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PO Box 2013 PALMERSTON NT 0831

PERMANENT APPLICATION FORM 2017

(Office Use Only) RECEIVED BY: _____

FIRST TRADING: _____

LAST TRADING: _____

Stall Size:

Less than 3M

3M

4M

5M

6M

OTHER

Trading Basis:

NEW APPLICATION 2017

OR

RE-APPLICATION (traded in 2016)

Categories:

HOT FOOD

COLD FOOD

FISH/SEAFOOD

PLANTS/FLOWERS

FRUIT & VEG

ART & CRAFTS

SERVICE

POLITICAL

OTHER

APPLICATIONS FOR PERMANENT STALLS CLOSE MAY 31st 2017

NAME of APPLICANT/S.....

BUSINESS NAME and ABN (if applicable).....

POSTAL ADDRESS

HOME PHONE (optional) MOBILE/S

EMAIL ADDRESS.....

By signing this application, the applicant/s agree that the information provided is correct and current. The applicant/s also agree that they have read and understood the **RULES & REGULATIONS** and **FEES & PAYMENTS** pages of the 2017 Palmerston and Rural Markets Permanent Application Form.

NAME: SIGNATURE:

NAME: SIGNATURE:

Date:/...../2017

RULES & REGULATIONS

TRADING DATES & TIMES

First Market Date: **28th April 2017**

Last Market Date: **27th October 2017**

All stalls are to be operational from 5 pm till 9 pm.

PLEASE NOTE: NO STALL IS TO COMMENCE TRADING BEFORE 2PM. NO EXCEPTIONS.

POWER, GAS & FIRE EXTINGUISHERS

Power boards are to be off the ground and leads are to be 2.5 metres safely from the ground.

No double adaptors are permitted.

Stallholders will be liable for any damages caused by faulty electrical equipment.

All electrical equipment must be tested and tagged prior to Markets commencing.

Gas bottles must but be fitted with safety valves and stored appropriately.

All Food Stalls using deep fryers must have fire extinguishers and a fire blanket.

INSURANCE

All Permanent Stallholders must have a current public liability insurance policy and supply a copy of your policy with this application.

PHOTOGRAPHY

Photographs may be taken of your stall/staff throughout the Market season by the Market Co-ordinator or Assistant Co-ordinator to be used in media and advertising, to promote the Palmerston and Rural Markets.

HEALTH & SMOKING & ANIMALS

All Food Stalls are to supply a copy of their NT Health Department Certificate with this application.

It is the Stall Holders responsibility to comply with the NT Health Act.

The Market Precinct is a Smoke Free Zone, in accordance with Northern Territory Government requirements.

Smoking is permitted STRICTLY 2 metres outside the Market Zone Area (map at information stall).

Animals are prohibited unless permission has been given (e.g. Petting Zoo, Animal Welfare and Aid Dogs).

VEHICLES AND TRAFFIC MANAGEMENT

The Goyder Square site has several entry points (see map page 5). All vehicles entering the site must turn on their **HAZARD** lights while the vehicle is moving. **Vehicles must give way to pedestrians and follow traffic controllers' instructions.** Vehicles reversing or manoeuvring a trailer must have another person watching out for pedestrians and other vehicles. **On arrival you must first remove all stall items from your vehicle** – then remove your vehicle immediately from the Market area so other stallholders may enter too. All vehicles are to be removed from the Market area by 4:30pm. **No vehicles are to remain during trading hours unless authorised by the Co-ordinator. Stalls are to be packed up before** you bring your vehicle in for loading at the close of each trading night. **Vehicle re-entry to the Market Precinct is STRICTLY from 9.15pm only. No exceptions.**

WASTE & CLEANLINESS

Waste water must be disposed of at the sullage pit and waste cooking oil at the oil tank only. **Please avoid spillages and notify the Co-ordinator or a staff member if a spillage occurs! Cardboard is to be flattened and put in the blue recycling bin. Stall sites are to be clean and tidy at the end of night.**

Stallholders will be liable for charges incurred for negligence or non-compliance.

SITE ALLOCATIONS, APPROVALS

The Co-ordinator and Committee may change and allocate the position of any stall if necessary without notice.

You will be advised of the outcome of your application following the next Committee Meeting.

APPLICATION VARIATIONS

Variations to this application must be requested in writing and are subject to committee approval.

Variations may include additional or changed products or stall ownership.

COMPLIANCE & BEHAVIOUR

By signing this application, **you and your staff are agreeing to comply** with all details listed, including payment of fees, Council By-laws, Territory Government and Commonwealth laws and regulations.

Failure to comply with the details of this application, audit failure, or inappropriate behaviour and conduct will result in immediate action and may result in the cancellation of site allocations or your permit to trade.

FEES & PAYMENTS

WEATHER

No refund will be made to Stallholders not wishing to trade due to inclement weather.

ABSENCES & HOLIDAYS

Absences for Permanent Stallholders require full payment, even if notified in advance.

Notification of any absence is required by phone/email no later than close of business each THURSDAY prior to the absence. The Committee will review the Permanency of any stall which is absent for more than 4 weeks without due notice and acceptable excuses given.

ASSOCIATION MEMBERSHIP

Permanent Stallholders are to pay \$30 for association membership this season. There is **ONE membership allocated for each permanent stall**, allowing one vote at the Annual General Meeting per permanent stall.

STALL BOND

Permanent food stalls will pay a bond of **\$200** on the opening Market night.

Other permanent stalls with a frontage over 2 metres will pay **\$100 bond** on the opening night at the Information Booth. Bonds will be deposited into a trust fund. Your bond will be forfeited if:

1. All your stall fees are not paid as required in these Rules and Regulations.
2. Any damage is done to the Market Area (Goyder Square) by the stall holder, their workers or their vehicles during the setting up, operation and packing up of the Market each Friday during the Market season.

If the stall is sold during the Market Season the bond will be refunded to the seller of the stall and a new bond will be required of the buyer of the stall.

FEE PAYING OPTIONS

Either: full season's fees by **28th April 2017** or; **30% deposit by 28th April 2017** and the **balance paid by 1st June 2017** (please tick your payment preference)

Stalls which don't pay their fees on time may have their permission to trade suspended or revert to Casual Stall status.

PAYMENT OPTIONS

Bank Deposit/

Westpac Bank, Palmerston

Online Banking: BSB: 035-318 Account Number: 74-0113

You must include a reference with all deposits (your stall name/your name or invoice number) so we can credit the payment to you!

Cheque: Made payable to "Palmerston & Rural Markets Association Inc."

Cash payment: Cash payments can be made with Market Management Staff at the AGM or at the Information booth on Friday nights during the Market season.

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FEE SCHEDULE:

Fees are calculated using serving front of your stall. This will be measured by the Co-ordinator. You will be charged accordingly, including tow bars.

Food stalls are allowed 4 metres depth to include their preparation area. Any larger preparation area will incur an extra fee of \$20 per metre of depth per Market. Stallholders are not allowed to use the garden beds for preparation or storage of stall materials. Any stall which measures .5 of a metre or more over a whole number measured will be charged at the higher rate i.e if your stall is 4.5 metres long you will be charged at the 5 metre rate.

Stall Size	< 2.5 Metres Frontage	3 Metres Frontage	4 Metres Frontage	5 Metres Frontage	6 Metres Frontage	BIN LEVY	Member-ship
Art, Craft & Plants	\$25/week \$650 per season	\$30/week \$780 per season	\$35/week \$910 per season	\$40/week \$1040 per season	\$45/week \$1170 per season	N/A	\$30 per Season
Cold Food	\$25/week \$650 per season	\$55/week \$1430 per season	\$70/week \$1820 per season	\$85/week \$2210 per season	\$100/week \$2600 per season	\$120 per Season	\$30 per Season
Hot Food	\$50/week \$1300 per season	\$75/week \$1950 per season	\$100/week \$2600 per season	\$125/week \$3250 per season	\$150/week \$3900 per season	\$120 per Season	\$30 per Season
Fruit & Vegetable	\$35/week \$910 per season	\$40/week \$1040 per season	\$45/week \$1170 per season	\$50/week \$1300 per season	\$55/week \$1430 per season	\$120 per Season	\$30 per Season
Service Stalls	\$25/week \$650 per season	\$30/week \$780 per season	\$35/week \$910 per season	\$40/week \$1040 per season	\$45/week \$1170 per season	N/A	\$30 per Season
Political Stalls	\$20/week \$520 per season	\$30/week \$780 per season	\$40/week \$1040 per week	\$45/week \$1170 per season	\$50/week \$1300 per season	N/A	\$30 per Season

ENTERING AND EXITING THE MARKET

There will be traffic management staff situated at the three entry and exit points of the Market. They will ensure that you enter and exit the Market safely and do not endanger the general public or damage the site with your vehicle. You must have your flashing Hazard lights on when driving inside the Market Area! Any damage caused to the site garden beds or grassed areas by your vehicles or stall activities will be reported to the Committee and Co-ordinator and you will be required to pay for any measures needed to fix the damage. Failure to do so may result in the loss of your Bond and/or the suspension of your permit to trade in the Market.

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Note: **E**'s mark the only permissible entry and exit points for vehicles.

