



MOUNT WAVERLEY VILLAGE MARKET

STALLHOLDER APPLICATION FORM

This Market is operated by Mount Waverley Rotary. The running of the market is coordinated entirely by volunteers and all funds raised from the market goes towards worthy causes in the local community.

INFORMATION FOR STALLHOLDERS

1. APPLICATIONS

- Applications must be submitted to the market coordinator for approval prior to the day of the market.
- Applications must include all required permits and insurances.
- Acceptance and non-acceptance of applications will be at the sole discretion of the market coordinator.
- Stall rental and position is completely at the discretion of market coordinator.

2. MARKET DAY SCHEDULE

All new stallholders with approved applications must report to the Market Coordinator, (dressed in Fluoro Vest), at the Rotary BBQ Van prior to setting up.

7:30am	All stallholders to arrive through specified market entrance and begin set up. Stall holder vehicles to be guided in by a Rotary official on duty.
7:30am – 9:00am	All stallholders to set up. Stallholder vehicles to be guided out by a Rotary official on duty.
9:00am	Market officially opens.
1:30pm	All stallholders to begin pack up. Stallholder vehicles to be guided in by a Rotary official on duty.
1:30pm – 2:30pm	All stallholder to begin pack up. Stallholder vehicles to be guided in by a Rotary official on duty.
2:30pm	Market officially closes. Stallholder vehicles to be guided out by a Rotary official on duty.

*Refer to traffic management section for vehicular management guidelines.

3. APPROVED PRODUCTS WHICH CAN BE SOLD AT THE MARKET

The types of products you can sell at the market are only limited by your imagination!

- Fruit & Vegetables, Eggs, Jams, Chutneys,
- Coffee, Hot Food (See Monash Permits)
- Baked Goods, Cakes, Biscuits, Macaroons (See Monash Permits)
- Woodwork, Furniture, Candles, Melts
- Plants, Flowers, Seedlings, Bulbs
- Arts, Craft, Jewellery, Fashion (adults/children),
- Knitted Goods, Embroidery
- Home Baked Dog Biscuits/Food
- Good quality home goods

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marketcoordinator@mountwaverleyrotary.org
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4. PROHIBITED GOODS

- Goods which infringe any copyright or registered trade mark
- Alcohol, Cigarettes, any goods or merchandise that cannot be sold by law

5. STALLS

- Stallholders must supply their own marquee, table, chair, promotion signage
- Stallholders must set their stand up in a bright, attractive and professional manner (this market is not trash and treasure)
- Stall spaces under cover along footpaths are limited and are generally occupied by permanent stall holders. Please check with market coordinator for availability of these spaces when booking your stall.
- There is no access to power, gas or water supply.
- There is access to public toilets in the car park.
- The allocation of all stall spaces is at the sole discretion of the market coordinator.

6. FEES

- 1 stall space = \$20
- Multiple stall spaces are charged at multiples of the base stall fee.
- A Rotary Member will visit your stall after 9.30am and collect stall fees.
- The fee does not provide insurance (see Licences & Permits).

7. ADVERSE WEATHER/LOSS OF INCOME

- The Club shall not accept responsibility for any losses by stallholders arising from any cause whatsoever and not limited to weather, storm, tempest, earthquake, vandalism, riot or disturbance, lack of public attendance etc.
- The market will operate in varying weather conditions and stallholders must be prepared for differing adverse weather eg Hot or Wet
- Upon A Code Red day being called by the applicable fire authority/authorities, the market will not operate.
- At the discretion of the coordinator the market may close earlier if conditions are extreme.
- No refunds will be given.

8. PERMIT FOR SELLING FOOD AND DRINKS

- Stallholders selling any foodstuff must operate to the satisfaction of the City of Monash and Council's Guidelines for Sale of Food by Charitable and Community Organisations, Markets Street Stalls.
- Stallholders must apply for a Streatraders permit and produce "A Statement of Trade" issued by Monash Council. Application forms can be found on line.
- <https://streatrader.health.vic.gov.au/>

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9. INSURANCE

- All stallholders must maintain public liability insurance to satisfy a minimum cover of \$10 million.
 - All stallholders are responsible for their own public liability insurance.
 - Stallholders are responsible to cover themselves from any claims which may result from a public liability claim which may relate to the stallholder's activity. The stallholder indemnifies the Club and shall keep the Club indemnified in respect to any demand, claim, action, proceeding or strike arising directly or indirectly from the stallholders' occupation of the allocated site within the market.
 - Stallholders are not covered by the insurance of Rotary Club of Mount Waverley
- Some recommended Insurance providers
- <https://www.finder.com.au/public-liability-insurance-for-market-traders>
 - <http://auzi.co/2qKEmVm>

10. HEALTH, SAFETY & ENVIRONMENT

- Stallholders are responsible for the safety of the public within their allocated stall area and for the safety of products sold.
- Stallholders must ensure that all marquees, umbrellas, tables, display boards, etc are adequately secured. Sandbags/plastic water containers/marquee weights may be used as hold downs. Marquees without weights will not be accepted.
- Stallholders must complete an "Incident Report Form", (available from the Rotary Duty Office at the Rotary Van on site) for any accident or incident involving third parties
- The market is a smoke free zone.

11. POWER/GAS EQUIPMENT

- Where stallholders are using gas appliances, they must ensure the appliances are approved and in date.
- Stallholders using gas appliances must complete the ESV (Energy Safe Vic) self-checklist prior to trading at each market and if inspected by a representative form ESV, must have it on site.
- Stallholders using gas appliances/generators for electricity, must have a suitable fire-extinguisher or fire blanket on site.
- It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their equipment.

12. PERMANENT STALLHOLDERS

- Must attend a minimum of 8 of the total 11 markets held per year.
- Maintains a permanent stall space upon minimum attendance.
- Stallholders attending less than 9 markets per calendar year cannot be guaranteed a permanent stall space.
- A permanent stallholder must inform market coordinator of cancellation 3 days prior to a market.

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13. BOOKINGS AND CANCELLATIONS

- All non-permanent stallholders must book a market space approximately 1 week prior to market being held in order to secure a space.
- Cancellations must be reported to market coordinator 2 days prior to market.

14. STALLHOLDERS CODE OF CONDUCT AND RESPONSIBILITIES

- Stallholders must provide courtesy and respect towards other stallholders & their products, members of the public and representatives of Mount Waverley Rotary.
- Mount Waverley Rotary encourages and fosters a culture of support between all stallholders. Any abusive, threatening or offensive behaviour by stall holders towards other stall holders, members of the public or members of Mount Waverley Rotary will not be tolerated.
- Use of alcohol, drugs and smoking is prohibited within the boundaries of the market whilst in operation.
- Stallholders must respond cooperatively to direction given by market coordinator in relation to position of stalls, operating times, security and safety nature.
- Mount Waverley Rotary encourages a variety of stall products which may in cases include multiples of the same by various stallholders. Stall holders to note that no restrictions apply to limit stalls selling the same products.

15. SOCIAL MEDIA

- Stallholders must not post a comment or content which is or could be reasonably be considered to be: unlawful, discriminatory, vilifying, menacing, harassing, offensive, threatening, stalking violent, obscene, defamatory, infringing of intellectual property rights, misleading, false, deceptive, fraudulent or spam.
- We encourage stallholders to post about their stalls at our market and tag Mount Waverley Village Market. Please use the following handle for Facebook and Instagram: @mountwaverleyvillagemarket
- We will endeavour to share your posts onto our page.

16. CLOSING AND CLEAN UP

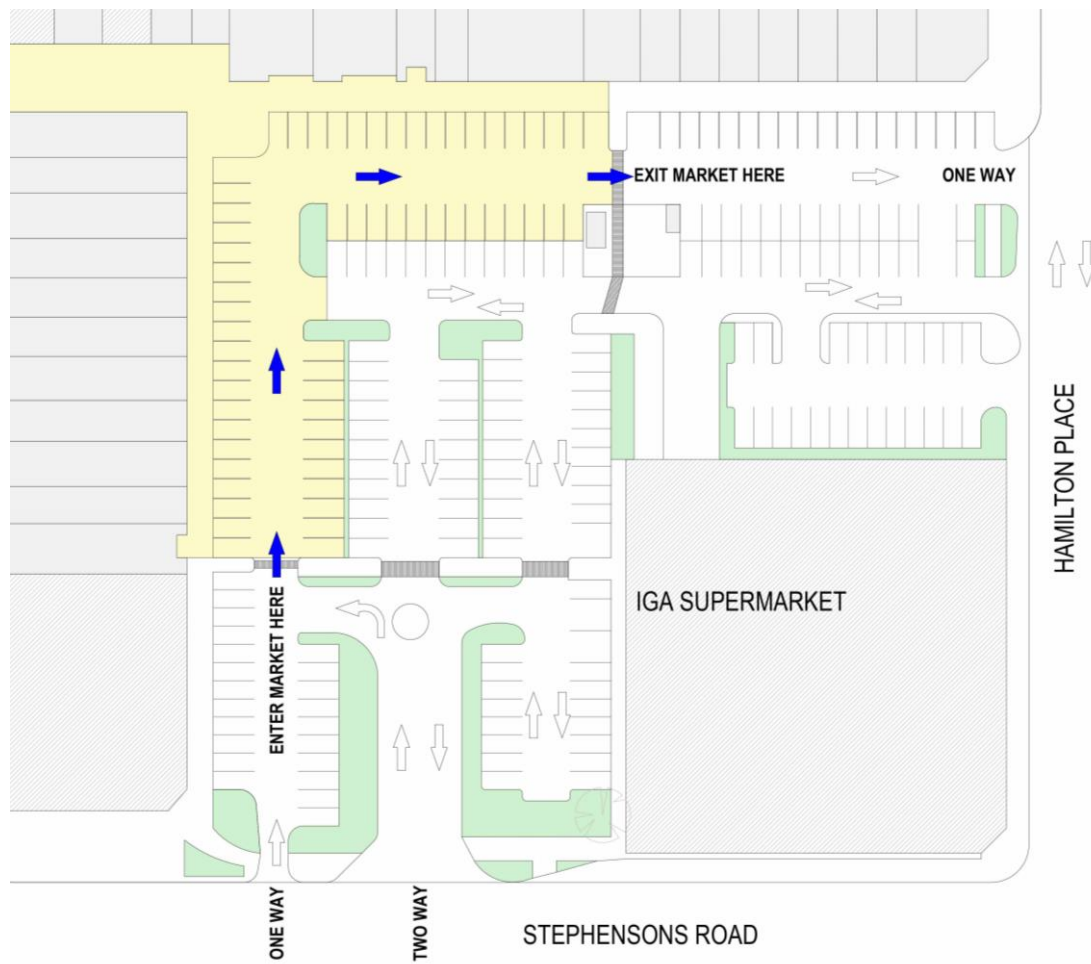
- Stallholders are required to remain until official closing time of market (3pm)
- Stallholders must pack up and vacate the area by 3.00pm
- Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged.
- Bins in the area are only provided for general public use, not stallholder's rubbish.
- Stallholders must arrange to take away any rubbish produced during the stall operation.

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17. TRAFFIC MANAGEMENT

- Stallholders are not permitted to park vehicles within the boundaries of the market during the times of operation.
- Vehicular entry into the market must be through entrance towards Stephenson’s Road.
- Vehicular exit out of the market is through exit towards Hamilton Place.
- Must follow one way road signs through the market.
- Must drive within the market area at a safe speed of not no more than 5 kmph
- Vehicles are not permitted to move within the market area 30 mins prior to market opening.
- Vehicles must at all times be guided by a Rotary official.
- Vehicles are not permitted to remain in the market area during market operation times.
- Stallholders are not permitted to operate vehicular barriers. Any movement of vehicular barriers must be undertaken up a Rotary official on duty.
- Pedestrians must always be given the right of way.



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STALLHOLDER AND PRODUCT DETAILS

First Name:

Surname:

Phone Number:

Email Address:

Business Name:

Business Address:

Website:

Facebook

Instagram

Pinterest

Brief Description of
product

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STALLHOLDER CHECKLIST

I have read and understood all terms and conditions Yes / No

I have completed all required stallholder and product details Yes / No

I will be selling food Yes / No

I have attached a copy of food license and food safety supervisor attainment Yes / No

I have attached a copy of Streatraders permit Yes / No

I have attached a certificate of currency for public liability insurance of minimum \$10 million Yes / No

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STALLHOLDER AGREEMENT

I have read and understood all terms and conditions and have retained a copy for my records. If my application is approved, I agree to comply with all terms and conditions outlined for the Mount Waverley Village Market

Applicant's name:

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Signature

.....
Date

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