Site - Brougham Park, Cowra

Description of the Proposal
Harvest in the Park is a community event and is part of Cowra Tourism’s efforts to increase visitation to Cowra.
The vision is for a large upscale quarterly market of up to 90 stalls, showcasing gourmet food and wine as well as some unique home ware and gifts from the Central Ranges.
Stalls are temporary and will be erected and removed on the nominated day each quarter – last Saturday of each season.
The Harvest in the Park stallholders will include local produce, cheese tasting, jams, coffee, tasty cakes and fudges, lolly stands, home ware, gifts, condiments, flowers, art and sculpture from the Central Ranges as well as gourmet food stands.

Description of the Site
The proposed site area is 1,950m².
The site at Brougham Park provides the perfect market space as it is accessible from all 4 sides of the park and is flat.
There are already 2 x permanent amenity blocks as well as power to a section of the park.
The site is located in a residential zone but is there for community use. The day prior to each Harvest in the Park local residents will be notified by means of flyer informing them of the market and that there will be higher volumes of traffic and parked cars.
All stallholders are well briefed in the requirement for them to be on-site for set up between 7:00am - 8:45am and that pack up may not occur before 2pm to ensure there is minimum disruption of the surrounding area.

Present Use
Currently a community park with children’s play area and rotunda.
Operational Details
Market Trading Times
No trading prior to 9.00am or after 2.00pm.

Vehicles on Site
Strictly no vehicle movements on site between 8.45am and 2.15pm. Vehicles must be unloaded and removed from the site as quickly as possible prior to any site setup. Sites must be fully dismantled prior to bringing your vehicle back on site for loading. Be mindful of pedestrians and other vehicles on site throughout the event. Stallholders who require their vehicles on site during the market must state this as a requirement on their application – this is not encouraged.
Untimed parking is available on Darling, Fitzroy, Brougham and Denman Streets.

Equipment
Stallholders are required to bring their own equipment including marquee, shade structure and tables and chairs as desired.
Any marquee, shelter or shade structure must be secured safely on all corners with weights appropriate to forecast weather conditions. Any unsecured structures will be required to be taken down.
Where power is provided, the stallholders must provide all power cords from their site to the power source. All electrical equipment and power cords must be annually tested and tagged as electrically safe. Untagged cords or equipment will not be permitted for use at the event.

WH&S
A visual inspection of each stall will be carried out on the day to minimise any potential for injury.

Waste removal
Cowra Tourism will liaise with Cowra Council in sourcing additional bins and for their collection on the day.
Trading Times
Saturday 31 May, Saturday 30 August and Saturday 29 November 2014.
No trading prior to 9.00am or after 2.00pm.

Site Setup and Pack Up
Setup from 7.00am, ready to trade at 9.00am. There is to be no pack up prior to 2.00pm.
Stallholders are required to stay until the end of the market, even if all goods are sold and must leave their site in a clean and undamaged condition with waste disposed of appropriately.

Vehicles on Site
Strictly no vehicle movements on site between 8.45am and 2.15pm. Vehicles must be unloaded and removed from the site as quickly as possible prior to any site setup. Sites must be fully dismantled prior to bringing your vehicle back on site for loading. Be mindful of pedestrians and other vehicles on site throughout the event. Stallholders who require their vehicles on site during the market must state this as a requirement on their application - this is not encouraged.
Untimed parking is available on Darling, Fitzroy, Brougham and Denman Streets.

Site Plan
Sites will be filled on a first come, first served basis at each market according to the site layout and as directed by event staff. Where possible return stallholders will be allocated the same site.

Site Dimensions
A stall site is 3 x 3 metres, minimum. Double sites of 6 x 3 metres are available.
Stallholders must not occupy any extra space beyond their allocated stall area.
Powered sites are available for an additional cost, however the total number of powered sites is limited.
Power provided is generally 15amps with some 10amp sites.
Site Fees

- Unpowered single site: $40 (incl GST)
- Unpowered double site: $80 (incl GST)
- Powered single site: $60 (incl GST)
- Powered double site: $120 (incl GST)

Payment
The fee is to be paid directly to Cowra Tourism via cheque, credit card or direct deposit. Payment must accompany the application form for an application to be considered.
If requested by the stallholder, a receipt will be issued once payment is processed.

Equipment
Stallholders are required to bring their own equipment including marquee, shade structure and tables and chairs as desired.
Any marquee, shelter or shade structure must be secured safely on all corners with weights appropriate to forecast weather conditions. Any unsecured structures will be required to be taken down.
Where power is provided, the stallholders must provide all power cords from their site to the power source. All electrical equipment and power cords must be annually tested and tagged as electrically safe.
Untagged cords or equipment will not be permitted for use at the event.

Insurance
All stallholders must be covered by Public Liability Insurance. Until 1 July 2014 this must be to a minimum of $10 million coverage. From 1 July 2014 the minimum cover is $20 million.
Stallholders must supply Cowra Tourism with a copy of their Public Liability Certificate of Currency when paying for their stall and must be able to provide proof of coverage as requested.

OH&S
A visual inspection of each stall will be carried out on the day to minimise any potential for injury.

Food Stalls
As a food stall, by signing the stallholder application form you are confirming to CTC that your stall and all staff working on the stall will adhere to the NSW Food Authority Guidelines. The Guidelines are available at www.foodauthority.nsw.gov.au/industry/industry-sector-requirements/markets-and-temporary-events; alternatively contact Cowra Shire Council.

Alcoholic Beverage Stalls
All stallholders supplying alcoholic beverages must comply with the requirements set by the Office of Liquor, Gaming & Racing or as stipulated by Cowra Tourism, which may include displaying appropriate signage, plastic glassware, etc. For further information visit the Office of Liquor, Gaming & Racing website: www.olgr.nsw.gov.au/.

Assistance on the Day
Cowra Tourism staff will be onsite from 7.00am on the day of the event.

Event Cancellation
As this is an outdoor event there are no refunds or credits in the case of force majeure i.e. events or circumstances beyond the reasonable control of the organising committee which prevent or disrupt the event such as acts of God, war, rain, hail, fire, explosion, civil disobedience or legislation not in force at the date of this document.
Should you make the decision not to attend the event after your application and payment has been processed, the site fee will not be refunded nor will it be credited to the next event. The timing of the processing is at Cowra Tourism’s discretion.