

TERMS AND CONDITIONS

GENERAL

1. Dubbo Regional Council reserves the right to utilise public space in an area designated for market activity if the space is required to conduct Council run community programs or events. For example installation of Dubbo or Wellington's Christmas tree or activations in support of spend local or visitors campaigns. Notice in writing will be provided to the market owner at least five (5) weeks prior to the commencement.
2. Dubbo Regional Council reserves the right to revoke a booking if the booking is in conflict with maintenance or improvement works. Notice in writing will be provided to the market owner at least five (5) weeks prior to the commencement.
3. Booking dates and times are to be strictly adhered to; including bump in and bump out times.
4. The activity being conducted is permitted only at the area stated within the application.
5. The sites listed above are public spaces and therefore exclusiveness to an area booked for an event is not guaranteed. It should be noted that no additional market or event activity will be approved that will conflict with your booking.
6. Open spaces are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for an event but rather on a scheduled roster).
7. Open spaces are to be left clean and tidy after use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
8. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
9. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
10. Market owners are obliged to identify any structures or environs that may be of risk to persons or property. Please contact Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
11. The market owner is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs.
12. As the owner of the market you have a duty of care to ensure that you identify possible risks and put in place actions to mitigate risk to persons or property. This includes ensuring that participants/stallholders have also assessed risk and put in to place a plan of action. Please refer to Council's online Event Organisers Toolbox for a handy template to help guide you to prepare a Risk Management Plan.
13. As the owner of the market it is your responsibility to ensure that food vendors are preparing and serving food in accordance with NSW Food Authority Guidelines. Your market may be subject to periodic inspections by Council's Environmental and Health Officers.

14. Signage for Temporary Events must comply with the following in accordance with the relevant legislation*. Please refer to Council's online Event Organisers Toolbox for the Signage Guidelines.
15. Any incidents relating to damage of Council assets must be reported directly to Council. Any other incidents must be referred to the appropriate agency for action.

TOILETS

1. Any market owners staging markets on locations which include public toilets are not to assume exclusive use of patrons to the market.
2. The market owner must ensure that an appropriate number of toilets are arranged based on the scope of the event and patronage.
3. The market owner must ensure that all toilets within the vicinity of the market are maintained and stocked throughout the duration of the market.
To arrange additional toilets please contact a local supplier.
4. **Council can assist with cleaning and maintenance. This will be at actual cost. To arrange please contact Council's Recreation Co-ordinator on 6801 4000.**

WASTE

1. Waste from the market is the responsibility of the market owner. Waste bins provided for use by the community are not to be used by stallholders/vendors to dispose of waste.
2. If waste bins are required to meet the needs of the market these must be arranged by the market owner.
 - **To arrange additional bins including delivery and collection, please contact Council's Recreation Co-ordinator on 6801 4000.**

SPECIFIC CONDITIONS APPLICABLE TO VENUES:

Dubbo and Wellington CBD areas

1. Due to operational needs and Council's responsibility to ensure early morning cleaning and cleaning of the CBD, any market activity held on a Saturday or a Sunday must not take place prior to 5am. This includes bump in and placement of stalls/vehicles/structures.
2. Stalls are required to be at least 1.0m apart to enable pedestrian movement to and from the footpath from parked vehicles
3. A 2m clear passageway is to be maintained for pedestrians (Refer Macquarie Street passageway restriction below)
4. Markets held on footpaths that shared space with commercial businesses must provide within the site plan the location of the stall evidencing that a distance of 100m is in place of an existing business selling the goods or services.

5. If a stallholder/vendor is located within 100m of an existing business selling the same goods or services, written approval to conduct the stall will be required from the owner of the business.
6. All market activity undertaken kerbside is required to be a distance of 1.0m from the kerb to facilitate pedestrian access; including in bus set-down/pick-up areas. The restricted distance includes all structures and ropes to secure structures.
7. No market activity is to impede or obstruct public spaces and/or restrict pedestrian access to public spaces and business located in the CBD precinct. Approval, expressed in writing, of businesses effected by activity (including restricted access) is required.

Macquarie Street

1. A 3m clear passageway is to be maintained for pedestrians
2. The Old Dubbo Gaol plaza area is currently under construction. Once completed, Council reserves the right to determine use of this space for market activity. This includes existing bookings and new bookings.
3. Markets held at the Rotunda area must monitor vehicular movement to ensure that no vehicles cross the coloured lights located adjacent to the toilet block
4. Markets held at the Rotunda area must avoid vehicular movement across the coloured lights located adjacent to the toilet block.

Victoria Park

1. **Sand or water weights must be used to secure any structures.** Use of pegs is prohibited. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'.
2. The area surrounding the War Memorial Cenotaph must not be used to support market activity or traffic control.
3. Stallholders and participants of the market are prohibited from driving or parking on grassed areas.

Parks and reserves

1. **Sand or water weights must be used to secure any structures.** Use of pegs is prohibited. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'.
2. Stallholders and participants of the market are prohibited from driving or parking on grassed areas.

IMPORTANT: On completion of the Riverside Events Precinct, all market activity staged in Dubbo will be relocated to this space.

Failure to comply with the conditions described above may result in regulatory action and fines being issued.