

## *Lonergan Lane Markets Booking Guidelines and Stallholder Code of Conduct*

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### **INTRODUCTION**

Pending significant weather events, and Government Health Policy, regular Eumundi Market days are *Wednesday* and *Saturday*.

Eumundi Chamber of Commerce Inc (ECC) administers six (6) premium sites in Lonergan Lane under licence from Eumundi Combined Community Organisation (ECCO), trading as Experience Eumundi.

Priority access to 'Lonergan Lane Premium Sites' is offered to Chamber members, local businesses, and pre-existing not-for-profit (NFP) Organisations, with local product offering/s. Standard site fees and options are listed below.

Additional sites have also been endorsed for market use by Sunshine Coast Council, specifically designated to NFP organisations to be able continue fundraising on market days central to both Lonergan Lane and Dick Caplick Park. Under administration by ECC, these sites are available to charities and NFP organisations at no charge.

### **BOOKING CLASSIFICATIONS**

1. *Permanent* occupancy is defined as a paid long-term booking of three (3) months or more for specified market day/s every week. This category is available to Chamber members and NFP organisations only.
2. *Casual* occupancy is defined as a paid booking for less than three (3) months duration for specified market day/s every week. This category is available to Chamber members, Non Chamber members, and NFP Organisations.
3. *NFP No Fee (Dick Caplick Park Pathway)* occupancy is defined as a booking on a specified market day/s on a casual or weekly ongoing basis at no charge. This category is available to NFP Organisations only.

### **TRADING DAYS, SITE FEES AND BOOKING OPTIONS**

The following rates are current as at 1st January 2023.

<i>Location: Lonergan Lane Premium Sites</i>	<u>Site Fee Rates</u>
Wednesday	\$90
Saturday	\$110
Wednesday and Saturday	\$200
Permanent: Long-term booking for 3 months or more (Chamber Members, and NFP's Only)	10% Discount

<i>Location: Dick Caplick Park Laneway (NFP Organisations ONLY)</i>	<u>Site Fee Rates</u>
Wednesday	N/A
Saturday	
Wednesday and Saturday	

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### MEMBER DISCOUNT

Chamber members and NFP's meeting 'Permanent' occupancy status with an approved booking for a site in Lonergan Lane are eligible for a 10% discount per market day for the approved term of the agreement between parties providing a security deposit of \$150.00 is paid at the commencement of the agreed term.

In the event that the Chamber member discontinues their booking prior to the end date of the agreed term, the member agrees that all discounts applied during the term will be deducted from the Security Deposit amount with the balance of the Security Deposit refunded to the member.

*For example, Chamber member John Smith books all Saturdays for a three month period and decides to discontinue after one month of the agreed term. There were four Saturdays within that month, so the \$11 discount given for each Saturday that John Smith traded (\$11 x 4 = \$44.00) will be deducted from this Security Deposit and \$106.00 will be refunded to John.*

### APPLICATION NOTICE, BOOKING CONFIRMATION AND PAYMENT PROCEDURE

All bookings must be lodged with the Chamber Secretary online providing a minimum of two weeks notice via this link <https://forms.gle/Gf2BRABQszBPEKn58>

Pending site availability, notification of approval will be issued by the Chamber Treasurer with an accompanying invoice for payment by direct deposit.

Site fees and Security Deposit (where applicable) are required to be paid in advance by electronic funds transfer (EFT) with remittance advice emailed at the time of payment direct to [secretary@eumundichamber.com.au](mailto:secretary@eumundichamber.com.au).

Confirmation of site booking will not be provided until payment advice is provided.

*Note: Site fees cannot be paid for on the market day.*

### CANCELLATION POLICY

Notification of cancellation is to be provided to the Secretary by email to [secretary@eumundichamber.com.au](mailto:secretary@eumundichamber.com.au)

Cancellations due to bad weather are non refundable other than in extreme weather events when the markets are closed.

Payment may be refunded or credited (at our discretion) for:

- a) late cancellation due to illness or emergency at the discretion of management, or
- b) if the site is able to be re-booked by another approved trader for that market day.

### AUTOMATIC CANCELLATION

In the event that site fees are not paid in advance prior to the cancellation criteria noted below, booking/s will automatically be canceled, unless alternative arrangements have been agreed. Site fees cannot be paid for on the market day.

### INSURANCE

It is compulsory to provide a current public liability certificate to the value of \$10M public liability. Certificates showing expiry dates must be uploaded with each trader's market stall application.

### POWER CORDS AND ELECTRICAL ITEMS

At this time, Chamber administered stall sites in Lonergan Lane are non-powered sites.

In the event that the Chamber is able to provide powered sites in the future, all power cords and electrical equipment must be tagged and tested. If items do not have a current tag, they will not be able to be used.

All power boards must have a safety switch. Heaters, double adaptors and piggyback leads are not approved for use.

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### **WASTE MANAGEMENT**

All rubbish bins located in the market grounds area are for use by the general public only. Stallholder waste is to be removed by the Stallholder each trading day and not placed in general public bins or other market operator bins.

### **STALL PRESENTATION, SAFETY AND CONDUCT**

1. Stalls must look clean and presentable at all times
2. Please ensure marquees are also clean and in good condition.
3. All stallholder belongings and signage are to be kept within the allocated stall.
4. No items are to be placed on garden beds.
5. Electrical leads (where power is accessible from mains or solar) are to be kept tidy and not be a potential trip hazard.
6. Stalls must be manned at all times during trading hours.
7. Stallholders may only sell or promote the approved products as specified in their application.
8. Marketing, ie brochure distribution, is not permitted outside an allocated stall site.

### **BUMP IN/BUMP OUT**

Please be courteous to your fellow stallholders and those providing assistance during bump in/bump out. If you are unsure of the exact location on the market day, please phone Jenny Formosa on 0428 135 456 prior to arrival for assistance.

1. On arrival onsite vehicles must be unloaded promptly and removed from Lonergan Lane prior to the road closure.
2. Stalls must be fully set-up and vehicles removed from Lonergan Lane prior to trade.
3. Stall pack-up is not permitted prior to the end of trade. At the end of trade stalls are to be fully packed up before bringing a vehicle into Lonergan Lane. Traders are required to liaise with fellow stallholders to organise "cars in" order.
4. No vehicles are to enter market grounds until 2:15pm on Market days, or as directed by Jenny.
5. Prior to departing, ensure the site is left clean, with no rubbish or belongings left behind.

Future bookings will be reviewed in the event that bump in/bump out procedures or any directions given by Chamber's stall organiser Jenny Formosa are not followed.

### **FOOD VENDORS**

At this time, the Chamber is unable to offer sites in Lonergan Lane to food vendors that require power.

For unpowered food stalls (and possible future powered stalls), it is a requirement for stallholders to have a Food Business Licence, or Temporary Food Stall Licence (whichever is applicable) issued by Sunshine Coast Council to lawfully operate the food business. This approval must be current and displayed in a visible location on each stall.

Stallholders with approved site bookings further agree that in operating a food business all rules and regulations relating to such food licenses and the Queensland Workplace Health And Safety Laws applicable to a traders business operations will be complied to.

### **FIRST AID AND EMERGENCY EVACUATION**

Basic first aid is available from Chamber's Market Organiser Jenny Formosa. However, in the case of an emergency please call 000.

In the event of emergency evacuation Lonergan Lane Market stallholders, including Dick Caplick Park Pathway occupants are required to immediately make their way to the public toilets on Memorial Drive side of the park and await further instructions from Chamber Market Organiser/s and/or emergency services personnel. Refer Appendix A for Emergency Evacuation Map Details.

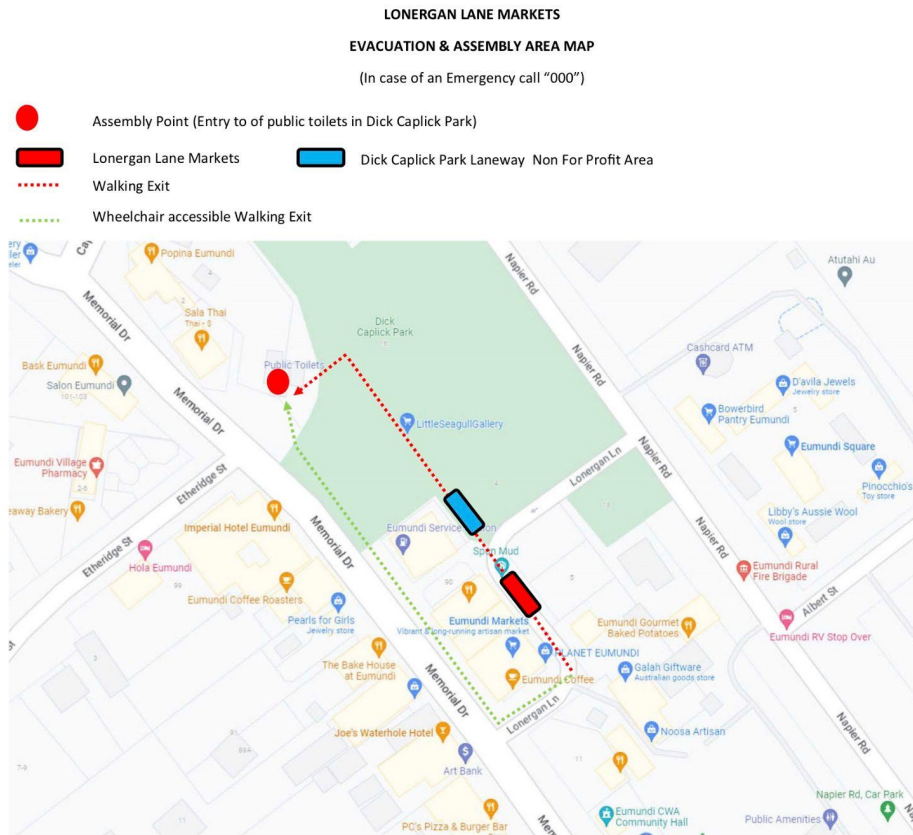
### **CONTACT INFORMATION**

For more information contact Louise Formosa, Secretary, Eumundi Chamber on 0421 958 087 or email [secretary@eumundichamber.com.au](mailto:secretary@eumundichamber.com.au)

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### Appendix A: Emergency Evacuation Plan



### Appendix B: Lonergan Lane Market Site Map

