

# Heritage Village Events – Market Stall Site Booking Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when booking a stall site at the Rockhampton Heritage Village Markets. Every attempt will be made to accommodate your stall site preference, however there is no guarantee that the stall site will be available or allocated to you.



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Applicant Contact Details			
Organisation / Business name:			
Contact name:			
Preferred contact number:		Email:	
Facebook:			
Website:			
Postal address:			
Suburb:		State:	Postcode:
Site Information			
Overview of goods being sold:			
Booking for date: (Please indicate)	<input type="checkbox"/> 6 May 2023 (4-8pm)	<input type="checkbox"/> 22 July 2023 (4-8pm)	<input type="checkbox"/> 25 November 2023 (4-9pm)
<i>Applications will be assessed based on suitability to the event. Refer to the terms and conditions for more information.</i>			
Public Liability Insurance (\$20 Million) (Please note a copy of your public liability insurance and indemnity statement must be provided.)			
Name of insurer:		Policy number:	
Policy limit:		Expiry date:	
<i>Your application will be deemed incomplete and/or not accepted until a copy of your Public Liability Certificate of Currency is supplied.</i>			
Select Site Type			
<input type="checkbox"/>	Food van/truck (includes access to power) <i>Limited availability</i>	\$75.00	
<input type="checkbox"/>	Standard stall site (6x3m)	\$50.00	
<input type="checkbox"/>	Corner site (6x3m) <i>Limited availability</i>	\$60.00	
<input type="checkbox"/>	Car site (6x6m) <i>Limited availability</i>	\$75.00	
<input type="checkbox"/>	Amusements (POA) <i>Limited availability</i>	POA	
OFFICE USE ONLY			
Approved - YES NO		Certificate of Currency YES NO	
Stall Site Number		Receipt Number	

**Please note:** Unless your car is required for the operation of your stall, it is to be parked outside the market zone within the stallholder car parking provided. Please book a large site (6x6m) if you require a vehicle site. Please note the vehicle sites are limited and it is recommended you book early to avoid disappointment.

Comments (Eg. Placed alongside another stallholder, preferred site location etc.)

Every attempt will be made to accommodate your above preferences, however there is no guarantee that the site will be available or allocated to you.

## Food Vendors

Please provide a copy of your food licence with your application.

A compliance inspection of all food vendors will take place approximately 1 hour prior to the commencement of the markets by Rockhampton Regional Council's Health and Environment unit.

Your application will be deemed incomplete and/or not accepted until a copy of your food licence is supplied.

Length of van (m)

Display:

Operates on passenger side

Operates on drivers side

## Electrical Requirements

Any electrical equipment or leads brought into the event by a trade/market site holder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the event.

10amp - Number of points:

15amp - Number of points:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Copy of Public Liability Insurance

Copy of Food Business Licence

## Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability. I have read and agreed to the attached Market Stallholder Terms and Conditions.

Name:

Signature:

Date:

## Payment Information

Full payment must be made on or before 10 days prior to the market to secure your site.

Please contact the office on (07) 4936 8688 with your credit card details to make payment.

# FACT SHEET

## Market Stallholder Terms and Conditions

By submitting an application to trade at the Rockhampton Heritage Village markets, you confirm that you have read, understand and agree to be bound by the following terms and conditions.

### Definitions

- 'Market' means <insert name of market> being held on <insert dates of event> at <insert location of event>.
- 'Site' means the area at the Market allocated to the Stallholder for the operation of their stall/business.
- 'Site Fee' means the dollar amount payable by the Stallholder to Council for an allocated site at the Market. Site Fees are adopted by Rockhampton Regional Council and are subject to change.
- 'Stallholder' means the person or company, bound by these Market Stallholder Terms and Conditions, to operate a stall at the Market.

### Applications

Applications must be submitted on or before 21 days prior to the Market to hold a Site followed by payment.

Applications will be assessed based on suitability to the Market and the following selection criteria:

- Preference will be given to applicants with product or experience that will complement and enhance the Market.
- Applicants who can bump in on time and leave their Site as they found it: clean and devoid of waste.
- Limited availability for food stallholders.

Applicants will be informed by email of the outcome of their application within 7 days of the date their application was submitted. Unsuccessful applicants will be placed on a waiting list. In the event of a cancellation or declined offer, Rockhampton Heritage Village will refer to the waiting list to make second round offers.

### Payment

Full payment of the Site Fee must be made to Rockhampton Regional Council (Council) on or before 10 days prior to the Market to secure your Site. Payment method will be supplied upon notification of successful application. Failure to pay Site Fees at least 10 days prior to the Market will result in the Site booking being cancelled and allocated to another Stallholder.

### Site cancellations

Stallholders may reduce their space or completely withdraw without penalty provided they give notice in writing to the Rockhampton Heritage Village advising of same at least 7 days prior to the commencement of the Market. Change of site size may result in relocation of stall.

Stallholders withdrawing from the Market with less than 7 days prior notice will not be entitled to a refund and shall be liable for the total cost of the site.

### Cancellation

Council reserves the right to cancel or postpone the Market (or part thereof) for any reason.

Where the Market is cancelled or postponed by Council prior to the commencement of the Market, Council will reimburse the Site Fee to the Stallholder. All other costs incurred by the Stallholder, such as accommodation and travel, will not be reimbursed by Council.

Where the Market is cancelled by Council after the commencement of the Market (e.g. adverse weather conditions), Council will not be liable to reimburse any fees associated with the cancellation including the Site Fee.

### Indemnity by the Stallholder

The Stallholder indemnifies Council against claims by any person in respect of injury, death or loss of or damage to any property, resulting from or in any way connected to the Stallholder.

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## Market Stallholder Terms and Conditions

### Public Liability Insurance

All Stallholders are required to hold a public liability insurance policy current at the time of the markets (including bump-in/bump-out period) for an amount not less than twenty million dollars (\$20,000,000). The insurance policy must list Council as an interested party and cover liability to Council for loss of or damage to property and death or injury to any person. The Stallholder must maintain such insurance for the duration of the Market and produce evidence of insurance to Council if requested.

### Sites

Your Site will be allotted to you on arrival at the Rockhampton Heritage Village. Refer to Booking Form for site sizes.

Your entire stall footprint, including, but not limited to, all ropes and awnings, back of house, cold rooms, storage and freezers must fit within your Site.

### Site Plans

Rockhampton Heritage Village reserves the right to alter the layout, plans and positions of stallholders without notice or consultation.

### Stall Presentation

We look for stalls with great presentation. If your stall is attractive, welcoming and accessible, we find that more people visit your stall.

### Trading Times

Markets will operate between 4-8pm during May and July with an extended operation of hours during the November mega market between 4-9pm.

### Bump-in/out Times

By submitting this booking form, I agree to adhere to the bump-in and out requirements specified by the Rockhampton Heritage Village below.

#### **Bump-in - Midday - 3pm**

All vehicles are required to be offsite by 3:30pm sharp (no exceptions).

All food vans must be set up in preparation for a compliance inspection which will commence at 3pm. Stallholders who arrive after 3pm will be required to walk their items to their Site.

#### **Bump-out**

Bump-out will commence at 9pm or when the last patron leaves the Market. Due to health and safety, we cannot allow vehicle movement while there are patrons attending the Market. Stallholders will be advised when vehicle movement is permitted. All stallholders must leave the Village by 10:00pm.

Stallholders may return to the Heritage Village from 9am the following day to continue bump-out if required.

Please remember that bump-in/out is often congested and you are asked to be considerate regarding the placement and movement of vehicles, stock and materials in areas other than your Site.

### Stallholders Obligations

Stallholders must unload vehicles then remove the vehicle out of the Market precinct before setting up the Site.

The Stallholder must ensure that all trading activity is undertaken within the boundaries of the Site. All public walkways and aisles must be kept completely clear at all times.

Where the Stallholder provides a marquee/gazebo/umbrella/shade structure (Structure), the Stallholder must ensure the Structure is secured to the ground by use of weights. Structures must not be tied to tables or equipment as a means of securing.

Stallholders are not permitted to cease trading or leave the Market before the end of the trading hours specified for the Market. Stallholders must leave the Site free of rubbish. It is the responsibility of the Stallholder to take all waste from the Site at the end of trade. Any damage to surfaces (grass/ground) from use of vehicle, cooking, liquids etc must be repaired at the expense of the Stallholder.

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## Market Stallholder Terms and Conditions

Stallholders must comply with workplace health and safety standards at all times.

### Direction by Council

Site placement and layout of the Market is at the sole discretion of Council.

The Stallholder must comply with any reasonable direction by a Council Officer with regard to safety, the movement and parking of vehicles and conduct while interacting with public and other Stallholders.

Stallholders are not permitted to sell offensive, illegal, prohibited, counterfeit or unauthorised goods. Council reserves the right, at its sole discretion, to enter the Site at any time and require the Stallholder to remove from sale or display any good, article, sign, picture or service considered not eligible for display, inappropriate, offensive or contrary to the ethos of the Market. Council does not guarantee Market visitor numbers or the level of commercial activity at a Market.

Council does not guarantee exclusivity of products or services and cannot guarantee similar products or services will not be located near to the Stallholder at a Market.

### Smoking

Smoking is not permitted onsite at any time.

### Lighting

The oval has significant lighting for evening Markets however stalls can look dark if using a gazebo. We suggest the following:

- Remove roofing from gazebo.
- Bring battery or solar powered lighting.
- Charge your iPad, square readers and lights prior to arriving.
- Bring a power bank.
- Bring a torch in case you need a stronger light to operate your square reader.

### Electrical Installations

Any electrical equipment or leads brought into the Market by a stallholder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the Market.

Electricians onsite will conduct random electricity consumption and equipment tag checks as per requirements of the *Electrical Safety Regulation 2002*, Part 5, Division 5.

Any faults or power failures caused due to Stallholder underestimation shall be charged to the Stallholder.

### Food Vending Stallholders

The operation of temporary food vending facilities falls within the jurisdiction of the Rockhampton Regional Council. It is a requirement that all temporary food vending facilities in operation at the Market hold a food business licence with a Queensland Council.

All food vendors must comply with health requirements of the *Food Act 2006*, *Food Regulation 2016* and the Food Safety Standards. Council's Environmental Health Officers may inspect your Site to ensure the requirements are being met.

Information on the requirements of the temporary food stalls can be found at [www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences](http://www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences)

Application for a Food Business Licence can be made to Council at the following address:

Rockhampton Regional Council, PO Box 1860, ROCKHAMPTON QLD 4700.

Applications should be submitted at least 30 days prior to the Market, to allow adequate time for processing and must contain the required supporting documentation.

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## Market Stallholder Terms and Conditions

### Gas Equipment

Food Vendors using gas are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2010 Gas Installations). You are required to submit the Gas System Compliance Certificate issued no older than 12 months from the date of inspection with your application and be compliant for the entirety of the Market. Food Vendors at the Market must have a copy of their Gas System Compliance Certificate available for viewing by Gas Inspector/s and Council officers during the Market.

Stallholders must ensure that their Site complies with the gas regulations as set out by the Gas Installation Code before you arrive onsite (Relevant Standard: AS/NZ 5061.1.2010).

For further information regarding food business licensing contact the Health and Environment Unit on 4932 9000.

### Environment and Sustainability

It is a requirement of Council's events, including markets that all stallholders comply with our Environmental Sustainability Policy.

Council is working towards making all of its events free of single use plastic and encourages all stallholders to use reusable bags and compostable food service items or packaging. There are bins for general waste, recyclable products and cardboard around the grounds.

You must leave your Site the way you found it and be mindful of our goal 'to leave no trace'.

### Strictly No Animals (including dogs)

We have a strict policy onsite regarding animals due to our bio-security requirements and the use of horse drawn carriage rides during Markets. An exemption will be granted for the use of guide, companion or assistance dogs who must be harnessed with the appropriate service dog identification coat or harness or identity card.

### Enquiries and questions

For more information contact:

Rockhampton Heritage Village

Ph: (07) 4936 8681 Email: [rhv@rrc.qld.gov.au](mailto:rhv@rrc.qld.gov.au)