

Booking and Operating a Site at the Batemans Bay Sunday Market

Updated 01.03.2016

Contact : 1st Sunday of the month - mrbbssundaymarket@gmail.com
3rd Sunday of the month – rbbsundaymarket@gmail.com

1. Market Terms and Conditions

The Sunday Market at Corrigans Beach, Beach Road, Batehaven is conducted by Marine Rescue Batemans Bay (MRBB) on the first Sunday of each calendar month and Rotary Batemans Bay (RBB) on the third Sunday of the calendar month.

The site of the Batemans Bay Sunday Market is at Corrigans Beach, on the north side of Beach Road at Batehaven, 3 kilometres south of Batemans Bay.

Persons requesting a site at the Batemans Bay Sunday Market need to apply by email (preferably) at least 48 hours prior to the requested market day using one of the email addresses shown above.

The markets are run by volunteers with all proceeds from site fees and from stalls run by the organisations going to those organisations.

Stall holders can enter the Batemans Bay Sunday Market site from 7.00am on market days, must be booked in at the gate by 8.00am and have their stall set up and car removed from the market site by 8.30am.

The market is open to the public from 9.00am to 1.00pm on market days.

All cars, vehicles, trailers etc must be removed from the market grounds by 8.30am, unless the vehicle is a take away food van, refrigerated van or fruit and vegetable van.

Stall holders should set up and maintain their site within the allocated boundary marked for their site, and not interfere with the access or operation of any other stall holder.

Two size sites are available: 5 x 5 metre regular site and 7.5 x 5 metre larger, end row site. Double regular sites can be requested when are available.

The organisers of the Batemans Bay Sunday market reserve the right to reject any application for a site at the Batemans Bay Sunday Market.

All site holders must have current public liability insurance and are required to provide evidence to the organisers (Certificate of Insurance) or to purchase a one day cover from the organisers for that market day at \$10 per market.

All individual stallholders who sell food items must have a current Safe Food Handlers' Certificate (search for 'food safety training program' on the Eurobodalla Shire Council website for the free course) and are required to provide evidence of this Certificate to the organisers.

For the comfort and safety of our customers and fellow stallholders, smoking is not allowed within 15 metres of any stall selling food and of any area used by children. From 1 July 2016, all areas of the Sunday Market at Batemans Bay will be a smoke free market.

2. Temporary and Permanent Sites.

Temporary Sites

A **Temporary Site** is one which is booked for one day only at the Batemans Bay Sunday Market.

If you want to book a site for one market day only, you will need to:

- send an **email request** to the correct organiser (see addresses above) at least 48 hours prior and not earlier than 30 days prior to the requested market day
- provide your (1) name, (2) mobile phone number, (3) site requirements (double, single, power?) (4) brief description of items you are selling, and (5) whether or not you have your own public liability insurance (please send us a scanned or provide a hard copy to us at the market)
- if you do not have access to the internet you may book a site on the following phone numbers – for 1st Sunday - phone 0419 612 401; for 3rd Sunday – phone 0491 117 838 between 6.00pm and 9.00pm only
- we should respond to an email request for a site within 48 hours. If you do not hear from us within 48 hours **please phone us** - it is possible that we did not receive your email.

Your request for a site is for one market day only. As a temporary you will need to book in for each market you want to attend and we cannot guarantee that you will get a site.

Permanent Sites

A **Permanent Site** can be allocated to those who attend at least 9 Marine Rescue or Rotary Markets (or both) in a calendar year.

If you want to have a permanent site for all Market days you will first need to book and attend as a temporary for at least three consecutive markets with Marine Rescue and/or Rotary.

Permanent site holders must provide the Market Organiser with a current copy of their PLI insurance each year as soon as they renew (or pay PLI insurance for each market).

You can lose your permanent site allocation if you do not attend at least 9 markets each calendar year or if you miss 2 markets in a row and you have not let us know that you will not be attending.

To cancel your site for one market date you must advise us by email or by SMS by 10.00am Saturday the day prior to the Market if you cannot attend (emergencies excepted).

To regain your permanent site you will need to book in and pay temporary rates for three future markets.

3. Cancellations and non-attendance

If you have booked a temporary site and wish to cancel your site booking, or you are a permanent site holder and are unable to attend the Market on a particular day, you must advise the Market Organiser before 10.00am on the Saturday the day prior to the Market by email or by SMS.

If you cancel your site booking after that time or you do not attend the Market, your normal site fee for that day will be payable - except when the Market is later cancelled by the Market Organiser.

The Market Organiser retains the right to cancel a Sunday Market at short notice due to adverse weather, a weather warning or any other significant adverse event.

The Market Organiser will send an email out to all stallholders on Saturday afternoon/early evening prior to the Market to provide the latest weather forecast. If bad weather is likely this email will advise whether the Market will proceed the following day. If the weather changes adversely overnight, an email will be sent to all stallholders as early as possible on the morning of the Market if the Market that day is to be cancelled. We will also be at the Market site in the morning to advise those who missed the early morning email or you could send us an SMS to confirm if the Market is on.

The Market Organiser will not be responsible for any cost or loss by any stall holder or any other person due to a Market being cancelled.

Once a Market has commenced, the fee for a site is payable, even if the Market is later cancelled due to deteriorating weather or any other factor.

4. Site Allocations

The final allocation of sites is at the Market Organisers' discretion only.

Permanent stall holders will be allocated a regular site number and have priority in site allocation for each market separately (1st and 3rd Sunday) each month.

Temporary sites are allocated on a first-in-first-served basis each month. Please try to pre-book but sites are usually available on the morning of the market.

5. Site Fees and Insurance

Permanent site holders, the site fees (current February 2016) are \$25.00 for a (5 x 5 metre) regular site, \$35 for a (7.5 x 5 metre) larger end row site and \$45 for a double regular site, per Market day.

Temporary site holders, the site fees (current February 2016) are \$30.00 for a (5 x 5 metre) regular site, \$40 for a (7.5 x 5 metre) larger end row site, and \$50 for a double regular site, per Market day.

The site fees for the Batemans Bay Sunday market will be reviewed periodically by the Market Organiser.

Public Liability Insurance Cover is available for purchase for one market day only at a cost of \$10 per site if you do not have your own insurance. It is essential that all stallholders are covered by public liability insurance. If you can't produce a current Certificate of Currency you will have to pay the additional \$10 for daily coverage for that market. It is a requirement that all site holders have current public liability insurance.

6. Conduct of Stallholders

All stall holders and their assistants must display a calm and courteous manner towards other stall holders, their assistants, the organisers and members of the public at all times during a Sunday Market.

Any complaint about the behaviour of a stall holder, or unresolved dispute between stall holders, their assistants, or a member of the public, must be brought to the attention of the Market Organiser immediately. The decision of the member of the Market Organiser in resolving the dispute will be final.

The Market Organiser of the Batemans Bay Sunday Market reserves the right to ask any stall holder, their assistant, or a member of the public, to leave the market immediately following an unresolved incident of aggressive, abusive or nuisance behaviour. The decision of the Market Organiser to ask a person to leave the market in response to a complaint will be final.

7. Stallholder Consent

It is a condition of this market that every stallholder provides their consent in writing to these rules and regulations and legal requirements.

Once this agreement is signed by the stallholder it remains in force until cancelled by the stallholder in writing, even if the rules and guidelines are modified from time to time.

An email sent from the stallholder's email address is considered to be consent in writing.

Market Guidelines Updated March 2016

Stallholder Application for the Batemans Bay Sunday Markets

Complete the form below OR send the following information to the organisers by email.

You will need to apply at least 48 hours prior to the Sunday Market day, and not more than 30 days prior to the market you wish to attend.

Contact details

First Sunday Market : Email : mrbbsundayMarket@gmail.com
: Phone/SMS : 0419612401 (between 6.00pm and 9.00pm only)

Third Sunday Market : Email : rbsundayMarket@gmail.com
: Phone/SMS : 0491117838 (between 6.00pm and 9.00pm only)

Please contact us by email only, where possible. Only contact us by phone as a last resort.

APPLICATION DETAILS FOR A STALLHOLDER SITE BATEMANS BAY SUNDAY MARKET

Name of Stallholder: _____

Your address: _____

Your home and mobile phone numbers: _____

Your email address : _____

Site preferences (circle): Single site / Double site / End row or large site

Power needed: Yes or No? (___ amps needed)

Type of products sold: _____

Your Public Liability Insurance details:

Insurance Company: _____

End date of current policy: ____ / ____ / _____

Copy of Insurance payment/policy provided to Market Organisers? ____ / ____ / ____

I want a **temporary** site for the month(s) of _____

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