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| **Tarneit Night Market - Stallholder Guidelines and Conditions – 2020** | |
| **ABOUT THE MARKET** | The Tarneit Night Market is a program of Penrose Promenade Community Centre and operates on the site under Wyndham City Council. The market aims to showcase local businesses and community groups, while promoting community spirit through interaction and involvement. **Priority will be given to stallholders who are local to the Tarneit area, which includes those who live, work, study, or recreate in the area.**  **Location of the market:** This market will be held outside in the community centre car park during the evening.  **Market address:** Penrose Promenade Community Centre, 83 Penrose Promenade Community Centre, Tarneit VIC 3029  **Trading time of the market:** Saturday 28th March 2020 from 5.00pm – 8.00pm |
| **MARKET CONTACT DETAILS** | Team Leader: Ruth Mihelcic – Direct phone: 8734 1364  Community Centre Administration: 03 8734 4500  Email: [tarneitnightmarket@wyndham.vic.gov.au](mailto:tarneitnightmarket@wyndham.vic.gov.au)  Website: [www.wyndham.vic.gov.au/tarneitnightmarket](http://www.wyndham.vic.gov.au/tarneitnightmarket) |
| **SITES** | Stallholder sites and locations will be allocated at the discretion of the market organiser.  (A description of your products for sale is required to assist the organisers in allocating the location of your stall)  The standard size of stallholder sites is 3m x 3m.  Marquees/tents must be weighted, secure and not extend onto pathways.  Signage and displays must be confined to the stall site, to keep pathways and emergency exits clear.  Power, water, marquees, and tables/chairs will NOT be supplied to any stallholders.  All stallholders are expected to be self-contained and provide their own lighting if required. |
| **LIGHTING** | While the car park area has lighting, it is the responsibility of the stallholder to provide any additional lighting that they may require. Please note that power will not be provided to stalls. It is suggested that stallholders supply their own battery-operated lighting. |
| **RUBBISH REMOVAL** | General waste and recycling bins will be provided at the event by the market organiser.  Stallholders must leave the site clean and tidy, ensuring that all rubbish has been disposed in the bins provided. |
| **STALLHOLDER ATTENDENCE** | Stallholders must be present at their stalls for the duration of the operating times of the market (5-8pm). Stallholders must arrive at their scheduled set up time (TBA) and are not permitted to pack up or leave before the market finishes. |
| **SET UP AND PACK DOWN** | In the week/s leading up to the market, stallholders will receive an information pack that outlines their bump-in time and stall location. Please note that stall location is subject to change, due to last minute changes or cancellations – please follow the direction of staff members on the day.  Stallholders must arrive at their scheduled set up time (TBA) and are not permitted to pack up or leave before the market finishes. Please follow the directions or instructions of staff members and car park attendants. |
| **PARKING** | While most of the car park area will be reserved for stalls and the market area, a section of the car park will be used for stallholder and staff parking. Stallholders will be allocated one car park space per stall, subject to availability. Please follow the direction and instruction of staff members and car park attendants on the market day.  Please advise the market organiser if you have any access requirements, such as disability parking access.  For market patrons, there is ample street parking available in the streets surrounding the community centre. |
| **PUBLIC LIABILITY INSURANCE** | Stallholders are required to provide their own Public Liability Insurance with a minimum of $20 million cover, and must submit a copy of their current Certificate of Currency with their application.  Alternatively, for non-food stalls, public liability coverage may be purchased from the community centre for $13.00, subject to approval (conditions apply). |
| **FOOD & HEALTH REGULATIONS** | Food stallholders must comply with all relevant food handling regulations and standards pertaining to local government. All food stalls must provide a copy of their Streatrader Statement of Trade, which can be emailed to [tarneitnightmarket@wyndham.vic.gov.au](mailto:tarneitnightmarket@wyndham.vic.gov.au) Contact Wyndham City Environmental Health on 9742 0738 for details. |
| **STALLHOLDER CANCELLATION** | Refunds will not be issued to stallholders for cancellations. If notice is received at least 48 hours prior to the market day, fees may be transferred over once to the next market date at the discretion of management. |
| **WEATHER CANCELLATION** | In the event of bad weather, it is the discretion of the market organiser to cancel or postpone the market. If the market is cancelled or postponed, stallholders will be notified as soon as possible. The stallholder site fee may be refunded or transferred to the next market date. |
| **OTHER** | Photographs will be taken at the event for use by the community centre – please advise staff if you do not wish to have your photo taken.  Smoking is not permitted inside the community centre or within 4 metres of the community centre doors.  Penrose Promenade Community Centre accepts no responsibility for damages to persons or goods.  Penrose Promenade Community Centre reserves the right to reject or withdraw any stallholder they believe does not complies with the stated guidelines and conditions. |