

HAWTHORN CRAFT MARKET

Terms and Conditions

340 Camberwell Road, Camberwell. 10am- 3pm 1st Sunday March-December

OPERATOR OF THE HAWTHORN CRAFT MARKET

By management agreement with the City of Boroondara, the Rotary Club of Camberwell Inc. has been appointed Operator of the Hawthorn Craft Market (HCM) and oversees the day to day management of the market. Rotary is an international community service organisation comprising men and women across all vocational and cultural backgrounds. All proceeds from the Market will be used by the Rotary Club of Camberwell for charitable purposes.

AIM OF THE MARKET

The market aims to provide an outlet for craftspeople producing high quality work and to promote both these people and their craft through a well-structured market place.

GOODS

1. All goods must be of a high quality and must be home produced by the registered stallholder/s. **The majority of goods presented must be of one craft.**
2. No second hand or commercially made goods will be accepted.
3. The sale of goods on consignment or from commercially made kits will be not be permitted.
4. Handwork applied to manufactured items must be individual, creative and substantial.
5. Franchises or 'Pyramid' businesses are not permitted.
6. **New goods**: Stallholders wishing to introduce new goods must have these reviewed and approved by management. These goods should be an extension of the nominated craft.

FOOD

7. All food stalls must comply with the City of Boroondara Health Regulations. The necessary information and documentation can obtained from Council during office hours on 9278 4747. A copy of your "Certificate of Food Act Registration" must also be supplied to the HCM Committee on an annual basis.
8. The selection of all food items are at the discretion of the Committee.

STALLS

9. **Location**: The position of allocated stalls is not transferable and the HCM Committee will not enter into discussion or dispute regarding the allocated positions. Stalls are allocated by the HCM Committee in its absolute discretion according to types of crafts sold and stallholder attendance history. The floor plan of the market will be circulated to all stallholders in the week before market day
10. **Sharing**: The intention to share a stall must be approved by the Committee and all operators' names must appear on all registration forms. The registered stallholder must be in attendance at the market unless permission has been sought from the Committee.
11. **Tables must not be moved**. They are set up by Council staff according to Council security and fire safety regulations.

12. Stallholders must ensure that displays do not project outside their designated space. Tablecloths must come down to the floor. Tablecloths must be provided by stallholders. Stallholders requiring additional display space will be required to notify HCM management to get approval. **An additional fee will apply** and will be negotiated with the stallholder based on the extra space required.
13. Council requirements are that nothing be stapled, stuck or otherwise attached to the walls of the Foyer and Parkview Room.
14. **Litter:** It is the responsibility of all stallholders to ensure their stall area is left clean when they leave. **All stallholders must remove their own litter.**
15. Market allocation: Stalls at the Hawthorn Craft Market are in high demand. First preference will be given to stallholders who attend the market on a frequent or regular basis.

STALLHOLDER CODE OF CONDUCT

16. Stallholders must at all times maintain appropriate and respectful conduct towards one another, the public and Council staff and members of the Rotary Club of Camberwell or their representatives. The Committee reserves the right to remove any stallholder who acts or behaves inappropriately.
17. All stallholders shall comply with all relevant Acts of Parliament, Regulations, Rules, Codes, Orders, By Laws, Local Laws and other legislation applicable to the activities they conduct at the Hawthorn Craft Market.

FEES & ATTENDANCE

18. Stall fees are set by the City of Boroondara in conjunction with the Rotary Club of Camberwell HCM Committee. Fees are used for hall hire, promotions, entertainment and other needs and contribution to the Rotary Club of Camberwell Charitable Fund.
19. Fees are reviewed periodically and may be increased each year in accordance with the CPI. All fees are inclusive of GST. The fee structure for 2017 is as follows-

Cost per market	Inside	Outside	Insurance
ONE MARKET ONLY	\$57	\$35	\$9.10
2 or 3 MARKETS (paid as a lump sum in advance)	\$53	\$32	\$9.10
4 or 5 MARKETS (paid as a lump sum in advance)	\$50	\$30	\$9.10

NOTE : Fees apply to standard size stalls – additional fees apply if extra space is required.

20. The cost of an **inside stall** is \$57 (inc GST) - a table (1.8m long) and two chairs are provided. The cost of an outside stall is \$35 (inc GST) - all **outside** stallholders are required to provide their own table and chairs and/or marquee. All marquees must be safely secured with water bags or sand bags. No pegs are to be used.

Stalls can be booked for individual markets or multiple markets as shown above. If you book for 2 or more markets, the discount applies only if you pay the total for all markets booked – ie if you book for 3 markets, then payment of \$159 is to be made, plus insurance if required.

21. Payment is via BSB Transfer (preferred), Credit Card (see Payment Form), or cheque.

Payment via BSB transfer to:

**Rotary Club of Camberwell HCM Account
BSB 633000 - Acc No. 157528035**

Cheques should be made payable to the Rotary Club of Camberwell HCM Account.

22. **Absenteeism and reserve fees & conditions:** Notification of inability to attend once a booking is made is essential. Extenuating circumstances will be taken into account.
23. **Refunds:** No refunds will be given on stall fees unless the stallholder can prove extenuating circumstances.

INSURANCE

25. The Rotary Club of Camberwell's public liability insurance covers the Members of the Rotary Club of Camberwell for any losses or accidents caused by its own negligence. It does not cover stallholder's liability with respect to third parties. All stallholders are therefore required to have public liability insurance.
26. Stall holders may either pay an \$9.10 (incl. GST) per market surcharge to cover themselves to the limit of \$10 million public liability and \$10 million product liability (\$1,000 excess each and every claim)

or

produce evidence of their own public liability and product liability. This MUST be sighted by an HCM Committee representative in advance of attendance at the market.
27. The Rotary Club of Camberwell's public liability insurer excludes cover for stallholders that are proprietary limited companies. If you are a Pty Ltd Company, you must take out your own insurance. This MUST be sighted by a HCM Committee representative- in advance of attendance at the market.
28. The Rotary Club of Camberwell's Public Risk Liability Insurance covers the Members of the Rotary Club of Camberwell against any legal claims that may arise.
29. Stallholders attend the market at their own risk and The Rotary Club of Camberwell will not accept any claim relating to public risk and/or property damage whether in respect of stallholders or their patrons against The Rotary Club of Camberwell.

OPERATIONAL GUIDELINES

30. **Hours of operation:** 10am - 3pm - first Sunday of the month (March to December).
31. **Stall set up/pack up:** Set up is two hours before the market commences from 8am. Stallholders **must not pack up** before the published closing times of 3pm.
32. **Unloading/loading:** For easy access for loading and unloading please use the carpark accessible from Reserve Road.
33. **Parking:** Stallholders must abide by the existing parking signs.

Parking is available in two carparks which can both be accessed off Inglesby Road. The carpark closest to the Parkview room can also be accessed from Reserve Road.
34. **Flyers:** Flyers promoting other markets are only permitted if approved by the HCM Committee. Raffle tickets may only be sold by approved community organisations.

GRIEVANCE PROCEDURE

35. If a stallholder has a grievance, the matter should be raised in writing and addressed to the Rotary Club of Camberwell HCM Committee.
36. If the complainant is not satisfied with the solution offered by the HCM Committee, they may appeal to the Manager, HCM, Rotary Club of Camberwell.

COMMITTEE

37. The Craft Market Sub Committee consists of Members of the Rotary Club of Camberwell HCM committee and representative(s) of Stall Holders.
38. The HCM Committee is assisted in the running of the Market by this Sub Committee.

COMMITTEE'S ROLE

40. The Craft Market Sub Committee's role is to advise the Manager of the Rotary Club of Camberwell HCM on all aspects of the market and, in particular, to:
 - ensure its quality and diversity standards are maintained;
 - ensure that the market remains competitive amongst other craft markets.

REGISTRATION & SELECTION PROCESS

41.
 - 1) Application forms can be obtained from the Rotary Club of Camberwell (email admin@hawthorncraftmarket.org.au) or from the website www.hawthorncraftmarket.org.au
 - 2) Forms should be filled out & returned with 3 or more photos of work.
 - 3) Initial screening of applicants is addressed by the HCM Committee.
 - 4) The HCM Committee will then contact applicants to advise of their selection.
 - 5) The HCM Committee will send new stallholder an offer of a market position. Failure to respond to the offer notice will result in the new stallholder being removed from the stallholder list.
 - 6) New stallholder confirms acceptance by return of paperwork with payment.
 - 7) New stallholders may be reviewed by the HCM Committee if they are found to be in breach of any selection criteria.
42. Criteria used to select stalls are presentation, type and quality of goods. This ensures the market has a diverse range of quality goods for sale. Subject to quality and diversity criteria being met, priority will be given to Boroondara residents.

FURTHER INFORMATION

Rotary Club of Camberwell - Stall Holder Contact:

Web address- www.hawthorncraftmarket.org.au

Email- admin@hawthorncraftmarket.org.au

Facebook- www.facebook.com/HawthornCraftMarket

Mobile- 0434 255 414

Please read these rules carefully and keep them for future reference. The Committee has spent considerable time and effort formulating them so that your market will run as smoothly and efficiently as is possible. Suggestions are always welcome. Please contact the Rotary Club of Camberwell.