



## TERMS AND CONDITIONS

### Introduction

Lakemba Community Market (LCM) is an activity of Canterbury City Community Centre (4CS). The 4CS is a not for profit Organisation which provides a diverse range of services across the Inner West – including in our home suburb of Lakemba.

All funds raised from hire of stalls go to support the Centre's activities and programs. The aim of the market is to provide a space for local individuals/small businesses to sell their unique wares, as well as provide an opportunity for the community and visitors to come together and enjoy Lakemba's vibrant diversity. The market operates the first Saturday of the month (except Public Holidays) at Jubilee Reserve Lakemba from 10am – 4pm.

It is the responsibility of stallholders to read these Conditions of Trade carefully before applying for a stall at LCM. It is assumed that when a stallholder has completed an application form, they have read and agreed to these Conditions.

### Selection Criteria

- Priority will be given to applicants that live locally, make or import quality and unique goods that reflect the cultural diversity of the area.
- A limited number of food stalls are permitted and must comply with Canterbury City Council's and NSW Food Authority Guidelines (See special guidelines for food stalls)
- A small number of 2<sup>nd</sup> hand stalls are available each week for people wishing to sell second-hand clothing, household goods, etc.
- One stall will be available for Not for Profit Organisations to hire at a reduced rate each week.
- Except under special circumstances, approved by management, one stallholder is entitled to one stall only. This is to maximise the variety of stalls.

### Stallholder Applications

People wishing to apply for a stall at LCM must complete and sign a stallholder application form. To complete this form and register for a stall, stallholders will require:

1. Proof of identity and address – ie utility bill, passport, drivers license, etc
2. Public Liability Insurance Certificate of Currency to the value of \$10M (General and 2<sup>nd</sup> hand stalls are able to purchase Public Liability Insurance from 4CS for the day for \$10)
3. Photos or product samples to be sighted by the Market Manager.
4. Applicants will be notified the outcome of their application by email. If successful, you will need to provide payment for your stall to guarantee your stall. Latest day for

payment is the Tuesday prior to Saturday market. You will then be given a stall number and information you need to trade on the day. If not successful, you will be placed on a waitlist and notified if a space becomes available.

- Stallholders are not permitted to trade at the Market unless they have completed and signed an application form which has been approved by the Market Committee and paid their stallholder fee.
- It is the responsibility of Stall Holders to ensure that the Market Co ordinator has current and up to date contact details for Stall Holder mobile phone and email. Any changes must be advised to the Market Co ordinator by email to [markets@4cs.org.au](mailto:markets@4cs.org.au).

### **Fees and Payment Method**

- All Stall Holder fees are listed in the Stall Holder Application Form.
- Stall fees will be reviewed annually.
- **Payment Method**

#### **1. By cash – in person**

Please come to Canterbury City Community Centre, 130 Railway Parade, Lakemba, between 10 am to 2 pm.

#### **2. By Bank Transfer:**

BSB: 032 065

Account no: 218 939

Account name: Canterbury City Community Centre Inc

**Please put your name as a reference.**

### **Refunds**

- If you decide not to go ahead with your stall, refunds for stalls are possible if written notice is given to the Market Co ordinator at [markets@4cs.org.au](mailto:markets@4cs.org.au) by 3pm Tuesday prior to the Saturday Market. If not received by this time, no refund will be given.
- There will be no refunds or transfers to stallholders who do not turn up on the day.
- If the market is cancelled due to extreme weather by the Market Manager, stall fees will be rolled over to the next market, or a refund can be requested.

### **Stall Set Up/ Trading Hours and Packdown**

- The Market setup will commence at 8am. All stalls must be set up and ready for trading by 10am.
- Stallholders who fail to occupy their allocated stall by 9.30am may forfeit their stall booking. The Market Manager has the right to allocate the site to another stallholder. The stallholder will not be entitled to a refund of stall fees.
- Stallholders will be notified by the Market Manager of their stall number and location once payment is received. Please note vehicle access to the Market is limited for food stalls. All other stallholders will be required to unload and walk their goods to their stall site.

- Trading hours are between 10am and 4pm.
- Stallholders are required to continue to trade until the market closes at 4pm. Stallholders are not permitted to pack up and leave before 4pm.
- At 4pm stallholders must stop selling and promptly pack up their stall. No trading is permitted after 4pm.

## **Traffic Management**

- Vehicles are not permitted on the Market Site, with the sole exception of Food Stallholders, emergency vehicles, ie police, fire, ambulance.
- Stallholders must comply with the allocated set up and pack down times as well as the allocated street from where they can unload their vehicle. These details will be provided by the market manager before the market date.
- It is recommended that stallholders park along North Railway Parade to provide parking for customers to the markets.
- Stallholders must abide by any instructions of the Market Manager or other market assistants regarding vehicle movement and parking in and around the public streets, and carparks in the immediate area of Lakemba Community Market.
- Stallholders must not park illegally, block roadways, park in driveways, use or park in emergency roads or queue across traffic intersections or otherwise hinder traffic in the streets around the Market Site.
- Stallholders must observe and obey all general public parking regulations.

## **Stall sites and Structures**

Stall sites may vary in size due to the nature of the market but will generally be 3x3m.

- Stallholders do not have the right to an ongoing future allocation or claim of a stall site in a particular location, however they may request particular locations on the Market Site.
- Stallholders must set up their stall site in the location directed by the Market Manager and must confine their site structures, displays and merchandise within their allocated site.
- One trestle table will be supplied to stallholders as part of their stallholder fee (General and Second Hand Stalls only) All stallholders are required to supply all equipment necessary for their stall setup and operation including shade structures such as gazebos no larger than 3 m x 3m.
- Stallholders must ensure that all equipment brought onto the market site is in a clean and tidy condition and has been manufactured and erected in a safe manner.
- Stallholders are responsible for the safety of their stall and display equipment which must be weighted and secured against any wind gusts. Safety checks will be randomly made by market staff.
- Stallholders must weight down all temporary stalls/gazebos according to best practice (15 kg weights or similar on four corners of stall – sand bags or water containers can be

used). Stall structures will be checked each week for compliance prior to being permitted to commence trading.

- LCM will be subject to regular inspections by City of Canterbury Officers. Stall Holders must act immediately on instructions or requirements issued by Council Officers.

## **Products and Services**

- Stallholders may only sell or promote products at the Market that have been approved by the Market Manager. To vary the Approved Products, the Stallholder must obtain written permission from the Market Manager before those products are traded at the Market.
- The Market Manager has the right to withdraw any items from sale or cancel a Stallholder's approval to occupy a stall at the Market if the merchandise offered for sale is substantially different from the approved product, hazardous or illegal.
- Stallholders are not permitted to sell offensive, illegal, prohibited, counterfeit or unauthorised goods, nor items and services of an 'adult' nature. This includes items not in accordance with the relevant Australian Standards.
- It is the responsibility of the stall holder to make sure their products comply with the relevant Australian Safety Standards.

## **2<sup>nd</sup> Hand/Trash and Treasure Stalls**

- The 2<sup>nd</sup> hand corner provides an opportunity for the community to have an affordable stall to clear out their household items/clothing, etc they no longer want.
- This opportunity is available to individuals for 5 stalls per year.
- A trestle table is provided and Liability Insurance is included.

## **Food Stall Holders**

- Must have product and public liability cover.
- Hot food stall operators must have a Food Safety Supervisor Certificate.
- Stalls must comply with NSW Food Authority; Guidelines for Food Businesses at Temporary Events. A copy of this can be provided to you.
- If you are interested in having a food stall please discuss with the market manager.

## **Noise and Electricity**

- No electricity is provided at the market
- Stallholders must not use any amplification device for sound and music on the market site.

## **Waste Management**

- Stallholders are responsible for the removal of their stall waste from the Market Site.

- Stallholders must not use the bins provided by LCM for the public.
- Stallholders must not use Canterbury City Community Centre rubbish bins.
- At the end of the day stallholders must ensure that their market site is clean and clear of rubbish.
- LCM discourages the use of plastic bags and packaging. All stallholders are encouraged to use environmentally friendly packaging including paper bags, and biodegradable plates and cutlery.

## **Weather**

- Lakemba Community Market is an all-weather market, and will operate during wet and windy weather conditions.
- Stallholders who choose not to trade due to weather conditions, and it has been decided that the market will proceed, will not be entitled to a refund of their stall site fees.
- LCM will not be held responsible for any loss or damage to stock, or any other damage or injury as a result of a Stallholder's decision to set up and trade in adverse weather conditions.
- Stallholders are responsible for the supply of their own tarps, covers and other wet weather protection equipment.

### **Cancelled Markets –Extreme Wet Weather Conditions**

- If there has been extreme wet weather or extreme and dangerous weather conditions are forecast (as advised by the Bureau of Meteorology) the market will not operate.
- The decision to cancel a market will be made by the Market Manager by 5pm the day before the market at the earliest; or by 8am on market morning at the latest.

#### **How will it be communicated?**

A cancellation notice will be:

- posted immediately on Canterbury City Community Centre's facebook page; and
- forwarded by SMS to all stallholders.
- The Market Manager will attend the site as per usual, and advise any stallholders who arrive that the market has been cancelled due to extreme weather conditions.
- In the case of a cancelled market, LCM will roll over stallholders' registrations to the next market. Refunds will be offered where stallholders cannot confirm their subsequent date of trade.

### **Code of Behaviour for Stallholders**

- Stall holders are expected to have a positive and friendly attitude to other stall holders and the public. Our aim is to hold a market to that buyers love to come to and the community enjoys. Stall holders should be caring towards each other and the public.
- Stall Holders are responsible for the behaviour of any persons helping out on their stall, including family members.

- Any stallholder who abuses, physically or verbally, a member of the public, another stallholder, market staff or volunteer will be excluded from trading at future markets.
- Stallholders may not transfer or sublet their stall to another stallholder.
- Stallholders must notify management of any changes or additions to the originally approved product.
- Stallholders are required to remove all rubbish and material related to their stall from the site at the end of the day.

## **Complaints and Feedback**

- Stallholders should raise any concerns they have with the Market Manager.
- Grievances between stallholders should be raised with the Market Manager, who will record the information, make a decision and notify stallholders involved.
- If a stallholder is concerned about a decision the Market Manager has made, they may write to the CEO of Canterbury City Community Centre. In responding the CEO will take into consideration the individual grievance of the stallholder, a report from the market manager and any broader implications for the market and effective operation of the market as a whole.

## **Contact Details**

### **Market Manager**

Tel: 9750 9344

Mobile:

Email: [markets@4cs.org.au](mailto:markets@4cs.org.au)

Address: PO Box 66, Lakemba, NSW 2195

### **Liz Messih – CEO Canterbury City Community Centre**

Tel: 9750 9344

Email: [ceo@4cs.org.au](mailto:ceo@4cs.org.au)

Address PO Box 66, Lakemba, NSW 2195