



PO Box 1017
BROOME, WA 6725
info@broomemarkets.com.au
www.broomemarkets.com.au

BROOME COURTHOUSE MARKETS

Rules and Regulations

- 1) ALL vehicles must be out of the Market area - **by 7.30am.**
- 2) NO vehicles permitted back into the market area prior to **1.00pm** during the DRY season and **12.30 pm** during the WET season on both Saturday and Sunday. If you intend to leave prior to 1:00 pm the coordinator must be informed of your intentions.
- 3) Vehicles to be unloaded quickly in order to allow others to access their site and not cause blockages on the roadway.
- 4) NO Stalls, Vehicles or Trailers are allowed on Grassed areas **AT ANY TIME.**
- 5) NO stallholders are to have dog's at the markets.
- 6) Bikes and Scooters are NOT to be ridden within the Market area - they must be hand pushed - members of the Public may need to be informed.
- 7) Stallholder's children must be under supervision at all times and are prohibited from playing in and around the Courthouse buildings and toilet area.
- 8) ALL Stall Holders are to make sure that no rubbish is left on your site after packing up. Stallholders can be fined or lose membership by not abiding by membership rules.
- 9) Stallholders wishing to change existing products or add a new product on their stall, shall submit in writing to the Committee stating those changes desired for approval. This will avoid conflict with others as per item B: 7: of the 'Stall Allocation & Trading Policy'. No new product to be sold until approval from committee is given.
- 10) **MEMBERSHIP:**
 - a) Anyone can become a member who is over 18 years of age and a Broome resident.
 - b) To get a permanent stall site one must first start as a casual trader and have to trade continuous at least 9 out of 12 months.
 - c) Priority is given to those traders who trade Saturday and Sun during Easter to October and trade most of the year.
 - d) After 9 months trading either Sat or Sun or both you can apply for membership.
 - e) You need to be nominated by 3 members, once approved by management committee as a member we will allocate subject to an availability a permanent site Saturday, Sunday and night markets.
 - f) Membership is an annual membership that must be renewed PRIOR to the BCSA Annual General Meeting (AGM) Committee Elections
 - g) Membership is only available to TRADING permanent stall holders i.e. have traded for at least 9 out of 12 months unless an extended absence has been approved by the BCSA committee.



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- h) Only the member listed on a membership form or a direct family relation to the listed member may operate a stall;
- i) A third party unrelated to the listed member may operate a member's stall for up to three (3) months of the annual trading duration following application to the BCSA Committee;
- j) The total number of Memberships is limited to the total number of stalls available on a Saturday Market.
- k) Membership entitles ONE nomination per membership for the BCSA committee elections.
- l) Membership entitles ONE vote per membership at committee elections or any other elections / special meetings
- m) Members have priority in terms of site allocation and approval for new goods for sale over Casuals.
- n) The annual trading duration prioritises a Member's request. For example, a member who trades 11 months/year will be prioritised over a full member who trades the minimum 9 months/year.
- o) To become a member you must be nominated by 3 existing members.
- p) Upon approval you will be allowed a permanent site subject to availability.
- q) Financial membership is not valid unless the membership fee is paid in full and payment cleared.
- r) Membership payment will not be accepted at the AGM.
- s) Members must apply in writing to the Committee to have a relief operator for stall operations. This must be individually approved by the committee.

MEMEBERSHIP CRITERIA (Priority is given to)

- A- Broome residents who make their own produce and goods.
- B- Broome resident who partly make their own products
- C- Broome resident who import goods that are a benefit to the diversity of the markets

11) Casual Trading

All casual trading is subject to stall availability.
Priority given to BME locals over non locals

Criteria- Priority is given to casual who:

- a) Make your own goods
- b) Partly your own goods
- c) Imported goods

LONG TERM CASUAL

- LTC can have priority over new casuals subject to A, B & C.

Note: As long as you are casual trading there is no guarantee that you have the same site on each trading day.

Note: Each trading day you are required to enter your name and goods in the book, if additional goods are put up for sale you must inform the coordinator who has the right to refuse.



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CURRENT CLOSED CATAGORIES

SATURDAY

- A- All jewelry.
- B- All Clothes.
- C- All Food.
- D- All Soap, Candles and Beauty Products.

SUNDAY

- A- Food

FEES PAYABLE – Dry Season: April - October

1. Saturday

a. Member	\$20
b. Member Food Van	\$35
c. Casual Food Van	\$50
d. Casual Stallholder Handmade	\$30
e. Casual Stallholder imported/ Not handmade	\$50
f. Drink Vendor	\$20
g. Blanket/School/Charity	\$10
h. Business Promotion	\$50

2. Sunday

a. Member	\$15
b. Member Food Van	\$30
c. Casual Food Van	\$40
d. Casual Stallholder Handmade	\$25
e. Casual Stallholder imported/ Not handmade	\$40
f. Drink Vendor	\$20
g. Blanket/School/Charity	\$10
h. Business Promotion	\$50

3. Staircase to the Moon Night Markets – Includes 2 nights Thurs nights- 1 night

a. Member	\$30	\$20
b. Member Food Van	\$100	\$70
c. Casual Food Van	\$120	\$100
d. Casual Stallholder Handmade	\$50	\$40
e. Casual Stallholder imported/ Not handmade	\$60	\$50
f. Drink Vendor	\$40	\$30
g. Blanket/School/Charity	\$20	\$10
h. Business Promotion	\$100	\$80



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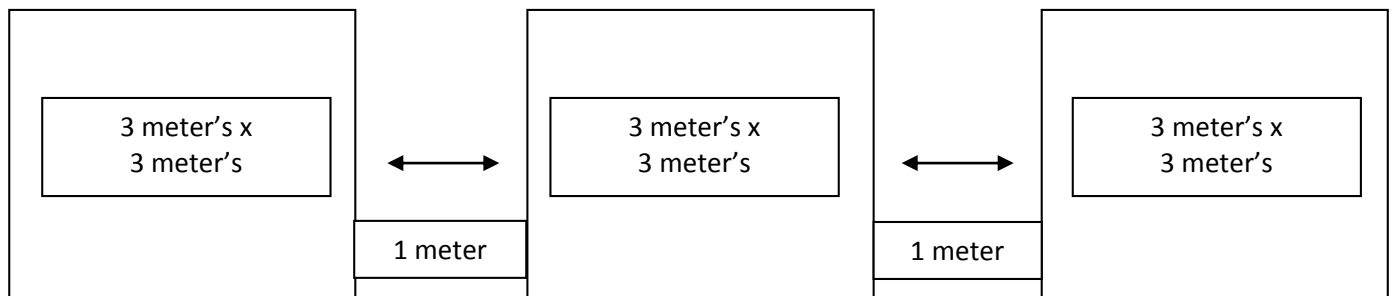
FEES PAYABLE – Wet Season: October – April

4. Saturday

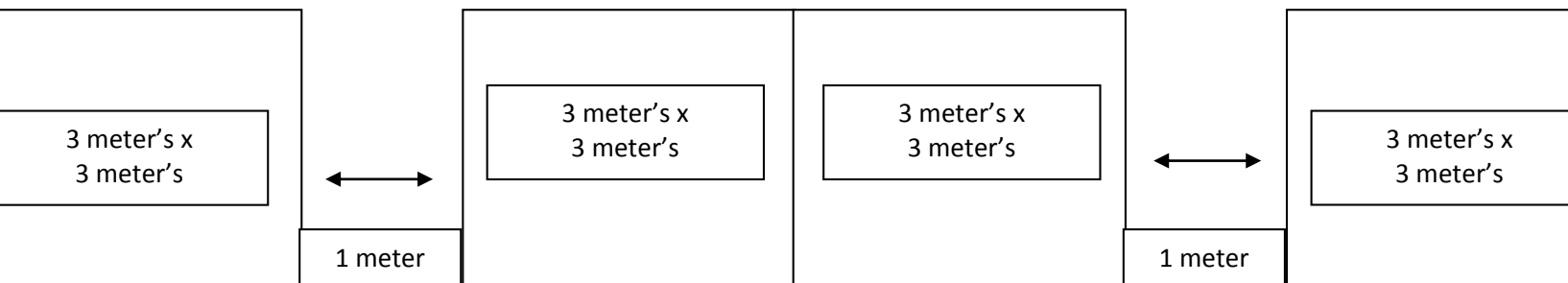
a. Member	\$15
b. Member Food Van	\$20
c. Casual Food Van	\$30
d. Casual Stallholder Handmade	\$25
e. Casual Stallholder imported/ Not handmade	\$30
f. Drink Vendor	\$15
g. Blanket/School/Charity	\$10
h. Business Promotion	\$50

12) Each member can have one stall only a basic stall 3x3 meters or a double stall 3x6 meters. Each stall site has an additional 1 meter on either side of stall. **This space is not for stall holders to extend their goods out into, they are walk ways.**

Example: Single Stall Set up



Example: Double Stall Set up



13) SALE OF BUSINESS

When selling your business your stall site becomes vacant and if the buyer wants to trade he/she starts as a casual subject to meeting the casual criteria.



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14) PERMANENT SITE ALOCATION:

When a permanent stall site becomes available all members can apply, the committee will decide based on the following criteria (a, b, c priority):

- a) longest membership history, trading history,
- b) Suitable site
- c) Vacant site will be advertised via notice board website, facebook & newsletter and decided upon at the next Committee meeting.

15) All site fees must be paid to the coordinator upon request irrespective of if you make a sale or not.

16) All massage therapy traders are required to have and display public liability and qualifications.

17) All products must comply with Fair-trading, Australian Standards & Copy Right laws.

18) All health and medical products for sale must have appropriate documentation for public viewing and adequate public liability insurance.

19) FOOD STALLS:

- a) Are to comply with Health Regulations of the Health Department, if this is not adhered to your license and your entitlement to continue operations at the Markets may be revoked.
- b) Are to provide a large rubbish bin with bin liner at their stall site and to remove full bags and place in the Skip Bin provided in the front car park.
- c) All food stalls to submit menu to Committee. No direct duplication of food product on a Saturday or Sunday.
- d) If change of menu submit in writing to committee for approval prior to trading.
- e) All license must be displayed at your site in view of the public.

20) RESUMPTION OF STALL SITE

- a) A member who is absent more than 2 Saturdays without notice to the Coordinator is subject to losing their permanent stall site. Notice is required the day before or in an emergency on the morning of the market prior to 7:00am.
- b) A member who is absent more than 3 months without prior notification can be subject to losing their permanent stall site and membership.
- c) A member can be absent for 3 months out of 12 months. During this time a member can nominate a person/s to sell at their stall provided they notify the Committee in writing.
- d) A Leave application form which can be obtained from the Coordinator at the markets or downloaded from the website www.broomemarkets.com.au
- e) The Committee decides that the stall holder is acting against the interest and aims of the Courthouse markets or the BCSA constitution.
- f) False or misleading statements and information submitted on any application form.



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- g) Hindering of other stallholders will incur immediate remedial action from the coordinator and or the committee. Such actions include:
- i) Smoke from cooking
 - ii) Loud music
 - iii) Intrusion of stall space
 - iv) Plagiarism
 - v) Vocal or physical abuse
 - vi) Defamatory remarks or comments regarding a stallholders product

21) The Co-ordinator is employed by the BCSA and operates under its constitution, rules, bylaws and regulations.

22) All casual site allocations will be carried out by the Coordinator.

23) Any dispute is to be put in writing to the Committee.

24) Do not hinder or trouble the Coordinator.

25) All correspondence including but not limited to:

- a) Complaints
- b) Disputes
- c) Enquiries

Can be direct to the info@broomemarkets.com.au email address for review by the Committee.

26) The Coordinator can be contacted on 0419668209.

The Committee is made up of volunteering members who donate their time to the smooth running of the Broome Courthouse markets in the best interest of all members. Proper Broome Market behavior is working together as stall holders, working things together as the Broome Community Stallholders Association we are the representative of the Broome Community. Good behavior, good feeling creates good business.

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DISPUTE RESOLUTION PROCESS BROOME COURTHOUSE MARKETS

- If Markets members approach committee members with an issue, they can be directed to the Coordinator.
- Committee members may 'hear out' a complaint but are asked to refrain from becoming involved.
- Once a complaint gets to committee it should be discussed at first meeting after it is received. Complaints to be put on Agenda/Minutes under correspondence.
- The person appointed to investigate a complaint should not be connected to either complainant if

