



**Magill Sunrise Market**  
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**Venue:** Campbelltown Memorial Oval  
**Address:** Corner Darley and Lower North East Roads, Paradise SA 5075

Version 1.18 20<sup>th</sup> January 2024

## **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 Date: Second Sunday of each month.
- b. Trading Time: 9am – 2pm.

### **2. Market Fees.**

We require payment for each market to be made 1 week prior to the advertised date. Non-payment by this time means your stall is not guaranteed and can be reallocated to another potential stallholder. Please advise if unable to make payment by direct debit and we will look at alternate means.

**Inside Stalls:** Cost is \$35/stall per day for a 2.5m 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 2.5m 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 stallholder's 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 on or against the walls.

**Outside Stalls:** Cost is \$35/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
- 4 x Leg Weights – **THESE ARE ESSENTIAL!!**
- Tables and Chairs
- 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. Stallholder Responsibilities.

- a. **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.**
- b. 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.
- c. Stallholder fees are expected to be paid up 1 week prior to the market date.
- d. Any cancellation of a stall done inside 48 hours of the start of the market will forfeit their pre-paid stallholder fees.
- e. Nonattendance on market day will not be looked upon favourably by market organizers and will also result in a forfeit of pre-paid stallholder fees.

### 4. COVID – 19 Information.

- a. As the operators of the Magill Sunrise Market, we have a current SA State Government covid plan and policy in place that is available to view on request. We make it our priority to run a safe and hygienic market and ask all stallholders to help contribute to each event.

### 5. Access to market site.

- a. 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 allocated site.
- b. **Please make sure you remove your vehicles from these car parks as soon as you can to allow other stallholders to offload, then park your vehicles in the car park across the oval.**
- c. The Rotary Club of Magill Sunrise reserves the right to deny entrance to stall holders who do not follow this guidance.
- d. Vehicles, including trailers are totally forbidden on the paved areas.

### 6. 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.

### 7. Insurance requirements.

As of January 2023, all stallholders **ARE REQUIRED** to have their own public liability insurance. If unable to provide a certificate from your insurer as evidence of your public liability insurance prior to the market date you will not be offered a stall space. This insurance must be valid and up to date and it is the stallholders job to make sure we always have a relevant form on file.

### 8. 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 your 4 canopy legs. We currently use filled water bottles for this purpose, but sandbags or heavy objects of 10kg or greater are suitable.

### 9. Physical hazards.

It is the responsibility of every stallholder to ensure that:

- a. Any potential safety hazard is immediately reported to Rotary Members for review and action.
- b. No trip hazards such as power cords and other items on the ground are allowed to develop.
- c. All spills, including any running or puddling water are to be immediately and totally cleaned up.

#### 10. Electrical safety.

- a. **Any electrical equipment brought onsite must be viewed to be tagged and tested by a member of the Rotary Club. If not tagged and tested, we can provide that facility for a fee of \$10/device.**
- b. You must not cause our power system to overload as it cannot be reset on Market Days. To avoid that you must not exceed circuit capacity (generally 2,400 Watts in total), must use a "safety switch" (RCD device) to connect all your appliances, and all electrical gear must be in good condition. If unsure, please consult the Market organisers before Market Day. You will not be permitted to connect if this guidance is not strictly followed.
- 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.

#### 11. 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.

#### 12. 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 (**Attachment 1**) to [magillsunrisemarket@gmail.com](mailto: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.

#### 13. Inclement weather policy.

- 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.

We thank you for your understanding and cooperation.

**Greg Schuetze**

**Magill Sunrise Market Co-Ordinator 2023 – 2024**



these foods? je bain-maries, fridges, eskies with ice	
Transportation:	
Display/Sale:	
<p>Probe thermometers are required to check that all PHFs are 5°C or below or at 60°C or above. They must also be accurate to +/-1°C.</p> <p>Is a probe thermometer available? <span style="float: right;">YES <input type="checkbox"/></span> <span style="float: right;">NO <input type="checkbox"/></span>          (If NO, please purchase a probe thermometer accurate to +/-1°C)</p>	
<p>Will hand washing facilities be available? <span style="float: right;">YES <input type="checkbox"/></span> <span style="float: right;">NO <input type="checkbox"/></span>          PLEASE NOTE: Hand sanitiser gel is NOT an alternative to hand washing.          Where pre-packaged food is sold only, hand washing facilities are not required.</p> <p>Will the hand washing facilities be: <span style="float: right;">PERMANENT <input type="checkbox"/></span> <span style="float: right;">TEMPORARY <input type="checkbox"/></span></p>	
<p>If a permanent fixture is not available, this can be substituted with a 20L plastic container (with a tap) with potable water, a bucket to catch the wastewater and a supply of soap and paper towel.</p> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> </div> <div style="flex: 1; text-align: center;"> <p><b>Example of temporary hand washing</b></p> </div> </div>	
<p>If using, how are food contact surfaces (ie utensils, chopping boards and benches) effectively cleaned and sanitised on the day?</p>	

Section 4: Declaration	
<ul style="list-style-type: none"> <li>I will ensure food sold during the permit period is safe and suitable and the Temporary Food Premises is operated in accordance with the Food Act 2001 and Food Safety Standards</li> <li>I have read and understand the Fact Sheet – Fairs &amp; Special Events</li> <li>I understand that an inspection by an Environmental Health Officer may be undertaken on the day and that Officers have the power to prevent the ongoing sale of food where a risk and/or breaches are found. This may include discarding food that is out of temperature control, seizing equipment that may render food unsafe or unsuitable, preventing the sale of food until hand washing facilities are provided or a thermometer is available.</li> </ul>	
Name:	
Signed:	Date:

Section 5: Office Use Only		
Notes:	Date received by EHO:	
	Temp Food Premises Permit:	Approved / Not Approved
	Signed:	
	Date:	