

# EAGLEHAWK MARKET REGISTRATION INFORMATION

Criteria has been developed to reflect the vision of the Eaglehawk Market identified by the Eaglehawk Uniting Church. This will help you to decide whether or not the Eaglehawk Market is appropriate for you and your products or produce.

As well as quality, the mix and diversity of stalls at the market is crucial. For this reason, in any given month, stall holders will be selected so that an appropriate range and mix of food and products are on offer. This will benefit everyone.

The final selection of stall holders is at the discretion of the Eaglehawk Uniting Church, Market Working Group. Stall holders who live locally and meet the selection criteria below will be given preference for participation at the Eaglehawk Market. The more criteria that an individual stall holder meets, the stronger their application will be considered.

## **CRITERIA**

### **Growers:**

- Fresh produce sold by the person/people who grew it
- Growers providing seasonal produce

### **Producers:**

- freshly made items
- homemade products

### **Food Vendors (ready to eat):**

- Use of locally grown or sourced ingredients
- Food that is not usually available in Eaglehawk

### **Crafts:**

- Products that have a strong hand made or hand worked component
- Products that are unique and made locally

### **Direct Sales Business:**

- Products not available in either department or specialty stores
- Independent sales consultants running a small business ie not an employee

### **Entertainment:**

- Target audience of either children or families
- High level of personal involvement in the activity

### **Buskers:**

- public performance in exchange for a donation

### **Not-for Profit Fundraiser:**

- groups of individuals raising funds for a specific cause

### **Community Group:**

- engaged with community activity / participation

If your application is unsuccessful for one Market you may still be accepted for a further application for a later market, and stall holders will have the opportunity to be on a 'wait-list' in the event another stall holder is unable to attend.

## **GUIDELINES FOR STALLHOLDERS - EAGLEHAWK MARKET**

### **BACKGROUND**

The Vision of the Eaglehawk Uniting Church (EUC) is for the Eaglehawk Market to provide a genuine service, social activity and pride of place for local residents, and an opportunity to support local producers, food vendors, makers, home businesses and entertainment acts.

### **STRUCTURE**

The Eaglehawk Market is run as a program of the EUC. The Market Working Group is made up of Church members and co-ordinates the market in a voluntary capacity. The Market Working Group reports back to the Church Council of the EUC on a quarterly basis. All proceeds from the Eaglehawk Market stall-holder fees will be reinvested into outreach activities within the local community as determined by the EUC.

### **MARKET GUIDELINES**

All stall holders must be familiar with the market guidelines and will need to indicate on their application that they have read and understand the guidelines. The Market Working Group reserves the right to make final decision on the number, variety, rent and location of stalls. The Market Working Group also reserves the right to withdraw invitation to any stallholder who does not comply with the stated guidelines or causes unnecessary conflict within the market. If the Market Guidelines are breached by a Stallholder, they will be given a verbal warning. If the breach continues, they will be given a written warning and if the breach is still not addressed, will be dismissed from the market.

### **LOCATION**

The Eaglehawk Market is located within the Eaglehawk Uniting Church complex, corner of Peg Leg & Kirkwood Rd, Eaglehawk.

### **OPERATING HOURS & SITE ACCESS**

The Eaglehawk Market will be held on the fourth Saturday of every month, from 9am to 2pm. Access to the site for stallholders will be from 8.00am with Stallholders arriving no later than 8.30am. Stallholders can unload and load while parked in the Church car-park but must be moved off the property before 8.50am. No Stallholder vehicle movement will be allowed from that time until after 2.10pm. This will be strictly enforced to allow for customer parking and the safety of market customers. All stall holders must vacate the market no later than 3pm.

### **STALL FEES (For-Profit Businesses)**

A 3m x 2m stall space is \$30 per month.

The stall fee must be paid prior to market day. Payment on market day *is not* possible.

Once your Application for the Eaglehawk Market is approved, you will receive information via email of payment details. Payment is preferred by Electronic Funds Transfer.

Payments will not be refunded if less than 48 hours notice is given of non-attendance.

## **STALL FEES (Not-For-Profit / Community groups / Entertainment / Buskers)**

Stall sites and fees negotiable.

## **STALL SITES**

Stall sites have a minimum of 3 metre frontage, and are suitable for a trestle table and display. All equipment is to be provided by the stallholder. Many sites are under cover inside the building complex. Please indicate if you definitely require an inside stall.

## **POWER**

There are limited powered sites available at the Eaglehawk Market site. There will be an additional charge of \$5 for access to power. You are not able to use generators in the Church complex.

If you require access to electricity for cooking or refrigerated produce this **must** be requested in your application so we can assess safety and space requirements. If you need to cook produce, you are required to bring your own cooking equipment. If you are selling refrigerated produce, you are required to have your own refrigerated storage.

## **EXTREME WEATHER**

In line with EUC policy, the Eaglehawk Market will not operate on days declared "Code Red" fire danger rating by the CFA.

On days declared "Extreme" by the CFA, if there are fires within 30km of Eaglehawk, the market will not operate. Stallholders will be notified at 7am on market day by mobile phone text message if the market is to be cancelled because of Extreme fire conditions.

The market will operate on days declared by the CFA as Total Fire Ban, unless "Extreme" or "Code Red" warnings are also in place, in which case the above points will take priority.

## **ON YOUR ARRIVAL**

Please make your way to the site indicated on the Site Map provided by the Market Working Group Delegate. NOTE: If you have applied for a number of Market dates, your site may be different for each Market. A member of the Market Working Group or their Delegate is on-site from 8am.

## **STANDARDS**

Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like way, while still enjoying the Market atmosphere. Stalls cannot be on-sold or transferred to another user. It is expected that traders provide clear pricing of produce and products for customers and that scales are accurately calibrated for every market.

## **QUALITY**

Stallholders must adhere to all relevant regulations and present their food products to a high standard. Any infringements of regulations (e.g. hygiene, health and safety, consumer protection) may lead to future stall holder applications being cancelled.

## **DISPUTES**

All disputes between Stallholders on the day of the market will be mediated by the Market Working Group or Delegate. Any disputes regarding stallholder selection criteria, operational guidelines or site issues should be issued in writing to the Market Working Group for deliberation. The decision of the Market Working Group is final and discussion will not be entered into.

## **INSURANCE**

Stall holders must have their own product, business, public and personal liability insurance. A copy of the certificate of currency is to be submitted with your application.

## **ADDITIONAL PERMITS AND LICENSES**

### ***Food***

Under the Food Act 1984, a state-wide, single registration enables food stall, mobile food premises and food vending machines to operate anywhere in Victoria. These food businesses must be registered (as a food stall, mobile food premises or vending machine) in the municipality in which they are used or garaged. Class 4 food businesses which are exempt from registration are still required to notify councils of their intent to trade. For more information, go to:

[https://streatrader.health.vic.gov.au/Resources/Helpdocuments/about\\_streatrader.htm](https://streatrader.health.vic.gov.au/Resources/Helpdocuments/about_streatrader.htm)

A copy of your permit must accompany your application.

### ***Food Handling***

Where food is cooked and/or handled on site the stallholder must wear plastic gloves, provide their own hand washing facilities, clean towels, bucket/basin with soap or disinfectant. All pre-packaged food must be wrapped and appropriately labelled with ingredients.

A current Food Handling Certificate must accompany your application.

### ***Alcohol***

Anyone selling alcoholic beverages must obtain the appropriate license from Liquor Licensing Victoria at the stall holder's expense. Information on liquor licenses may be found at [www.liquor.vic.gov.au](http://www.liquor.vic.gov.au). A copy of your license must accompany your application.

## **ADDITIONAL REQUIREMENTS**

### ***Pets***

No animals other than registered Guide Dogs and approved Companion animals are permitted within the market area.

### ***Rubbish***

Stallholders must not leave any rubbish, produce and/or goods in the market area. You are required to take all rubbish with you at the conclusion of the market. Rubbish bins will be provided for market patrons only.

### ***Plastic Bags***

The market aims to be plastic bag free. Stallholders are asked to not bring or supply new plastic bags (including the bio-bag variety) to customers unless for food regulation requirements. Food vendors must provide a lined plastic bin for their customers within their stall area and are responsible for removal of their rubbish from the market.

### ***Smoking***

The Market Area is strictly a No Smoking area.

### ***Liability***

The Market Working Group, the EUC or its Congregation members are not liable for any loss or damage to any person or their property from whatever cause.

## **APPLICATION**

The Application Form for 2017 is available to download from the Eaglehawk Market webpage.

You will need to complete the Eaglehawk Market Stallholder Application and submit by email to [market@eaglehawk.unitingchurch.org.au](mailto:market@eaglehawk.unitingchurch.org.au) or mail to PO Box 387, Eaglehawk 3556.

Your application will be considered by the Eaglehawk Market Working Group within 2 weeks of receipt and notified of the outcome.