



## COOGEE BEACH CLUB COMMUNITY MARKETS STALL HOLDER INFORMATION PACK & BOOKING FORM

**When:** 2<sup>nd</sup> Saturday of the Month

**Where:** Coogee Beach Club  
51 Dolphin Street Coogee

**Time:** Markets open 9 am – 2pm

**Stall Holders:** Set up commences from 6.30am

**Details:** 3M X 3M SPACE

\$70 Casual Booking Fee or \$60 per month (when booking 3 or more months).

Local suppliers preferred.

Stall holders to supply own marquee/stall (all stalls must be covered and secured on grass)

No power/electricity or water supplied.

No consumable food or beverage stalls allowed.

Coogee Beach Club to allocate positions of stalls.

**Dates:** for next 6 months:

( ) Sat. 13 March 2021

( ) Sat. 10 April 2021

( ) Sat. May 8 2021

( ) Sat. June 12 2021

( ) Sat. July 10 2021

( ) Sat. August 14 2021

### Terms and Conditions

#### 1. Stall Set Up and Access

Prior to the day, stall holders will be allocated and notified of their stall position – this cannot be changed on the day. Stall holders will have from 6.30am – 9:00am to set up.

There is limited access and parking so stallholders will be given an allocated time frame to drop off all goods at the rear entrance of the club entrance, near the corner of Mount and Dolphin Streets if required. If you miss your allocated time drop off, you must ring the Market Manager and get a new time allocation.

We request you be patient and cooperate with Coogee Beach Club staff as we have no capacity for parking on the club premises. The Club is not responsible for any illegal parking or fines incurred.

## 2. **Pack up**

Stallholders cannot start pack up until 2pm.

## 3. **Parking**

There is no parking available at the Club. Parking in surrounding streets is at the stallholders discretion.

## 4. **Selling of products**

- Products and cash handling will be the responsibility of each individual stall holder. We require stall holders provide a description of items on sale and a photo for website and social media use,
- Stall holders are responsible for the safety and display of all equipment.
- **No cooking, food preparation or consumable food or beverage products, including alcohol are allowed.** Packaged and gift style food items are permissible (e.g. sauces, chutneys, baked goods, biscuits, candies, chocolates etc.)
- Smoking is not permitted within the market area.
- Coogee Beach Club will endeavour to provide exclusivity to stall holders where possible, however it cannot be guaranteed. Preference will be given to local suppliers.
- Stallholders have a responsibility under the Occupational Health and Safety Act (2000) and its regulations to ensure the health, safety and wellbeing of all who come into contact with their stall site.
- Stallholders must also adhere to the Clubs COVID safety plan and attend briefing of requirements at 8.45am prior to market opening. Coogee Beach Club will supply Covid Safety Marshals.

## 5. **Insurance**

\$10 million Public and Product Liability Insurance are compulsory for all stall holders.

## 6. **Wet Weather**

The Coogee Beach Club Christmas Markets will operate in wet weather. Coogee Beach Club Management reserves the right to cancel the event in extreme weather conditions. **Please note no refunds will be given in cases of unfortunate weather.**

## 7. **General Regulations**

- The hire of a stall/space is neither refundable nor transferable.
- Coogee Beach Club reserves the right to reject any stall application considered to be inappropriate.
- Stall sites measure 3m x 3m
- Requests for relocation of stalls **will not be accepted**
- Coogee Beach Club must be notified prior to the event date of any special requirements. No requests of any kind will be accepted on the day.
- Suitable garbage receptacles shall be provided near stalls by Coogee Beach Club. Stall holders are required to dispose created rubbish as required.

## 8. **Method of Payment and Bookings**

**Bookings need to be received no later a week prior to the market. Payment required t time of booking.**

Forms must be completed in order for your booking to be considered.

Accepted methods of payment:

- Credit Card payments can be made over the phone, at reception or by completing credit card details on the payment form.
- Direct deposit: BSB: 112-879 / Acc No.: 424862034  
Account name: Randwick Labor Club LTD  
Account description must say: CBCM + Name of Stall

Proceeds from stall bookings are donated to Youth Off The Streets. [www.youthoffthestreets.com.au](http://www.youthoffthestreets.com.au)

**Any stall holder not complying with the terms and conditions stipulated by Coogee Beach Club will be removed from the Market and all future markets.**

## Stall Holder Booking Form (1 of 2)

### 1. Contact Details

<b>Contact person (full name):</b>	
<b>Business/Organisation trading name:</b>	
<b>Address:</b>	
<b>Mobile (preferred):</b>	
<b>Phone (alternate):</b>	
<b>Email:</b>	
<b>Facebook and or Instagram username:</b>	

### 2. Stall Details

<b>Number of 3x x3m stalls/space required:</b>	
<b>Name of stall: (for advertising purposes)</b>	
<b>Product/s are you selling/displaying (please be specific)</b>	
<b>Special requirements:</b>	

### 4. Acknowledgement (please tick)

- All details on this booking and payment form must be completed and signed in order to be accepted.
- I acknowledge that I have read and understood all relevant information contained in this document. To the best of my knowledge all information supplied by myself is correct.

<b>PRINT Full Name:</b>	
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## Stall Holder Payment Form (2 of 2)

<b>Signed:</b>	
<b>Dated:</b>	

Please specify your preferred payment:

- Credit Card
- Personal Cheque
- Direct Deposit

**Credit Card Details**

Cardholder Name:	
Type of card:	

Card Number:

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Expiry Date:

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CCV #:

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AMOUNT \$

\$			
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**Receipt Required:**                      **Yes/No**

**If Yes: Posted OR Emailed**

Full Name	
Business/Organisation trading name: (if applicable)	
Address:	
Suburb/Postcode:	
Email:	

**Submission Booking and forms are to be returned by no later than: a week prior to the scheduled market date**

<b>Forms must be returned by email or mail:</b>	EMAIL: linda@yourmarketingmentor.com.au Mail: Mark Rajic The Randwick Club 135 Alison Road, Randwick NSW
<b>For further information contact:</b>	Ph: 0419 954 999 <a href="mailto:linda@yourmarketingmentor.com.au">linda@yourmarketingmentor.com.au</a> Ph: 9399 4100 <a href="mailto:MRajic@rlclub.com.au">MRajic@rlclub.com.au</a>
<b>Linda Joannides or Mark Rajic</b>	

**Office Use Only**

Form received on:	
Form received by:	
Public Liability Insurance received:	
Payment received:	
Application approved by:	