

ST LUKE'S CHURCH, TE KUITI

MARKET DAY / CAR BOOT SALE - TERMS & CONDITIONS

By booking a Stall at the "St Luke's Car Boot Sale" morning you agree to abide by these "Terms & Conditions".

The Car Boot Sale is run under the direct control of "St Luke's Anglican Church, Te Kuiti". The members of the St Luke's Church who manage the Car Boot Sale are volunteers.

GENERAL INFORMATION

Trading Location: 85 Esplanade, Te Kuiti

Time: 8.00 am to 12.00 noon on the first Saturday of every Month. Any stalls set up and operating within the trading location identified above, on the given dates and time are bound by these terms and conditions.

Weather: The market is held rain or shine!

Stall Fee: General stalls \$10-00 per site. Food stalls \$20-00 per site. This will be collected from you during the Market. You are required to pay the stall fee in cash. Cheques are not acceptable. A receipt can be issued upon request.

Width of Stalls: Stalls are approximately 3.5m wide.

Electric Power: Powered sites are not available.

Subletting: Subletting of stalls is not permitted

Site Shelter: The stalls are located in the carpark at the rear of St Luke's Church. They are uncovered.

Gazebos / Umbrellas are acceptable for use within the allocated stall area as long as they do not encroach onto areas allocated to other stalls or the walk ways and providing secure tie down methods are used in windy conditions.

Restrictions: All food for sale or distributed from stalls must comply with the current Food & Hygiene Regulations. (refer to the food section).

If you wish to sell products other than those on your application form, you must seek our approval prior to the market. This is especially the case if you are wanting to sell food items.

Do not fix anything to the buildings, fences or other structures of St Luke's Church and grounds.

Contact

St Luke's Church are responsible for running the Car Boot Sale Market Day. Any concerns or problems Stall Holders may have in respect of the market should be directed to a member of St Luke's Church Vestry present on the day. The ongoing success of this market is dependent on maintaining the good relationship we have with the Watomo District Council.

Till Float

Bring sufficient cash for your till float e.g., 50c coins, \$1, \$2, \$5, \$10 notes.

Bank ATM facilities are not located at the sale site.

CASUAL STALLS

Report Point: 85 Esplanade, Te Kuiti

The Report and Information Point is located in the north western corner of St Luke's Church.

Report Time: Between 7.00 am and 8.00 am

Casual stalls are allocated to persons who have registered as Casual Stallholders" on a "First Come First Served Basis" on the day of the Market. The Stalls allocated are those reserved for casual stall holders. The stalls of Permanent Stallholders who are unable to attend on any given month are also allocated to persons registered as "Casual Stall Holders".

It should be noted that it is unlikely that same stall will be allocated to a Casual Stall Holder from one month to the next. This is because some of the stalls allocated to casuals are stalls of permanent stallholders not attending that month.

Method of Casual Stall Allocation:

On arrival at the market registration point you will be shown to your "Stall" position.

Footpaths:

The footpaths and walkways must be kept sufficiently clear to allow unimpeded movement of pedestrians, mobility scooters and pushchairs. This is to ensure that the health and safety of the public is not compromised.

Car Parking:

After unloading vehicles, they must be shifted out of the stall area. Do not park in any "Reserved Parking Spaces". The Church will monitor parking to ensure compliance.

Parking is available in designated parking areas and in surrounding streets.

Every park taken by a stallholder is one less park for potential customers. It is better for stallholders to spend a few minutes walking, than the market customers.

Communication

Our preference is for you to contact us via email at stluke.tekuiti@xtra.co.nz

It is highly likely you will go through to the voice messaging system leave us a message, giving us a contact phone number and we will return your call.

Written communication can also be sent to P O Box 313, Te Kuiti 3941.

Contact on the day

The Information Desk or the Kitchen at the north eastern corner of the Church is the place to go if you need to communicate with us on the day.

Toilets

Public toilets are located in Rora Street next to the 'Site' Information Centre and opposite the Warehouse.

Vacating Site & Clean Up

Trading is to cease by 12.00 noon and the site must be completely clear by 1 pm. Please take all 'unsold' goods and your rubbish with you and ensure that you leave your stall area clean and tidy.

SELLING FOOD

Selling Food for Fundraising

As the event organiser we are required to ensure that each food stall holder is appropriately registered or exempt.

You can sell food for fundraising up to 20 times per year without registering under the Food Act. This includes the sale of cakes, biscuits, lollies etc. Every one selling food must make sure it is safe and suitable, even if you don't need to register.

You can still be checked and held accountable if you make people sick.

Note: Under the act "Fundraising" is defined as "selling or trading not for personal profit". That means that **ALL** of the profits from the funds raised must be going to a charity.

To sell food for profit: To sell food for profit you must be registered under the Food Act. If you require further information please go to the Ministry of Primary Industries Website

Where Do I Fit? <http://www.mpi.govt.nz/food-sa...>

Use the tool on the above link to find out what rules you need to follow under the Food Act 2014.

or go to "Waikato District Council" at <http://www.waikatodc.govt.nz/...>

If after viewing the above links you are still unsure as to your status you should contact the

Environmental Health Officer, Waikato District Council Phone: 07 878 0800

You should discuss your status in respect Food Safety with them and obtain a "letter of exemption" or become registered.

HEALTH & SAFETY

IMPORTANT – THIS IS A SHARED RESPONSIBILITY

Under the Health and Safety at Work Act 2015 it is acknowledged that there is a shared responsibility between St Luke's Church, Te Kuiti, all Stallholders and the visiting Public to ensure The Market has a high level of Health and Safety for the benefit of everyone.

Stallholders must report any notifiable (injury, accident) which occurs on their stall site to the Market Coordinator.

Site Safety

Stallholders must confine displays and signs to the stall area.

The footpaths must be kept sufficiently clear to allow unimpeded movement of pedestrians, mobility scooters and pushchairs. This is to ensure that the health and safety of the public is not compromised.

Stallholders are responsible for maintaining their site in a clean and tidy condition at all times and are encouraged to present an attractive site in keeping with the theme of our Trash 'N' Treasure Market.

PRIVACY POLICY

Introduction

St Luke's Church, Te Kuiti, is committed to protecting personal information provided by stall holders.

Personal Information

Information provided by you will be securely retained and kept confidential. You have a right under the Privacy Act 1993 to request correction or deletion of, any personal information held by us about you.

Use of Information

We may use your information to operate and improve this Market.

We may share information with third parties outside St Luke's Church, Te Kuiti, such as our business partners to operate and further improve our services.

When we use third parties to assist us in processing your personal information, we require that they comply with our Privacy Policy and any other appropriate confidentiality and security measures.

We may also share information with third parties in limited circumstances, including when complying with legal process, preventing fraud or imminent harm, and ensuring the security of our Market.

We will not share or sell your data to a third party without your permission.

Contact Details

If you have any questions about the privacy of your personal information please contact us at PO Box 313, Te Kuiti 3941.

OTHER POLICIES

Disclaimer of Liability

St Luke's Church, Te Kuiti, will not be liable for any loss or damage to the property of the stallholders due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of a stall at our Market.

St Luke's Church, Te Kuiti, assumes no liability for any damages or losses resulting from or relating to the failure of the stallholder to comply with the provisions of these Terms & Conditions.

Complaints

Please bring any complaints to the attention of the Market Coordinator, or contact St Luke's Church, Te Kuiti, directly.

Insurance

Stallholders trade at St Luke's Church, Te Kuiti, at their own risk.

Changing the Terms and Conditions

We may change the Terms and Conditions, by changing or removing terms or adding new ones at any time.

These Terms & Conditions, must be adhered to at all times; otherwise expulsion from Market will occur.

Thank you for your inquiry, we look forward to allocating you a stall.