

# LAU PASAR – Morning Breakfast Market

Every Saturday morning  
McCallum Park,  
Garland Street  
Victoria Park  
WA 6100

## TERMS AND CONDITIONS

### EVENT DETAILS

Name: Lau Pasar  
Location: McCallum Park  
Garland Street, Victoria Park WA 6100  
Trading day: Saturday (weekly)  
Trade dates: from 28 April 2018  
Trade times: 8am until 1pm  
Bump in: 7am  
Bump out: 1pm

### DEFINITIONS

**Lau Pasar:** means the Lau Pasar – The *Old Market* located at McCallum Park, Garland Street in Victoria Park WA 6100

**Advance payment:** means all stallholders must pay for the site space two weeks in advance and must always pay in advance;ie,

Example - Advanced payment (your first invoice will show this)

- 1 - 28th April 2018 is the week you start to trade
- 2 - 5th May 2018 is the 1st week in advance
- 3 - 12th May 2018 is the 2nd week in advance

The next week, you will be invoiced to trade on the Saturday and #2 and #3 (above) will be carried forward by one week.

This advance payment arrangement will continue until you decide to leave the market, your two weeks in advance is spent on the site space allocated to you.

**Market Mouse Consultancy:** means the owner of Lau Pasar

**Citilink:** means the contractor performing operational tasks at Lau Pasar.

**Management:** means Market Mouse Consultancy and or, Citilink.

**Patrons:** means members of the public

### 1.0 TERMS

All stallholders accepted to trade at Lau Pasar automatically agree to the terms and conditions below, directions, stallholder categories, fees, supplied documentation and extra conditions outlined in this document.

1.1 An Expression of Interest must be completed by the stallholder.

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Trustee for the McGhie Whanau Trust, trading as Market Mouse Consultancy

ABN: 57 387 008 642

PO Box 175 Greenwood WA 6924

Phone: 08 9448 1556 (Office) 0434 999 236 (mobile 1) 0478 613 154 (mobile 2)

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### **TERMS AND CONDITIONS**

1.2 All stallholders must have a minimum of \$10million Public Liability and this certification must always be current when trading at Lau Pasar; otherwise and for whatever reason, the stallholder's public liability is not current, they must not trade at Lau Pasar.

1.3 For taxation purposes, all stallholders must submit their ABN/ACN number(s) to management prior to trading at Lau Pasar.

1.4 With the exception of rule 11 of the Food Act 2008, all food vendors must supply management with a copy of their Food Registration Certificates. No exceptions.

### **2.0 CONDITIONS**

2.1 Stallholders are prohibited from sub-licensing, sharing or parting with possession of his/her space without written permission from Citilink and or, Market Mouse Consultancy.

2.2 All stallholders must provide ground cover to protect their rental space.

2.3 Any damage caused by the stallholder to the site or elsewhere on the grounds of McCallum park shall be made good by and at the expense of the stallholder.

2.4 All stallholders marquees MUST have leg weights to secure their marquees, otherwise you will be prevented to trade until your marquee is properly secured by leg weights.

2.5 Absolutely no pegs are to be used to hold down weigh marquees/tents.

### **3.0 AGREEMENT**

Stallholders automatically agree to behave in a reasonable and responsible manner and follow all directions given by management any stallholder acting in an unprofessional manner towards patrons will be directed by management to cease immediately until the end of trade and the right to trade will terminate, effective immediate and no receipts or invoices, advance payments are forfeited to management.

### **4.0 DIRECTIONS**

All stallholders trading at Lau Pasar agree to providing the following,

- (a ) Supply a Temporary Food Business Permit issued by the Town of Victoria Park
- (b ) Supply a copy of your ABN Number
- (c ) Supply a copy of your current certificate of currency
- (d ) Supply a copy of your Food registration
- (e ) Supply a layout of your stall

NOTE: Citilink will advise you on how to submit your application to the Town of Victoria Park.

NOTE: Citilink will have the ultimate right to determine how food vendors are classified into each category prior to submission to the Town of Victoria Park.

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### 5.0 FEES - Stallholders

The standard fee applies to a 3x3m stall site space,

#### 5.1 Primary Producers

(Growers, Fruit, Vegetables, eggs, Honey)

**\$75 +GST**

#### 5.2 Food stallholders

(Hawkers style food)

**\$125 +GST**

#### 5.3 Artisans/Craft stallholders

(non-food)

**\$50 +GST**

5.2 For stallholders, every metre thereafter will attract an additional: \$40 + GST per metre, per event date will be charged at the discretion of Citilink.

### 6.0 FEES – Non-refundable application fee

**\$100** – A once off, non-refundable application processing fee is charged per stallholder.

### 7.0 INVOICING

7.1 Invoices are issued every Monday (prior to the Saturday trade day):

7.2 Payment is required two days later on Wednesday (prior to the Saturday trade day):

7.3 If payment has not been made by 7am on the day of trading, an invoice receipt will be issued with a \$15 late processing fee attached to the invoice and payment must be made prior to the opening of the market; otherwise, trade will be declined until payment arrangements are in place.

### 8.0 BANKING DETAILS

Name of Account: Market Mouse Consultancy

BSB: 306 074

Account: 082 0671

### 9.0 FAILURE TO PAY

9.1 If payment is not received by the due dates, you will automatically be removed from the bump in list and will not be able to trade until payment arrangements and or, proof of receipt has been given to management.

### WE WILL NOT REFUND

(a) The stallholder failing to appear at the event without 2 weeks' notice.

(b) The stallholder cancelling his/her application without notice.

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- (c) Non-compliance with any section framed in this document.
- (d) The event being cancelled due to inclement weather or factors beyond our control.

#### **10.0 SET-UP**

- 10.1 Bump in is from 7am on each date. No exceptions.
- 10.2 You will come into the park and follow the directions of management staff.
- 10.3 Once you have unloaded, you **MUST REMOVE** your **VEHICLE** to the designated parking area management direct you too.
- 10.4 At all times, stallholders are responsible for the un/installation and maintenance of their mobile food van, marquee, equipment and food.
- 10.5 At all times, stallholders in marquees must have a floor sheet to stop grease from hitting the ground.
- 10.6 Unless you have made prior arrangements with management, you must complete your setup and power will be turned on at 7:30am.
- 10.7 All power cords **MUST BE TAGGED AND TESTED** by a licensed electrician; otherwise, failure to tag and test your leads will result in your stall being deemed “non-compliant” and you will be liable for any electrical incidents in and surrounding your stall.

#### **11.0 TRADE**

- 11.1 Trade begins at 8am and finishes at 1pm.
- 11.2 You must not pack down prior to 12:50pm unless directed by the onsite manager.
- 11.3 If you sell out, please erect a sign saying “**SOLD OUT**” written clearly.

#### **12.0 PACKDOWN**

At 1pm, please pack down and ensure you remove your own waste, rubbish and leave your designated space in the same condition you received it, otherwise, photographs will be taken and you will be invoiced for professional services to clean your space.

#### **13.1 RUBBISH**

- 13.1 Stallholder waste must be containerised and removed off site by the stallholder. No exceptions.
- 13.2 Bins onsite are reserved for patrons only; however, once the bins are placed in the area set aside for pickup, you may put your rubbish inside the bin (if it can fit).
- 13.3 Management promotes environmentally friendly packaging from stallholders.

#### **14.0 RISK**

- 14.1 All stallholders must have a copy of the Risk Management
- 14.2 All stallholders must take full responsibility at **ALL TIMES** for their allocated stall site space area.

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14.3 Stallholders must make all efforts to eliminate hazards which may harm themselves and or, others in the market area.

14.4 Citilink and Market Mouse Consultancy and the Town of Victoria Park are not, will not and can not be held liable for any loss, damage and has no responsibility whatsoever shall lie with management and Lau Pasar with relation to food and products sold at Lau Pasar.

14.5 Stallholders will indemnify Citilink, Market Mouse Consultancy and the Town of Victoria Park from any damage, expenses or liability arising from injury or damages to any person, including the general public, the stallholder or others, occurring either in the space occupied by the stallholder or elsewhere arising out of its occupancy or anything connected with occupancy.

14.6 Current Certificate of Currency is a compulsory to all stallholders and contractors; otherwise trading must cease until the Certificate is updated and the affected stallholders and or, contractors will be liable to continue to pay issued invoices until a new Certificate of Currency is handed to management.

### **15.0 FOOD**

Food stallholders are legally required to comply with the Food Act 2008 and the Food Safety Standards while operating at the Lau Pasar.

### **16.0 SUPPLIED DOCUMENTATION**

The following documentation will be supplied to all stallholders who are accepted to trade prior to trading at the Lau Pasar,

16.1 Bump in sheet

16.2 Risk Management

**I have read and agree to comply with the above terms and conditions when I participate as stallholder at Lau Pasar.**

Complete all sections below,

**Your business name:** \_\_\_\_\_

**Your billing address:** \_\_\_\_\_

**Your phone number:** \_\_\_\_\_

**Your email:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

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