3. OH&S

The Market Co-ordinator and the Assistant Co-ordinator are responsible for ensuring OH&S guidelines are met and are authorised to take any action regarding stalls, stallholders and the public when it is considered to impact upon the safe and efficient running of the Market.

The Surry Hills Markets must also comply with guidelines and regulations set down by City of Sydney Council.

4. SHNC Management Committee

The Management of SHNC has the right to vary the conditions at any time. Failure to comply with these conditions will have permanent stallholder status revoked or future casual status denied.

I have read these terms and conditions and agree to abide by them.

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Leeanne Lightfoot
On behalf of SHNC

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Stallholder

