



**Livingstone Community Centre**

A place for friendship, learning and belonging



## Terms and conditions - Ivanhoe Makers' Market

Thank you for expressing interest in the Ivanhoe Makers' Market (IMM). Participation in the IMM is subject to acceptance of the following terms and conditions.

Please read carefully, complete the declaration at the end of the document and return the signed form with your application.

### Applications

IMM stallholder applications require inclusion of the following:

- Completed and signed application form including artist's statement and photos.
- Signed agreement to abide by these Terms and Conditions (see last page).
- Full payment of stallholder fees at least (3) three days prior to market day.
- Stall holders will have their booking and payment confirmed prior to market day.
- Evidence of public liability insurance if requested.

**The aim of the market is to offer visitors a unique and diverse range of products that have been created and crafted by the stallholders.**

Acceptance and approval of applications is at the discretion of the IMM Committee of Management.

Preference may be given in order of application and/or the nature of product and/or to prospective stallholders who reside in the City of Banyule.

All products must be listed on your application form.

It remains the stallholder's responsibility to ensure all products comply with relevant Australian safety and compliance standards and are fit for purpose.

### Food stall applications

Applications including the sale of consumable products (i.e. food and beverage) require the inclusion of the following:

- A copy of Food Premises Registration certificate
- A copy of Food Safety Supervisors certificate

### Stall site allocation

Stall site allocation is at the discretion of the IMM Committee of Management. Sites are often rotated from market to market to create a different market ambience and to ensure fairness to all stallholders. Changes to stall site allocations are not permitted without approval from the IMM Committee of Management.

## **IMM trading hours**

On market day, IMM is open to the public from 10am-3pm.

## **Bump in and bump out**

Access to the site is from 8am on market day.

Stallholders are required to complete set up by 9.30am.

Stalls are required to remain in place until the market closes at 3pm.

If a stallholder sells out of all their creative wares they may close their stall, leaving the table assembled, and display a sign indicating they have sold out.

## **Parking**

Our small carpark, accessible from Waterdale Road, will be available for bump in and out.

Stallholder cars are required to have vacated the carpark by 9.30am.

Stallholders possessing a valid disabled permit may leave their vehicle in the carpark, with prior approval from the IMM Committee of Management.

Nearby parking is available at Ivanhoe Plaza (2 hour and 4 hour parking), Ivanhoe Parade (4 hour), Ivanhoe Library and Cultural Hub (3 hours), nearby residential streets (2 hours, and unrestricted).

Please abide by parking signs and restrictions as designated by Banyule City Council.

## **Site Requirements**

One trestle table and one chair are provided for each stall. Additional chairs may be requested at the time of booking.

Trestle tables measure approximately 1800 x 750mm. There may be a small variance with some trestles being slightly larger or smaller.

Stallholders are required to provide a black or white tablecloth to fully cover their trestle table.

Free standing displays may be used if space permits, and with prior approval from the IMM Committee of Management.

IMM management reserves the right to request cessation of activities/trading of groups or individuals who provide for sale goods which substantially differ from those indicated on the stall application or are deemed inappropriate to the public, and/or who provide activities or material that may be perceived as offensive or defamatory or conflicts with the mission or principles of Livingstone Community Centre.

## **Electrical cords and electrical requirements**

Electrical requirements must be specifically outlined on the application form and is subject to approval and availability. There are limitations to the number of accessible power points.

Stallholders are to ensure that all power leads and/or electrical appliances used are safe, comply with Occupational Health & Safety (OHS) requirements and are tested and tagged in accordance with statutory guidelines.

## Public Liability Insurance

Vendors providing or selling food or skincare are required to hold a valid public liability insurance policy in the amount of \$10 million in respect of any one single event.

A certificate of currency of insurance must be provided to the Livingstone Community Centre prior to your first market and updated on a yearly basis.

## Environment and waste

Stallholders are asked to try to limit waste and use recycled and/or recyclable packaging and materials.

Please take your waste with you at the end of the market day and leave Livingstone Community Centre and grounds free of waste at the conclusion of the market.

## Smoking

Livingstone Community Centre has a strict no smoking policy. Smoking is not permitted indoors or on the grounds.

## Alcohol

Livingstone Community Centre has a strict no alcohol policy. The sale and/or consumption of alcohol is not permitted on site.

## Cancellation and refunds

While it is unfortunate that you might have to cancel a market booking, we do understand that the unexpected can happen. Our cancellation policy is as follows:

### ***Cancelled by stall holder***

- Stall booking cancelled within 14 days of market - 100% refund of stall hire fee OR credit transfer to next market booking.
- Stall booking cancelled 8 - 13 days prior to market date - 50% cancellation fee and 50% refund of stall hire.
- Stall booking cancelled 0 – 7 days prior to market date: 100% cancellation fee/no refund.

### ***Cancelled by IMM/Livingstone Community Centre***

100% refund of stall hire fee OR credit transfer to next market booking

### **Ivanhoe Makers Market Terms and Conditions Declaration:**

I .....have read and will abide by the above stallholders' terms and conditions for the Ivanhoe Makers Market.

Signature: ..... Date: .....



### **Forms may be returned in person or by post to:**

Livingstone Community Centre  
1 Livingstone Street, Ivanhoe VIC 3079

### **Or via email to:**

ivanhoemakersmarket@livingstone.org.au