



# Upper Lachlan Shire Council Streetstall and Markets booking form

Please Contact  
[Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) for further information

## MARKET/STALLHOLDER/FUNDRAISING COMMITTEE

Council will continue to work with the community in line with the NSW Health regulations if they change.

### All bookings must follow the key points below

- Hand Sanitizer, Wipes and Masks must be made available for users to utilise if they wish.
- COVID-19 safety plans are suggested but not mandatory

### 1. Advise who is your dedicated booking coordinator for the venue please submit these details to Council

Full Name	Community Group	Venue	Contact Phone Number	Email
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#### Example

Joe Smith	Lions Club Crookwell	Amenities block	02 4830 1000	<a href="mailto:Council@upperlachlan.nsw.gov.au">Council@upperlachlan.nsw.gov.au</a>
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### Council's Expectations

#### REQUIREMENTS FOR HIRE / USE OF PUBLIC SPACE / COMMUNITY FACILITIES

All groups must adhere to the booking processes for their space or when out-hiring to members of the community

#### Booking Form and Process

- Stallholders must first enquire with ULSC availability of space (contact Customer service team or [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au))
- All bookings must have a booking form submitted to Council prior to use
- All bookings must be emailed through to Council so an electronic copy is kept for the register and the shopfront can be contacted by Council to notify them of use.
- Committees must ensure that the signed booking form, insurances are submitted via email to Council. Insurances must be up to date
- Payment (if applicable) must be made 48 hours before accessing the facility.
- **A CONFIRMATION WILL NEED TO BE RECEIVED FROM COUNCIL FOR THE BOOKING TO BE CONFIRMED. WITHOUT THIS USE OF THE FACILITY WILL NOT BE GUARANTEED.**
- Stallholders can use public areas designated for stall holders approved by Council (e.g amenities block) Amenities block is available all day 8am – 4pm.
- Stallholders can use areas in front of shops (If choosing outside IGA Crookwell the stallholder is limited to Thursday/Friday/Saturday for a 4 hour block 8am-12pm or 12-4pm)
- Unless prior approval from General Manager (i.e. special events) other days/times are off limits.
- Stallholders will use specific area for their stall, marked area to be in agreeance with ULSC.
- Stallholders cannot approach customers entering shopfronts
- If arranging set up for outside IGA Crookwell please contact Floyd Davies, via email [floyd@daviesinvest.com](mailto:floyd@daviesinvest.com) to notify them of your booking. Ensure you include a copy of your booking confirmation from Council.

## BOOKING FORM AND FACT SHEET

Thank you for enquiring to make a booking. Council manage this space and have asked that we share this fact sheet along with key information you will need to provide ahead of utilising the facilities.

All bookings must be **emailed** through to [Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) Attention Finance and Administration Customer Service – Street stall/Market Booking Request – YOUR GROUPS NAME

### **Please find included**

- Fact Sheet of what is expected when you utilise this space
- Booking / Payment form

### **Liability / Damages**

Upper Lachlan Shire Council do not accept any liability for damage, loss or injury to any member of your party or possessions. Guests agree to not make any claim against the facility/ management for any damage or loss to their goods or valuables, regardless of how or where the loss or damage occurred.

*A bond may be requested to be paid for use of the space. This is at the discretion of Council / Committee for use of the facility*



# FACT SHEET

## Wellbeing of users / visitors

- If you or someone attending has been unwell please ensure you/they do not attend.
- Provide volunteers and visitors with information on COVID-19, including when/where to get tested, physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Contact attendees prior to arrival that they understand the above conditions of use before entering the premises.

## Physical Distancing

- It is recommended to keep 1.5 metre distancing for safety.
- Consider displaying signage with arrows to direct the flow of visitors/traffic control

## Cleaning and Exit Process

- The Committee / coordinator of booking must arrange for cleaning to occur after use of venue.
- Clean frequently used areas during use. Clean before and after use with detergent / disinfectant and allow for sufficient time between bookings to ensure this occurs.
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask users/visitors to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- All removal of rubbish to correct designated bins and removal of all items from the premises.
- If a key / Code has been provided to your group please ensure all windows, doors and facilities are secured before vacating
- All air conditioning/heating units are turned off if applicable
- Look to implement tap and go options for payments or not contactable payment/donation methods.

**Keys that have been issued must be returned to Council at the end of your booking**

## Personal Hygiene

- Adopt good hygiene practices.
- Ensure you have sanitizer and disinfectant wipes/spray available.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Encourage users / visitors to bring their own personal hygiene equipment and to remove personal belongings at the end of a booking

# Booking Form

Please email [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) Attention Finance and Administration Customer Service – Street stall/Market Booking Request – YOUR GROUPS NAME

Booking / Supplier request Form – Contact Information

## ANSWER THE BELOW QUESTIONS (CIRCLE YES OR NO)

- Is it a non-profit organisation? YES / NO
- Is it represented by a Committee established in the Upper Lachlan Shire Council? YES / NO
- Does the organisation have public liability insurance with an indemnity limit of \$10 million as a minimum? YES / NO
- A certified copy of the public liability insurance policy is attached to this application? YES / NO

Contact/Authorisers Full Name	
Organisation / Committee	
Phone number	
PO Box or Address of Organization / Committee	
Email	
Site Location e.g IGA/Amenities block/Gunning	
Date of use	
Time (from and To)	
How many volunteers are attending	

If multiple bookings please make sure you submit a form for each date for record keeping.

## Authorisation Details

I have read the above, and accept the detailed requirements outlined by the facility and Upper Lachlan Shire Council.

Authorisers Full Name

Authorising Signature

Date

## Keys (if applicable)

I accept to return keys by the end of the booking. If applicable to my booking I will keep the key code confidential. I note if keys are lost a replacement payment fee will be charged.

Authorisers Full Name

Authorising Signature

Date