



## POLICY & PROCEDURES

The Burvale Sunday Market is managed by South East Volunteers Inc. (SEV) under agreement with ALH Leisure Group for the Burvale Hotel and within the rules and regulations relating to the operation of community markets.

### Market Location

Rear car park, Burvale Hotel – Cnr Burwood Highway & Springvale Road, Vermont South

### Market Operating Times (Every Sunday except the fourth Sunday of Dec and all Sundays of Jan)

Set up time:	7.00am – 8.00am
Market Hours:	8.00am – 1.00pm
Pack up time:	1.00pm – 2.00pm

## Site Fees (Includes GST & Public Liability Insurance)

*Payment by Visa/Mastercard via SEV website online booking portal ONLY [www.sev.org.au]*

*A pre-booking can only be confirmed on payment of the fee otherwise a site cannot be guaranteed. No refunds will be given after a booking and payment has been accepted.*

Standard Stall: \$40 (3mx3m)

Takeaway Food Stall / Van: \$50 (4.5mx3m)

## Bookings

Upon payment of site fees, stallholders will be allocated a **Booking Number** which will be referenced by the Market Manager on your arrival on the day of the market prior to your moving to your predetermined site and setting up your stall for the day.

## Insurance

To cover Third Party Property Damage/Bodily Injury, Comprehensive Motor Vehicle Insurance is mandatory for **all** stallholders. All **food** stallholders must be Food Act registered with Whitehorse Council (through the Sreatrader website).

**Please note:** Although Public Liability Insurance is included in the site fee, it is a strict requirement that a stallholder must have in place a current Public & Product Liability policy with a minimum of \$10 million cover in the stallholder's name if they offer for sale the following: cosmetics and beauty products, medicines, potions, oils, fragrances and soaps.

## Health & Safety

All stallholders must observe and demonstrate approved health & safety standards regarding manual handling, anchorage of umbrellas & gazebos, operation of LPG gas cylinders and generators and use of electrical leads. Stallholders selling and preparing food must observe and demonstrate all legally required food handling requirements.

## Community Stalls

Up to three free sites, at each market, are available for recognised not for profit community organisations. Stalls may sell items and/or provide information about their activities and services.

## **Buskers**

The activity of busking is supported as long, at the time of booking, it is considered to complement the community atmosphere of the Market. One roving busker, at any given time, may perform on site with a suitable receptacle for the receipt of *unsolicited* public donations within the immediate space of their performance.

## **Rubbish**

It is the responsibility of all applicable stallholders to supply bins for customer rubbish and remove it from their site, as part of pack up time, at the conclusion of the market.

## **Toilets**

Toilet facilities are accessed within the Burvale Hotel.

## **Dogs**

Dogs are permitted on site but must be controlled on a lead at all times.

## **Smoking**

The immediate proximity of the market site is a no smoking zone.

## **Weather**

This is an all weather market. However, if prevailing conditions pose a safety risk to the site, at the discretion of the Market Manager, it will be cancelled. No refunds will apply – full or part payment will carry over to a future market date.

## **Conflicts & Disputes**

All complaints (customer or stallholder) must be raised with the Market Manager, in the first instance, for discussion and resolution.

## **Contact Information**

Communication is via email and/or SMS. Please ensure that contact details are current.

**The Burvale Hotel Sunday Market is managed and operated by South East Volunteers Incorporated.**

**Contact details: South East Volunteers Inc. [WWW.SEV.ORG.AU](http://WWW.SEV.ORG.AU)**

**Or email: [info@sev.org.au](mailto:info@sev.org.au)**