



Rotary Club of Magill

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Venue: Campbelltown Memorial Oval, corner Darley & Lower NE Road Paradise SA

Meetings: 1st, 2nd & 3rd Tuesday each month from 7am

Version 1.10 20th Oct 2020

**ROTARY CLUB OF MAGILL SUNRISE MARKET
CAMPBELLTOWN MEMORIAL OVAL
ADVICE TO STALL HOLDERS**

The Rotary Club of Magill Sunrise and the local community thank you for your interest in taking a stall at our monthly market and hope that you will continue to give us the pleasure of working with you.

We all face modern day issues and must determine ways of meeting the challenges. Rotary is no different and we have obligatory paperwork to complete so that in the event of an accident, everyone is adequately protected.

You as stall holders also have a part to play in this and the Rotary Club of Magill Sunrise reserves the right to deny entrance to stall holders who do not follow this guidance.

1. Dates and Times.

- a. Market Dates: Second Sunday of each month.
- b. Trading Times: 9am – 2pm.
- c. Setup: Stallholders can setup from 7.30am but ALL STALLS MUST BE READY TO TRADE BY 8.45am. Any stallholders arriving to setup after 8.30am will be turned away.
- d. All stalls are required to stay trading until 2pm. Pack up can start from this time as we are advertised to be open from 9am - 2pm.

2. Market Fees.

Inside Stalls: Cost is \$30/ stall per day for a 2m x 2m space.

- This fee includes use of a single 1.5m table and chair.
- Inside stalls will have to supply a cover for the table, their own signage and utilize the table and or 2m x 2m allocated space as best possible. Additional tables, stands and displays are permitted within reason and as long as they are not impeding another stallholders space.
- The Rotary Club of Magill Sunrise Market Committee reserve the right to request any display be removed if they deem it unsuitable or a danger to others. If asked to take down a display, please do so without fuss or you will be asked to leave.
- No items are allowed to be but on or against the walls.

Outside Stalls: Cost is \$30/stall per day for a 3m x 3m space.

Extra space can be requested but must be done so prior to the event and paid for in advance. You must provide your own equipment to have an outside stall. This consists of:

- Canopy 3M x 3M max
- **Leg Weights – THESE ARE ESSENTIAL!!**
- Tables and Chairs
- If you require 230 volt power, then you will be charged an extra \$5/day. *****Note that you will need to provide your own industrial grade 25metre long extension cable, 10A or 15A depending on requirements*****

- Anyone with a food stall must provide a suitable floor covering to prevent spillage on the pavers.
- No tables will be hired to outside stalls. If you are unable to supply ANY of the above for yourself on the day then you will not be allowed to setup.

3. COVID – 19 Information.

- As the operators of the Magill Sunrise Market we will be following government policy regarding Covid – 19. This will include:
 - Signage throughout the market promoting social distancing and making sure stallholders uphold social distancing around their stalls.
 - Supplying sanitizer stations around the market and also advising all stalls to have sanitizer available on their stalls.
 - Having attendance sheets in the CMO foyer for people entering to fill in prior to being permitted inside (Recommended but not compulsory).
 - Having a dedicated entry and separate exit to the inside stalls.
 - Promoting 1-way traffic around all stalls, both inside and outside.

4. Access to market site.

- You may park your car in the car parks closest to the paved perimeter to offload equipment and YOU will need to carry your equipment to your marked allocated site.
- Please remove your vehicles from these car parks as soon as you can to allow other stallholders to offload and park them in the furthest car parks available.
- The Rotary Club of Magill Sunrise reserves the right to deny entrance to stall holders who do not follow this guidance.
- Vehicles, including trailers are totally forbidden on the paved areas.

5. Assistance with setup.

We are very willing to help you setup your canopy and tables ONLY once you have your equipment at your marked allocated space.

6. Insurance requirements.

Stall holders are required to have appropriate public liability insurance to operate from our site. If you don't have that insurance, you will have to leave. Insurance options are:

- You provide a certificate from your insurer as evidence of your public liability insurance. We will keep a copy of that certificate for our records.
- The Rotary Club of Magill Sunrise will provide you with suitable insurance for cost price (\$6.00 per day including GST and statutory charges for each market stallholder as of 30 June 2019 when this was first written) which we pass directly to Aon insurance <https://business-insurance.aon.com.au/Small-Business-Insurance> through a broker. This insurance provides a Public Liability limit cover of \$10,000,000 for any one occurrence.
- If you do not have insurance and are not willing to pay the extra \$6 for coverage by Rotary, you will not be considered for a stall at our market.

7. Canopy safety.

Intermittent breezes can be a feature of our market site with consequent unacceptable risks to the public of canopies taking off and blowing around the market site. We therefore require you to anchor canopies to the ground by using at a minimum 10kg weight tied to each of two opposite canopy legs. We currently use filled water bottles for this purpose, but sandbags or heavy objects of 10kg or greater are suitable.

8. Physical hazards.

It is the responsibility of every stallholder to ensure that:

- No trip hazards such as power cords and other items on the ground are allowed to develop, and
- All spills, including any running or puddling water are immediately and totally cleaned up.

9. Electrical safety.

For outside stallholders only:

- a. If your electrical use causes an overload or safety trip to the powerpoint you are using, we have no afterhours access to reset the power and there is every chance that other stall holders will also lose their power. Please ensure you use no more than a combined total of 2400 watts of electrical appliances at any one time to avoid the overload happening. If you require more than 2400 watts, please discuss the options, which could include giving you access to two power outlets, with the staff at the Rotary stall.
- b. To minimise the safety and overload risks, we **strongly suggest** that you have periodical safety checks carried out on your electrical equipment and you power everything electrical through a safety switch. If you would like more information, please ask at the Rotary stall and we can show you what we do.
- c. You should also ensure that there is no possibility that any of your power cables are either a trip hazard, could be walked on or are close to heat, water or other liquids.

10. Your children.

We welcome your children to the market, and they are free to use the child facilities we provide. We are however subject to the requirements of our insurance company and must ask that you follow these instructions:

- a. Children must be fully supervised. They are not allowed to run freely around the market site.
- b. No bikes, scooters or skateboards similar are to be ridden within the market area.
- c. No ball games are allowed within the market area.
- d. We do not provide child minders. When your child is using the child facilities we provide, they **must be accompanied** by a responsible adult.
- e. No food or drink is allowed in our child facility.
- f. Smoking is not encouraged within the market area and is **totally forbidden** in the child facility and inside the building.

11. Food safety.

- a. If you are providing foodstuffs at the market, you **MUST** follow the guidelines given by the Eastern Health Authority (EHA) at <https://www.eha.sa.gov.au/food-safety/temporary-events>.
- b. You will also be required to complete and forward an EHA Individual Food Outlet form prior to market day EVERY MONTH (**Attached 1**) to magillsunrisemarket@gmail.com.
- c. From time to time, you may see representatives of EHA walking through the market and checking that their requirements are being followed.

12. Inclement weather policy and cancellations.

- a. **Unplanned cancellation.** We will always do our very best to advise you ahead of time in the event of an unplanned market cancellation. The Rotary Club of Magill Sunrise will not be held responsible for any financial or other losses you may incur through a cancellation.
- b. **Adverse weather.**
 - i. If the weather forecast published by the Bureau of Meteorology at 12pm on the previous afternoon predicts a maximum temperature of 36deg C or higher for the Adelaide metro area, we will hold a completely indoor market.
 - ii. The market will be held completely indoors also if the bureau issues any severe weather warnings for the Adelaide metro area for the market operating hours, or in the opinion of the organisers the weather forecast may affect the safety and comfort of market attendees.
 - iii. In the event **you** cancel, please make sure you let us know as early as possible before hand. This will allow us to give your site to another stallholder.

We thank you for your understanding and cooperation.

Mark Thompson

President 2020 - 2021

Rotary Club of Magill Sunrise



Fairs & Special Events

TEMPORARY EVENT FOOD NOTIFICATION FORM INDIVIDUAL FOOD OUTLET

Event Details

Name of Event: _____ Date(s) of event: _____

Location of Event: _____

Proprietor's Name (Person(s) or Company 'Pty Ltd'): _____

Business or trading name: _____

Proprietor's Address: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____ ABN: _____

Food Stall Details

Please provide a short description of the business and the food being sold

- | | |
|---|--|
| <input type="checkbox"/> Refrigeration/Cold storage | <input type="checkbox"/> Hand washing facilities with soap and paper towel |
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Food grade sanitiser |
| <input type="checkbox"/> Sinks/Washing facilities | <input type="checkbox"/> Probe Thermometer |
| <input type="checkbox"/> Other _____ | |

Declaration

I (PRINT NAME) being the proprietor of the above premises/ site,
consent to the disclosure (NAME OF EVENT ORGANISER), of all
information or publication of documents relating to the premises / site which may be revealed or obtained as a result of an
inspection conducted in relation to the Food Act 2001 during the
(NAME OF EVENT) by authorised officers of the Eastern Health Authority.

Signed (Proprietor): _____ Date: / /20

Submit this form to the Event Organiser or Eastern Health Authority.