

# Halswell Community Market

## Information

valid from 8th February 2017



[www.halswellcommunity.net.nz](http://www.halswellcommunity.net.nz)  
Your place for information on everything Halswell  
- local info events clubs sports etc



# HALSWELL COMMUNITY MARKET

Local crafts  
and produce,  
live music.

*A Community Day Out*

WHEN	WHERE
12-3pm Fourth Sunday of the month	St John of God Nash Rd Aidanfield
COST <b>FREE</b> to attend.	

Contact Keri or Kate 027 3700344

[communitymarket.halswell@gmail.com](mailto:communitymarket.halswell@gmail.com)

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## Welcome to the Halswell Community Market

The Halswell Community Project held the first market in 2013 at St Lukes Church. Since that time, the market has evolved from a small community affair every couple of months, to being held monthly since January 2015.

In 2015 we moved our market to St John of God Hospital, a historic site with award winning gardens which offers a great afternoon out for people in Christchurch.

As a market our primary purpose is to bring our local community together regularly. As part of this we aim to support local business, musicians, clubs and groups who want to publicise their activities and/ or fundraise, as well as the residents and staff of St John of God Hauora Trust.

We encourage a supportive trading environment for our stallholders whilst respecting the needs and interests of St John of God Hauora Trust and their residents, and the Halswell Residential College next door and aim to accommodate the needs of both residents and our stallholders.

As one of Christchurch's only non-commercial markets, stall rental goes towards advertising, entertainment and running costs.



## Bookings

We have a maximum of 50 stalls at each market so please book as early as possible to ensure a site. You must do this prior to each market day - you cannot show up on the day and expect a space, regardless of how frequently you attend the market. We have quotas for different segments of the market to ensure a variety of stalls. Contact the Market Manager for more information.

To book a stall you need to be registered with us. You can register as a stallholder through our facebook page, website or by following this link:

[Register as a Stallholder](#)

After registering, you will receive an email confirming your details. Please check these carefully and let us know if anything needs changing or updating.

You can request a booking online through our website, facebook page or by following this link:

[Request a Booking](#)

Any queries regarding booking, contact the Market Manager on [communitymarket.halswell@gmail.com](mailto:communitymarket.halswell@gmail.com)

**Please note, this is not a confirmed booking. The Market Team will check your request against stalls available and will confirm your booking with you at the beginning of the month.**

Once your booking is confirmed by the team, you will be sent an invoice and payment needs to be made to secure the site. Your confirmation email/invoice will give payment options.

### Site Fees

Site fees are payable once you receive confirmation of your site. Unpaid fees will result in your stall being offered to another vendor.

### 2017

Site Fee	Standard Rate	Discounted Rate*
Summer (Oct – Mar)	\$30	\$25
Autumn (April – Jun)	\$30	\$25
Winter (Jul –Sept)	TBC	TBC
Kids Corner (must provide own table)	\$5	\$5

\*The Discounted Rate applies to stallholders who have attended the previous three consecutive markets, local fundraising groups and community groups from Halswell. If you are unsure whether this applies to you, please check with the Market Manager.

**Shared site**—please talk to the Market Manager.

## **Cancellations**

### **Wet Days**

The Market will continue to run in most weather conditions. It is your responsibility to provide your own gazebo/shelter and to protect your stock from the weather.

**If the market is running and you choose not to attend, you will still be liable for the full site fee for that market.**

If you are unable to attend a booked market, you **MUST** contact the Market Manager by 5pm on the Thursday before a market. Please note that this is for planning purposes and you will still be liable for the full site fee.

### **Sausage Sizzle**

The sausage sizzle is available to local people and community groups for fundraising purposes.

Please provide your own BBQ and gas.

Please ensure that you comply with all requirements the new Food Safety Act which came into force on 1<sup>st</sup> April 2016.

You can register your interest at any time and the market manager will let you know the next available date. You must pay the site fee to confirm the booking.

**If, having booked the site, you are unable to run the sausage sizzle, you must contact the market manager by 5.00pm on the Thursday before the market. This allows us to offer the site to another group if available.**

## **Market Day**

The Market runs from 12pm to 3pm on the fourth Sunday of the month and is situated in the grounds of St John of God Hauora Trust, Halswell. Please contact the market manager for dates.

***ALL stallholders, please report to the Community Project Gazebo upon arrival.***

### **Access & Setup**

You can drive into the grounds from Nash Road. Please note the speed limit in the grounds is 15 kph. This will be strictly enforced by the management team. The access road will be single lane and staff and visitors to St John of God Hauora Trust and the Halswell Residential College will also be using this road throughout the day. Please be courteous to other drivers and take care when entering/leaving the site.

Arrival times will be advised in the week prior to the market and will be dependent on allocated site. We do ask that all vehicles are removed from the driveways by 11.15am. Larger stalls and food trucks may be able to set up earlier – please contact the Market Manager if you require more time.

Please empty your car as quickly as possible and remove it from the market site.

For public safety, vehicles must not move through the market area between 11.15am and 3pm. If you arrive after 11.15am you will not be allowed vehicle access to the site and will need to move all gear and stock from the road. You may not bring your car in at the end of the market until your stall is completely packed down and ready to load.

Please be aware that hospital staff at St John of God need full access at all times.

### **Parking.**

Please note, there is **NO stallholder parking** on site at St John of God Hauora Trust.

Parking at Aidanfield School is reserved for visitors to the market.

Cars parked on the driveways or considered to be blocking access for emergency vehicles may be towed by grounds staff.

We suggest stallholders unload and then park in the surrounding streets. Please be courteous of local residents when parking and ensure driveways, berms and junctions are clear.

### **Market Setup.**

You may **only** occupy the space allocated to you. Please do not wander around the market selling items, this is distracting for other stallholders and detracts from the atmosphere of the market.

**We are unable to provide power.** You are welcome to use gas or a silent generator. Please check with the Market Manager re generator placement.

**Please provide rubbish bins**, particularly if you are selling a product that is likely to produce rubbish (eg drinks, food to be consumed on site). Take the rubbish you collect away with you.

**Displaying items** on the ground rather than on a table is not permitted. You may arrange products around a table, on hanging rails or on stands.

**Packaging.** We prefer that you avoid a lot of packaging and use recyclable materials where possible. Many customers come to the market to avoid this.

Counterfeit, fake or pirated brand-named goods that are protected by Copyright are not permitted.

Please only sell items listed on your stallholder registration, if you wish to add items to your stall, please contact the Market Manager prior to the market.

**Chairs and Tables.** You will need to provide your own chairs and tables. These will not be provided for you.

## Gazebos

All gazebos must be tied securely and weighted against the wind (10 -20 litre water bottles provide good weights). Water is available at the market for those needing to fill bottles.

### Please do **NOT**:

- **Use pegs:** We are anxious not to puncture the irrigation networks under the lawn. **You will be liable to pay costs arising from damage to any irrigation infrastructure due to pegs or gazebos.**
- Set up your stall in the public walkway or on the garden beds.

St John of God Hauora Trust grounds are a smoke and alcohol-free area and the <b>consumption of tobacco or alcohol is strictly prohibited</b>
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## Cash.

There is no ATM available on site. The nearest ATM is situated at the BP station on the corner of Dunbars Road.

## Security.

It is your responsibility to keep your float, stock, takings and valuables safe at all times.

## General Information

Please book a site to publicise events or activities. Walking around the market soliciting sales or distributing pamphlets, flyers or advertising material to market goers in and around the market is NOT allowed.

You are committed to remaining on site until 3pm. If there are extenuating circumstances requiring you to leave early - you MUST arrange this with the Market Manager before the market.

Please leave your site **clean, tidy and free of litter**. Take your rubbish and recycling home with you.

Dogs are not permitted in the market area without a leash and must be under control at all times.

## Food Vendors

If you are providing food at the market, please also ensure you are familiar with and comply with any legal responsibilities, including those under the Food Act 2014 which come into force on 1<sup>st</sup> April 2016. Further information can be found at

<http://www.foodsafety.govt.nz/policy-law/food-act-2014/communities.htm>.

Please have a copy of your licence or certificate available upon request.

## Health and Safety

As a stallholder, you are responsible for the safety of your site area. Please ensure that you are aware of any potential hazards your stall may create and have plans in place to deal with these. Examples of potential hazards may include trailing cables, unstable displays, hot BBQs or equipment, unsecured gazebos etc

If you are unsure please talk to Keri or Kate, we can help you identify potential issues and how to deal with them

### **First Aid Info & Emergency Procedures**

There is a trained **First Aider** on site and a first aid kit is situated at the HCP Gazebo.

In the event of an emergency please stay calm & use common sense.

In case of emergency please wait for instructions from the market team who will coordinate the evacuation of the site.

### **Code of Conduct**

Please respect the public, fellow stallholders, local residents and the market team.

Refer any problems with your site or with neighbouring stalls to the market manager promptly. Do not try to deal with conflict yourself.

You may also complain in writing, and this will be considered by the HCP committee at the next meeting.

Failure to behave in a manner that is deemed respectful may result in action taken by the market team, eg penalty fee, warning or expulsion.

We value your feedback so please let us know what is working(or not) for you or anything else you would like brought to our attention.

### **Advertising & Promotion**

Our market is advertised in local papers, school newsletters, on [www.bethere.co.nz](http://www.bethere.co.nz), [www.eventfinda.co.nz](http://www.eventfinda.co.nz), local radio, facebook and other online avenues. We have corflute signs placed around the city, if you know of a prominent spot for one of these, please let us know.

We encourage our stallholders to take a market sign, poster and/or some flyers for display in the community..

Please tell people about our Facebook page (Halswell Community Market), and encourage new stallholders to get in touch with us.

Thank you for helping to ensure more people find their way to our wonderful Halswell Community Market. We appreciate your efforts in joining with us to create a wonderful community atmosphere in Halswell.

### **The Management Team**



Management Team is on site from 9.00 am until 4.00pm

**Market Manager** – Keri Glassenbury.

**HCP Manager** Kate Cleverly

**Chair** Chrys Horn

**Committee** Sarah Wylie

Ros Thornley

Alison MacColl

Angela Thomas

Deborah Harding Browne

Lynne Bull

**Supporters** St John of God Hauora Trust

The Canterbury Community Trust

Aidanfield Christian School

Christchurch City Council

Rata Foundation

Without our wonderful volunteers, the market would not run as smoothly.

They help set up and pack down each market, supervise car parking and games/ bouncy castle when applicable.

## Contact Us

**Office Hours** 9am-12pm Mon, Tues, Thurs, (during term time)

9am - 3pm on Market day

**Phone:** 027 370 0344

**Email:** Market: [communitymarket.halswell@gmail.com](mailto:communitymarket.halswell@gmail.com)

HCP: [halswell.comm@gmail.com](mailto:halswell.comm@gmail.com)

E Newsletter: [halswell.newsletter@gmail.com](mailto:halswell.newsletter@gmail.com)

**Website:** [www.halswellcommunity.net.nz](http://www.halswellcommunity.net.nz)

**Address:** 6 Balcairn St, Halswell Christchurch 8025



