

Richmond Farmers and Makers Stall Holders Checklist

please complete and return prior to the first market. If you are unsure of any items please contact us.

Business Name: _____

Stall Holder Persons Name:

Have you provided copies of;

- | | | |
|-----------------------------------|------------------------------|--------------|
| 1. Public liability insurance | yes/no/not relevant | expiry date: |
| 2. Product liability insurance | yes/no/not relevant | expiry date: |
| 3. Temporary Council Food Permit | yes/no/not relevant | expiry date: |
| 4. Other Council Permits? | if yes, what type of permit? | |
| 5. Responsible serving of Alcohol | yes/no/not relevant | expiry date: |
| 6. Liquor licence | yes/no/not relevant | expiry date: |
| 7. Other permits/licences? | Details: | |

Have you read and understood the;

- | | |
|------------------------------------|--------|
| 1. Market Charter | Yes/no |
| 2. Market Risk Management Strategy | Yes/no |
| 3. Market evacuation plan | Yes/no |
| 4. Market parking and traffic plan | Yes/no |

For your stall;

- | | | |
|--|---------------------|------------|
| Does your gazebo comply with council regulations (including anchors) | Yes/no/not relevant | |
| Have you signed the last 3 pages of the charter and returned them to us? | Yes/no/not relevant | |
| Have you paid your annual market membership? | Yes/no/not relevant | Date Paid: |
| | | Date Paid: |
| Have you paid for your first market? | Yes/no/not relevant | |

Payment of membership and site fees by direct credit to:

Account Name: Richmond and Coal River Valley Promotions Inc

BSB: 067103 Account Number: 10469169 Please cite your business name in the payee reference.

By Cheque payable to: R&CRV Prom Inc. PO Box 119, Richmond. Tas. 7025

Once completed, please return this form to richmondvillagemarket@gmail.com

We can then issue your licence to trade at the market

Note: We understand that some of these requirements may seem pedantic; however, they are put in place by the local council and the national farmers market guidelines. All people working on the development and management of the market are volunteers, and insurances are in place to protect them and their families, as well as you, the stall holders, and your customers.

About the market: This market has been developed to give local producers in the Coal River Valley and surrounding areas a place to sell their produce and artisan items. It is also intended to provide a source of fresh foods and other items to locals and tourists, thus promoting our region and encouraging people to visit the Richmond and Coal River Valley region. **All profits from the market will be 100% re-invested into the community and promoting our region.**

The market is managed by volunteers of the Richmond and Coal River Valley Promotions Group.