

## **Market Rules & Information – Narrabri Rotary Markets**

### **General Information**

The Narrabri Rotary Markets are held on the first Saturday of each month, unless Sunday is the 1st day of the month, then our market is the day before. Two markets are held in December. No market is held in January.

The markets are located on the river walk behind Leitch Oval, Tibbereena Street, Narrabri. Entry is via the Crossing Theatre Car Park, 117 Tibbereena Street, Narrabri.

The Narrabri Rotary Markets are usually well supported. There is a large array of stalls to browse and wander through offering a great selection of handmade items, baked goods, old wares, fashion, food, coffee and plants and so much more! Our Narrabri Rotary Market committee regularly arranges live music which adds to the enjoyable and relaxed atmosphere.

Market Organiser: Rotary Club of Narrabri | Ph: 0419628454

Email: [markets@rotaryclubofnarrabri.org.au](mailto:markets@rotaryclubofnarrabri.org.au)

W: <https://www.facebook.com/NarrabriMarkets>

### **Information for Stallholders**

The market sites are on the grassed area adjacent to our shady river walk that runs along the Narrabri Creek.

Each gazebo must be securely and appropriately anchored to the ground for safety.

Market sites are marked so please ensure you keep to the correct site and within the marked area. Stalls must be CENTRED on the site number. Seek permission from the Rotarian in-charge on the day to relocate if needed.

The front boundary of stalls including gazeboes/merchandise/product/produce must be set back *one metre* from the footpath for public safety. Stalls must keep an even frontage with other stalls.

#### **1. Documentation**

All required documentation must be uploaded to **Ozee Markets** <https://www.ozeemarkets.com.au/stall-detail/nsw-narrabri-narrabri-rotary-markets> when completing the stallholder application or uploaded on request.

All stallholders require appropriate and current public liability insurance with a minimum \$20 million coverage.

Stallholders selling food must hold appropriate and current food handling qualifications as required in NSW and must keep a copy with them at each market. To read more about safe food handling accreditation, please go to - [NSW Food Authority Website link for homebased food businesses](#)

#### **2. Bookings and Fees**

Bookings are made on-line via Ozee Markets <https://www.ozeemarkets.com.au/stall-detail/nsw-narrabri-narrabri-rotary-markets>. Fees are payable at the time of booking.

Site fees:

3x3 metre site - \$25

6x3 metre site - \$30 (actual frontage 7m)

9x3 metre site - \$40 (actual frontage 11m)

Not for profit stall holders are advised to contact the Market Manager to book direct.

Ph: 0419628454

Email: [markets@rotaryclubofnarrabri.org.au](mailto:markets@rotaryclubofnarrabri.org.au)

*Please be aware that bookings are not refundable although a credit (booking shift) may be issued as per our cancellation policy.*

#### **3. Cancellation Policy**

Should the markets be cancelled due to inclement weather, your payment will be held in credit.

Stallholders who are unable to attend are asked to advise at least 7 days in advance (i.e. the Friday of the week prior to the market). Where payment has been received but sufficient notice is given, your payment will be held in credit. Please be aware bookings are not refundable.

#### **4. Trading times and vehicle movements**

Bump-in is from 6am until 7.15am.

Stall holders will usually have direct vehicle access to their site prior to the market. However, vehicles are not permitted to move inside the market area after 7.15am or before 12.30pm.

Trading starts at 7.30am and ends at 12.30pm.

If it is necessary to move a vehicle outside of these times, the stall holder must request and await a Rotarian escort for public safety.

#### **Terms and Conditions - as at 1 March 2024**

##### **Venue:**

Narrabri Rotary Market site, on the river walk behind Leitch Oval, Tibbereena Street, Narrabri.

##### **Scope:**

- Rotary International and the Rotary Club of Narrabri Inc. are not for profit community service organisations. All of their members and helpers are volunteers. Every person who enters the area where the Narrabri Rotary Markets (expressed in this document as 'Rotary Market') is being conducted, does so at his or her own risk and agrees to the following Terms and Conditions:

##### **Operating times:**

- Market mornings, 07:30am – 12:30pm unless amended or cancelled by the Narrabri Shire Council and/or the Rotary Club of Narrabri Inc, where due notice will be given, including late notice inclement weather closure(s). Please ensure you keep a check on our Facebook page for updates.
- Regular and casual stall holders must be in their bays by 7:15am. NO moving vehicles are permitted in the Rotary Market area without express permission of the Rotarian in-charge on the day after this time. NO skateboards or scooters allowed at any time.
- For safety reasons, ALL stallholders shall remain until 12.30pm irrespective of being sold out of product/produce. In an emergency, stallholders wishing to leave prior to 12.30pm must ask to be escorted out by the Rotarian on duty.
- On quieter market days, at the discretion of the Rotarian on duty, stall holders may be able to depart the site earlier than 12.30pm.
- Any bays not occupied by the designated starting time will be deemed vacant for the day and may be allocated to a casual seller at the discretion of the Rotarian on duty. No refund or credit of fees will be given for 'no shows'.

##### **Conditions of Entry:**

- The Conditions of Entry are applicable to all members of the public and all stall holders.
- It is a condition of entry that to the fullest extent legally possible, Rotary International and the Rotary Club of Narrabri Inc., its members and helpers are absolved from all liability (however arising) for death, personal injury, damage to property, economic loss, and any other loss or damage which arises out of or in connection with the persons entry due to any negligent act or omission, breach of duty, default or omission on the part of Rotary International or the Rotary Club of Narrabri Inc, it's members and helpers.

- Acknowledges that they are only allowed to enter on the clear understanding that they do so at their own risk having read and understood the conditions contained in this document.
- It is mandatory for each stallholder to carry their own public liability insurance (minimum \$20 million coverage), any product insurance and any relevant Narrabri Shire Council permits. The onus is on stallholders to comply with any federal, state or local council regulations regarding the operation of their stall, including safe food handling requirements.

**Rules:**

- The Rotary Market will operate as outlined in the opening paragraph of this document, unless cancelled by the Narrabri Shire Council or the Rotary Club of Narrabri Inc. If inclement weather occurs, the Rotary Market Manager shall decide if the Rotary Market should be cancelled and will advise stallholders and the public via email and/or social media as appropriate. Please ensure you keep a check on our Facebook page for updates. If the Rotary Club of Narrabri Inc. cancels the Rotary Market, a credit (booking shift) will be given for the cancelled day.
- The Rotary Market Manager or the Rotarian in charge on the day is responsible for the final allocation of bays. Stallholders must not sublease their bays without prior permission from the Rotary Market manager or the Rotarian on duty.
- No vehicles are to be driven or allowed within the market area between 7.15am and 12.30pm or whilst the markets are underway. This applies to both stallholders and members of the general public.
- Un-numbered area/bays are to remain clear.
- Stallholders must confine their goods within the boundaries of their sites and no merchandise, product, or produce shall protrude into the footpath or public areas.
- No animals are to be sold at the Rotary Market. The only exception is one elderly stall holder who has been selling laying hens for many years at the markets. He is the last stall holder we will allow to sell animals. Anyone arriving with animals to sell either at a stall or by walking the precinct with them will be asked to leave immediately.
- We do not allow jumping castles or amusement rides of any kind.
- No political, religious organisations or activist groups – these are community markets.
- The car park adjacent to the Rotary Market is encouraged for use by buyers only.

**Purchases:**

- The purchase of any item(s) is the sole responsibility between the seller and the buyer.
- The Rotary Club of Narrabri Inc. accepts no responsibility for any goods purchased.

**The Rotary Club of Narrabri Inc may refuse entry or reject a stallholder or member of the public at any time if they:**

- Fail to comply with the conditions of the Rotary Market.
- Fail to comply with lawful directions of a Rotarian on duty.
- Fail to comply with any provision of the relevant Council By laws; or
- In the opinion of a Rotarian on duty, the stallholder is acting in a way, which jeopardises the integrity of the Rotary Market.

**Health and Safety:**

- All stallholders selling food or produce must trade in accordance with NSW regulations and other relevant local health laws. A permit from the Narrabri Shire Council may be required. The onus is on stallholders selling food to check on and comply with government regulations.
- All stallholders and members of the public are to follow the express direction of the Rotarian on duty and, or Emergency Services personnel in the event of an emergency.
- All incidents and emergencies must be reported to the closest Rotarian on duty.

**Access to power/generators:**

- There is currently no site power available at the Rotary Markets.
- Stallholders who require power to a stall site are required to provide a 'silenced generator' and any extension cords to be used shall be tested and tagged by a licensed electrical contractor. All generators are to be adequately and safely secured to restrict access to patrons and kept clear of public accesses.

**Fire Extinguisher requirements:**

A 4.5-kilogram dry chemical powder extinguisher must be located adjacent to any electrical generator, any flammable liquid or gas containers and food preparation/food cooking area.

**Clean up and disposal of rubbish:**

- All stallholders are to ensure that the stall site and the area that surrounds the site are left in a clean and tidy condition upon closure of the market.

**Indemnity:**

- Stallholders who participate in the Narrabri Rotary Markets do so at their own risk and are required to indemnify and hold harmless the Rotary Club of Narrabri Inc. against any claim for damages, cost, claims expenses and liabilities, (including with limitations consequential loss and loss of profits) in respect to any loss, damage, injury, disease or death caused through and of the stallholders activities at the Narrabri Rotary Markets.

**Document; Terms and Conditions:**

- To be reviewed annually – end of document.