## Instructions to Market Stallholders template

This Instructions to Market Stallholders template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Instructions to Market Stallholders template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

[Organisation Logo]

## Opening hours

The market operates between \_\_\_\_\_ and \_\_\_\_\_ on [e.g. the first Saturday of each month].

## Stall Cost

Car boot site (approx size) $20

Outdoor site (approx size) $30

Indoor site (approx size) $50

## Arrival procedure

* Enter via \_\_\_\_\_.
* Stallholders must set up between \_\_\_\_\_ and \_\_\_\_\_.
* Stallholders must arrive before \_\_\_\_\_ to allow sufficient time to be processed before the market starts.

## Stallholders’ responsibilities

* The market is a nut-free zone.
* The market committee requests that all traders be respectful to all market patrons of all ages.
* Stallholders are responsible for supplying shelters and tables, and for ensuring they are secured at all times. No refunds will be given because of bad weather.
* For safety reasons, no vehicles may be moved within the market area during the hours of operation.
* No animals are allowed in the market unless on a leash.
* Stallholders are responsible for complying with all laws, rules and regulations relating to the goods offered for sale. Counterfeit or copied goods must not be sold.
* For the safety and welfare of customers, the sale of banned or dangerous goods and substances is not allowed.
* Stallholders must remove all unsold items, boxes, paper and wrappings at the end of the market.

## Additional information

* Stalls must be paid for by the Wednesday before the market.
* If you cancel your place at the market by the Wednesday before market day, you will be given credit for a place at another market.
* If you do not cancel by the Wednesday before market day, your payment will be forfeited and your site made available to the market waiting list.
* Rebooking a market stall is subject to availability.
* Bookings can be made by calling \_\_\_\_\_ or emailing \_\_\_\_\_.
* The market is a fundraiser for \_\_\_\_\_. We reserve the right to refuse stalls considered incompatible with the aims or values of this organisation.

## Advertising and Publicity

The market is advertised in the local paper, on the \_\_\_\_ website and in the \_\_\_\_\_ newsletter.

## Management

The market is a major fundraiser for \_\_\_\_\_. It is run by a management committee consisting of members of our organisation. If you have any questions or concerns, please contact the market coordinator via email or phone.

Coordinator’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_