



Woodford Historical Society Inc

Woodford Country Markets Stallholder Application

Date	
Name	
Address	
Phone	
Email	

All market updates will be posted on our Facebook page-Woodford Country Markets. If you do not use Facebook please text, call or email Donna for updates eg: weather conditions. If you have booked a site and are unable to attend please text, call, or email Donna. This is for planning purposes of the site. 0429899115 woodfordcountrymarkets@gmail.com

Insurance Policy No.	
Insurance Policy expiry date	

Insurance policy must be presented one week before market date

Do you wish to become a permanent stall holder? Yes No

Primary Products being sold	
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Facebook Page	
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Are you a local community organisation or not for profit organisation? Yes No

Will you be selling food and require a food business licence? Yes No
(Sorry we do not cater for food or coffee vans)

If yes Licence No.	
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Site Fee	3m x 3m \$10.00 (cash payable on the day)
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If not a permanent stallholder, which markets would you like to attend in 2020?
This is for planning purposes only. It is not a commitment for reservation.

19 July	16 Aug	20 Sep	18 Oct	15 Nov	20 Dec

Woodford Country Markets Risk Assessment Guidelines and Terms & Conditions

All stallholders are bound by the Stall Holder Risk Assessment Guidelines and the Terms and Conditions. Please familiarise yourself with this document. When you book your stall, you will be deemed to have read these terms and be agreeable with these terms and conditions. These rules are to protect you the trader, and to protect the local community. They ensure that we can provide everyone with a quality event, and help us strive to provide you with an enjoyable trading experience.

Point of Contact: Donna (Secretary Woodford Historical Society) 0429899115

1. Drop off and set up time is from 5am for a 7am start.
2. Pack up time is 12 and 1pm
3. For the duration of the markets all stallholders must park behind the Woodford Community Hall. There is a ramp for access. If anyone has mobility problems please ask for help. For those unloading on Archer Street please park on the left hand side of the road, not on the right.
4. Site fee is payable on the day.
5. Sites must be left clean and tidy.
6. All stalls must face in towards the centre of the area. No stalls are to face out to the roads (D'Aguilar Highway and Archer Street.)
7. No spikes are to be put into the ground. All structures must be freestanding.
8. Public Liability Insurance Policy's must be current and be presented to Woodford Historical Society one week prior to market day.
9. Food Licences must be current and presented to Woodford Historical Society one week prior to market day.
10. Please refer to the inclement weather cancelation plan for bad weather.
11. All signage must stay within the market area and be to MBRC standards.
12. The map supplied shows permanent stallholders sites. If you are not sure where your site is please ask a Woodford Historical Society member or their representative.
13. All complaints are to be directed to a Woodford Historical Society member.
14. No animals are allowed excluding seeing eye dogs and assistant dogs.
15. If you notice anything out of place, damaged or broken in the area notify a Woodford Historical Society member or take a photo of it for documentation for MBRC.
16. The Stallholder releases and indemnifies Woodford Historical Society against any claim arising from any:
 - a. loss, damage, death or injury to any property or person in or about the Market caused or contributed to by the Stallholder or any use of occupation of the Stall by the Stallholder;
 - b. neglect or default of the Stallholder; or
 - c. any combination of those things.
15. Stallholders are required to comply with relevant local government and relevant legislation and codes in relation to the sales of food, food handling and storage.
16. Woodford Country Markets supports Ban the Bag for single use plastic bags.
17. Damages or Loss: You participate in this event at your own risk. By booking a stall, you fully accept that you are trading in the outdoors, where you will be exposed to the elements and you need to bring your own shelter with you. You accept that fair stall trading is therefore an outdoor activity and as with any activity comes some risk. By participating in the event you indemnify the organisers of the event against any damage, loss or injury to yourself or any of your belongings, or vehicle, that may result in participating in the activity. You are responsible for the security and supervision of all of your goods and belongings whilst at the event. Event organisers will not accept any damage or loss incurred whilst participating in the event.
18. Safety of site: You are not permitted to leave any boxes, goods, ropes, or protruding tent pegs, which may cause trip hazards, which may cause injury to any person. You are responsible for keeping your site safe and tidy, and will take full responsibility for any injury or damage to any person or personal object if that injury is a result of negligence or an unsafe activity or action on your part.
19. Prohibited items: You are not permitted to sell any item that is illegal, offensive, or unsafe.
20. If an incident occurs notify a Woodford Historical Society member or their representative as soon as possible. An Incident Report Form must be filled out and handed to a Woodford Historical Society representative on the day the incident occurred.

Please Note- All market updates will be posted on our Facebook page Woodford Country Markets.
If you have booked a site and are unable to attend please text, email or call Donna on 0429899115 or woodfordcountrymarkets@gmail.com

I have read and understand the Risk Assessment Guidelines and Terms & Conditions.

Date _____

Print Name _____ Signature _____