

KOANGA MARKET

FOOD/DRINK SITE BOOKING REQUEST FORM

Being held on **Saturday October 28th 2023**, 9am-3pm in The Arts Village Green.

Please complete and return by Saturday 14th October 2023, 3pm

Contact Details:

Name: _____

Contact Number: _____

Email Address: _____

Your Postal Address: _____

Social Links (if applicable)

Facebook: _____

Instagram: @_____

Website: www._____

Other: _____

Ready-to-eat artisan foods (high quality, distinctive product in small quantities, usually made by hand and using traditional methods) and locally grown/made artisan goods such as jams and sweets (operating under applicable health laws) will be permitted on a case-by case basis and will be allocated sites together in one area.

Takeaway/coffee/hot food stalls are charged at a different rate to account for provision of bins etc.

You will need to be registered with your local authority (eg. Council) and you will need to have a mobile/market stall licence with Rotorua Lakes Council. Proof of registration and licence will need to be provided to The Arts Village prior to the event. For more information please see:

<https://www.rotorualakescouncil.nz/our-services/permitsfoodliquorlicensing/food/food-at-events>

Food/Drink stalls will need to be completely self-contained; there are **no** power or water connections available on site.

Tell us about what you intend to sell at Koanga Markets: (eg. *Beef Burgers, Chips, etc*)

Tick the following:

- ☐ Takeaway/Hot Food (\$50 per site)
- ☐ Artisan Jams/Sweets etc. (\$40 per site)

Total amount of stalls _____

Total Cost: \$_____

Will you be using a power generator?

☐ YES ☐ NO

Please note we require payment for sites at the time of booking.

If you have not been a part of our markets before, please contact us to confirm your acceptance as a site holder before making your booking.

To book your site, please return this form with payment to:

The Arts Village

1240 Hinemaru St, Rotorua, 3010

office@artsvillage.org.nz

Come in during our office opening hours, **Tuesday to Friday 9am to 4.30pm, or Saturday 10am-2pm.**

We accept payment via EFTPOS, Visa, Mastercard and Cash.

You can also pay via internet banking, our details are:

Kiwibank Account number: 38 9016 0140025 00

Account Name: Rotorua Arts Village Trust

Please include "your name" and "Koanga" as a reference.

Setting Up and Packing Down

- Stalls may be set up from 8am on the day and stallholders must be on site by 8.30am. Stalls must be ready to sell from 9am.
- Stalls may not be packed down any earlier than the market closing time of 3pm, if you have sold out of your product, please put up a 'sold out' sign.

If you have trouble locating your space on market day, look for one of our Arts Village team (wearing high-vis) who can assist you.

Cancellations:

We are weather dependent as this is an outdoor market. Our team will do their best to ensure the market can go ahead on the date we advertise.

In the case of wet weather, the market will still go ahead but there are no inside stalls available, stallholders will need to make their own wet weather preparations and decision on attending.

In the event of very bad weather (*heavy rain/storm/high winds/flooding/fire/earthquake*) the market will be cancelled by decision made by The Arts Village team. In this case, the decision will be made no later than 3pm the day before and will be posted on our Facebook page, Instagram, and our website. We will email all stallholders, and a sign notifying the cancellation will be put up at The Arts Village front door.

By signing, you declare that all of the information you have given is accurate, and you have read and understood the terms of participating in this event.

Sign: _____ Date: _____

Any Questions?

07 348 9008

office@artsvillage.org.nz

1240 Hinemaru Street, Rotorua

www.artsvillage.org.nz