



Bylaws of Willows Rotary Market

The Bylaws have been created by the Rotary Clubs of Townsville Markets Inc trading as Townsville Rotary Markets. The organization was incorporated on 23 September 2016

No. IA 56315

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Bylaws of Willows Rotary Market

The following Bylaws should be read in conjunction with Regulations of Townsville Rotary Market. These Bylaws form part of the Regulations of Willows Rotary Market and are essential terms and conditions of the Regulations and include operational matters that may change from time to time.

1 Further Definitions

In these Bylaws:

We mean the Manager

You mean the Stallholder

Manager means the Operating Officer or a member of the management committee of the Rotary Clubs of Townsville Markets Inc.

Market Coordinator means the representative of the Manager who is rostered on to run the Market on a specific day

2 Application Form

All Stallholders must consent to the Regulations of Willows Rotary Market by completing an Application Form (<http://townsvillerotarymarkets.com.au/register.nb>).

The Manager will not grant consent to the Stallholder to occupy a Site at the Market prior to having received an Application Form that has been fully completed by the Stallholder.

3 Trading Days and Hours

Every Sunday from 7.30 am to 11.30 am

4 Site Fees (GST) Included

- Standard Site (own P/L insurance) - \$30
- Premium Site (own P/L insurance) - \$35
- Insurance \$5 regardless of number of stalls in the market
- Power \$5 per outlet
- Umbrella or table \$5 each

5 Method of Payment of Site Fees

Willows Rotary Market operates on an online prepayment basis. Permanent Stallholders will be invited each week (on Monday) to book a stall for the following Sunday markets. On receipt of the invitation by email the Stallholders will be required to accept the invitation and at the same time make a payment using a debit or credit card (Visa or Mastercard) by 5.00 pm on Wednesday. The actual payment confirms that acceptance of a site at the market. No payment means no site allocation.

The Manager may allow Stallholder to make payment through a Bank Account using a specific reference number allocated by the manager. The funds must be lodged into Westpac Bank Account by 5.00 pm Wednesday. Bank details are:

- Townsville Rotary Market
- BSB: 034-241
- Account: 437356

If payment is not received by 5.00 pm on Wednesday the site will become vacant.

6 Site Sizes

Most stalls fit within a standard parking bay. Standard sites, as indicated on the Market map, vary in size, but are all at least 3m deep x 2.8m wide.

Premium sites

- Y & J rows - 3m deep x 2.8m wide. Vehicles are permitted to remain in parking bays directly behind these sites
- Walkway sites –3m deep x 2.8m wide
- Top/End row sites – 4m deep x 6m wide
- D1 & 2/E1 & 2 – 6m deep x 4.2m wide
- P row – 3m deep x 3m wide

7 Set Up and Pack Up Times

Set up can commence anytime after 4.30 am on Sunday.

Vehicles are permitted to be on the market site for a maximum of 20 minutes.

Vehicle must be parked to ensure clear access is available to passing vehicles

All Stallholders must leave the Market area by 12.30pm

For more information refer to Willows Market Traffic Control Plan.

8 Parking

Stallholders must park either behind the Shell service station on Carthew St or behind Target entrance on Kern Bros Drive.

Stallholders MUST park in areas designated in the Traffic Control Plan. Failure to do so is a major breach of the Stallholder's obligations and the Manager reserves the right to refuse the offending Stallholder permission to occupy a Site at the Market on the day of the infringement and on any future date.

Please refer to the Traffic Control Plan for more information.

9 Refunds and Credits

Site fees will be credited to a future bookings where they have been approved by the Manager. Fees are not refundable.

10 Absence from the Markets

A Permanent Stallholder is entitled to be absent for six (6) markets per year.

A Permanent Stallholder who is absent for more than six (6) markets per calendar year will lose their right to trade at subsequent Markets and must reapply as a Casual Stallholder

Permanent Stallholders who intend to take leave must advise the Manager by email.

A Permanent Stallholder who has not paid their Site Fee for previous market will lose their right to trade for that market.

A Permanent Stallholder who fails to attend two consecutive markets without notifying the Manager will lose their right to trade at subsequent Markets and must reapply as a Casual Stallholder

