

# CRAFT MARKET

St John XXIII Catholic Church  
50 Reservoir Road,  
Hope Valley SA 5090

Saturday 3rd November 2018

**9 am - 3.00 pm**



PARA HILLS  
MODBURY  
CATHOLIC  
PARISH

**Parish  
Administration  
Address**  
50 Reservoir Road  
HOPE VALLEY  
SA 5090

Phone: 8264 7590  
Fax: 8265 2012

**E-mail:**  
office@paramodcath.com.au  
Web:paramodcath.com.au

## MASS CENTRES

**ST JOHN XXIII  
CHURCH  
50 RESERVOIR  
ROAD  
HOPE VALLEY  
5090**

**HOLY TRINITY  
CHURCH  
3 JAMES STREET  
PARA HILLS  
5096**

*The Craft Market Committee has pleasure in inviting you to apply to hire a table/s or space at our Craft Market this year.*

**Website application: <http://paramodcath.com.au/craftmarket-2018/>**

**Applications close Saturday 30th June, 2018**

### **Information for Indoor Table Hire**

- Table hire @ \$35 each incl GST(180 cm. x 80 cm.)
- Rack space/1/2 table hire (90 x 80cm) \$17.50 incl GST
- Electrical points \$6 each incl GST, there are limited points available and we are not able to supply to everyone.
- We ask you to supply **either photos or links to websites so we can see your products and how they are displayed**, this will help in our decision making process and location of your stall. **Applications will not be processed without this requirement.**
- Set up time: 7.30 am – 8.30 am.
- Vacate centre by 3.30 pm.
- Tables are not to be moved.
- Display stands and equipment on tables must be **SAFELY ANCHORED.**
- Chairs ( one per table) will be provided for your convenience.
- A limited number of tables are available, so please submit your application early to secure your place!
- An application form is attached, or you may choose to book online through our website,

**<https://www.facebook.com/CRAFT-Market-1485552438333909/timeline/>**

All applications will be acknowledged by email within 48 hours of receiving it. If you do not receive an email please contact Helen on paramodcath@gmail.com or by phone on 0422 862 229

**PLEASE SUPPLY AN UP TO DATE EMAIL OR POSTAL ADDRESS.**

**Please include a stamped self addressed envelope if you require a posted invoice/receipt, otherwise your invoice/receipts will be sent by email.**

## **Car Parking:**

- Cars may be temporarily parked in the car park near the main centre entrance for unloading purposes only. Cars must then be moved to the back car park behind the centre on the eastern side near Reservoir Road, or on the southern side of the church grounds.

## **Table Hirers' Responsibilities:**

- **Insurance:** It is recommended that all stall holders have their own Public Liability Insurance. If you hold insurance please supply a copy of your Insurance Certificate when submitting your application either by hand, through the post or email.
- **Table coverings:** All tables require a full length table cover for the security of items stored underneath your table, this creates an aesthetically pleasing environment for the Market. **Please ensure table covers are secured and do not pose as a tripping hazard risk.**
- Your own float and income on the day.
- You are responsible for your own product and stall security.
- Be respectful of other stall holders and venue.
- Cleaning of your area.
- Disposal of rubbish and recycling in bins provided.

## ***Compliance with Occupational, Health, Safety & Welfare (OHS&W) Requirements.***

- Displays must not cause a potential hazard.
- Items must be safely displayed so as not to potentially cause injury.
- Table hirers must not use toxic substances within the centre.
- Table hirers and helpers will be required to comply with OHS&W requirements (see attached).
- All allocated tables will be inspected by the church safety officer from 8.15am to 8.45am to ensure all safety standards are met.
- Report any hazard/potential hazard to the Market Coordinators.

## **Items for Sale.**

- Handmade craft items, beauty products, Jewellery and Candles  
Other products, check with the coordinator, Helen on 0422 862 229

## **Items NOT for Sale**

- Mass produced, commercially sold items.
- Second hand items from shops or your home (Parish Bric-a-Brac and book stall exempted)
- Produce i.e. fruit, vegetables, flowers and plants, cakes, scones, jams & preserves, hot food and drinks etc.

**PLEASE NOTE:** This Craft Market is our Parish Fundraiser and we have the following stalls:

- Cakes and Sweets, Devonshire Tea, Soft Drinks, Beer, Wine tastings, Ice Creams, Food stalls including BBQ and International food. Plants and Herbs, Fresh organic produce, Preserves and Jams, Raffles.
- Bric-a-Brac, Second-hand clothing and Second hand books (will be located outside under the veranda areas near the front of the church).

Therefore the following **CANNOT** be sold at our Craft Market:

- Take away food, ice creams and drinks.
- Plants including plants in containers.
- Cakes, biscuits, scones, sweets produce, jams & preserves.
- Raffle tickets

### **Refreshments:**

We will have people available to take food and refreshment orders from Stall holders throughout the day. A mobile number will be supplied to you if you are not able to leave your stall.

- BBQ and International food will be available from 10 am to purchase.
- Devonshire Tea, Cakes, Sweets, Ice Creams and Soft Drinks will also be for sale.

**SMOKING** is not permitted within the parish building or within 10 metres of any food or table areas outside.

The committee looks forward to your cooperation and participation in this very successful annual event.

You will receive notification of your stall number and location by email 1 week before the Market, along with other relevant information.

**DONATION OF ITEMS:** Stall holders are encouraged to donate items for Charity raffles, etc; this will also provide advertising for your stall.

*If you require further information, please contact Helen Podgorski on 0422 862 229*

# CRAFT MARKET

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50 Reservoir Road,  
Hope Valley SA 5090

Email: [paramodcath@gmail.com](mailto:paramodcath@gmail.com)

Facebook: <https://www.facebook.com/pages/Paramod-Community-Fair/1485552438333909>

Saturday 3rd November 2018

9 am - 3.00 pm

*The Craft Market Committee has pleasure in inviting you to apply to hire a table/s at our Craft Market this year.*

**Online Application: <http://paramodcath.com.au/craftmarket-2018/>**

***Applications close Saturday 30<sup>th</sup> June, 2018***

## Stall holders Application Form

All fields marked with a \* are compulsory

If you have any questions regarding this form, please email the Fair coordinator at [paramodcath@gmail.com](mailto:paramodcath@gmail.com)

<https://www.facebook.com/CRAFT-Market-1485552438333909/timeline/>

Stall holder's name\* .....

Postal address including (post code)\* .....

Phone number\* .....

Email address\* .....

Facebook URL .....

Website .....

Insurance  Yes  No

Number of tables required  One  Two  Three

Number of 1/2 tables/spaces required  One  Two

Electrical points  Yes  No

Stall details including description & product type\* .....

.....

Please submit photo's or web link to your Stall set-up photo's.....

Have you been a stall holder at our event previously\*.....

**You will receive notification from us soon after the application closing date, letting you know whether or not you have been successful for a place.**