



## **MARKET RULES**

### **IMPORTANT - SHARED RESPONSIBILITY FOR HEALTH & SAFETY**

Under the Health and Safety at Work Act 2015 it is acknowledged that there is a shared responsibility between The Riccarton Market, all Stallholders and the visiting Public to ensure The Riccarton Market has a high level of Health and Safety for the benefit of everyone. The following Market Rules **MUST BE ADHERED TO AT ALL TIMES** :

- RULE 1**     **The maximum speed limit in and around The Riccarton Market is 10kph at all times.**
- RULE 2**     **Vehicles are not permitted to enter the market stall area between 9 a.m. and 2 p.m.**
- RULE 3**     **Vehicles parked on stall sites are not permitted to leave the stall site between 9 a.m. and 2 p.m.**
- RULE 4**     **Vehicles entering or leaving the market stall area within the permitted times must not exceed 10 kph.**
- RULE 5**     **Stallholders are not permitted to set up their stalls over the front boundary of their site - that is, on the public walkway.**
- RULE 6**     **Stallholder signs are not permitted on the public walkways.**
- RULE 7**     **Stallholders must take all rubbish with them when leaving the market.**
- RULE 8**     **Stallholders must report any notifiable event (injury, illness, accident) which occurs on their stall site to the Riccarton Market office.**

The Riccarton Market will not tolerate vehicle movements within the market stall area during the advertised trading hours 9 a.m. until 2 p.m. Stallholders not adhering to the above rules will lose the right to operate at The Riccarton Market.

Stallholders who have to leave the market early must not park their vehicles on their market site.

**EMERGENCY PLAN** - The only deviation from the above rules would be in the advent of a storm, bringing strong winds and rain; or a fire; or other event where your safety is at risk. We then request that stallholders depart from the Market in an orderly fashion, taking note that members of the public could still be present. In addition if stallholders have a sudden medical or family emergency where they need to leave the market early, phone 027 226 4229 immediately for Riccarton Market staff assistance to escort you and your vehicle through the market area.

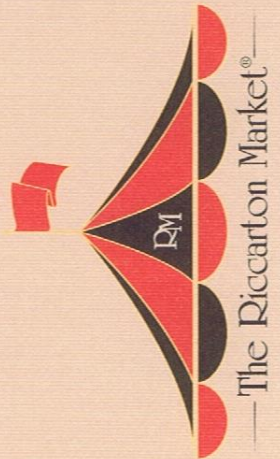
**P O Box 8073, Riccarton, Christchurch / Phone (03) 339 0011 / Email [office@riccartonmarket@xtra.co.nz](mailto:office@riccartonmarket@xtra.co.nz)  
Mobile 027 226 4229**



[www.riccartonmarket.co.nz](http://www.riccartonmarket.co.nz)



A Rotary Club of Riccarton community project.



The Riccarton Market®





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## SITE FEES

Effective 1 January 2014

<b>Casual Stallholders</b>	<b>Low Season</b> April to August	<b>High Season</b> September to March
Single site	\$40	\$55
Double site	\$65	\$80
Triple site	\$95	\$115

### Notes:

- All prices inclusive of 15% GST
- The above rates apply from 1 January 2014 until further notice
- Payment terms: Casual stallholders must pay on entry to the Market each Sunday



A Rotary Club of Riccarton community project.

**Sue Rowe** | **Market Manager** | Telephone: 03 339 0011  
Mobile: 027 226 4229 | PO Box 8073 | Riccarton | Christchurch | NZ



## GENERAL INFORMATION

<b>Venue</b>	Riccarton Park, Racecourse Road, Christchurch
<b>Time</b>	9 a.m. to 2 p.m. every Sunday – wet or fine Casual stallholders must be on site from 7 a.m. (set up no later than 8.30 a.m.)
<b>Stalls</b>	Single            3m wide (frontage) x 6m deep Double           6m wide (frontage) x 6m deep Triple            9m wide (frontage) x 6m deep Table hire       \$5.00 each

**Please refer to the Site Fees table effective 1 April 2011 for current site fees**

**Stall sharing is not permitted**

**Gazebos / Tents / Umbrellas** Acceptable for use within your stall area providing secure tie down methods are used in **windy** conditions.

**Payment** Before entering the Market you are required to pay the site fee in cash. Cheques are not acceptable. A receipt will be issued. We regret that casual stallholders will not be admitted unless full payment is made at the gate. Please queue to the left of the orange traffic cones which are situated approximately 800 metres up the drive from the main gate.

**Products** The only restrictions are :

- All food prepared on the site must comply with the current Food & Hygiene Regulations
- Second Hand Dealers must have an official Dealer's Licence
- Counterfeit, faked or pirated brand named goods that are protected by Copyright are not permitted.
- No raffles or sausage sizzles
- No pamphlets are to be distributed around the Market area or carparks
- The Riccarton Market area is a designated alcohol free area for the consumption of alcohol.

**Product Presentation and Pricing** Your products should be presented in a professional way and sold at better than retail prices to maximize sales.

**Till Float** Bring sufficient cash for your till float e.g., 50c coins, \$5, \$10 notes. EFTPOS facilities are available on site for cash out.

**Parking** Room to park one medium sized vehicle on site. Extra vehicles must park in the public carpark.

**Wet Weather** The Market will operate on a limited basis.

**Bookings**

- Essential to reserve sites 2 weeks in advance
- For November and December, book at least 6 months ahead
- For November and December bookings, payment in full, in advance is required
- Please phone between the hours of 8 a.m. and 6 p.m. Monday to Friday

**Permanent Stalls** You can apply to become a permanent stallholder providing you sign the 6 month (minimum) contract.

**Attendance Figures** Usually between 7000 and 9000 visitors weekly

**We welcome your enquiry and thank you for your interest in becoming a stallholder.** P O Box 8073, Riccarton, Christchurch / Phone (03) 339 0011 / Email [office@riccartonmarket.co.nz](mailto:office@riccartonmarket.co.nz) / Mobile 027 226 4229



The following are [printable](#) Instructions on how to get to The Riccarton Market

### Walking, Biking, by Car

**Using a GPS** like a Tom Tom - program in address 146 Racecourse Road Christchurch and this will take you to the Riccarton Park Market Gates. Enter gates and follow road round to market entrance plenty of free parking available at various parking lots alongside the market.

**Using a GPS** like a Tom Tom with a Latitude Longitude facility—program in S43 31.891 E172 33.028 and this will take you to the Riccarton Market Gates. Enter gates and follow round to market entrance plenty of free parking at various parking lots alongside market.

**Using a City map** look up the address Racecourse Road in the index and travel along the road to 146 Racecourse Road—cross over road and you will be at Riccarton Market Gates. Enter gates and follow road round to market entrance plenty of free parking available at various parking lots alongside the market.

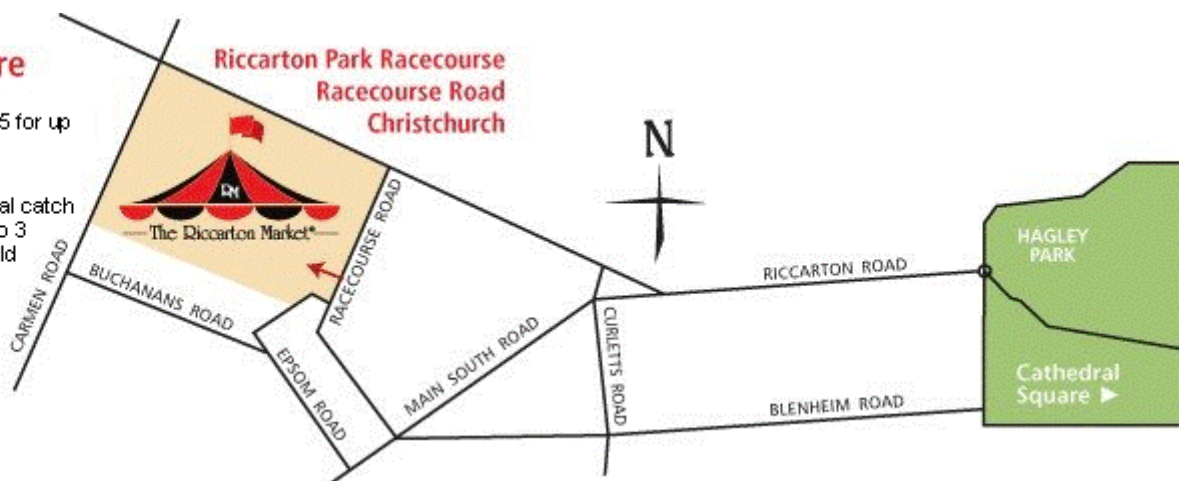
### By Taxi or by Bus

**By Taxi** hire a Taxi and ask to be taken to The Riccarton Market for Riccarton Park Racecourse entrance opposite 146 Racecourse Road - get Taxis to take you right into Market - from the city with 4 people on board the cost should not be more than \$45 one way.

**By Bus** from city terminal catch No 5 Yellow line or No 3 Purple line to Westfield Mall then change to 130 bus to entrance of market get off bus at the main Riccarton Park Racecourse entrance opposite 146 Racecourse Road - proceed thru gate and walk for 5 minutes to Riccarton Market. Reverse process to return to city.

### How to get here

- ▶ Taxi fare—around \$45 for up to 4 people each way
- ▶ Bus - from city terminal catch No 5 Yellow line or No 3 Purple line to Westfield Mall then change to No 130 to Riccarton Racecourse reverse process to return





## ARRIVAL INSTRUCTIONS

Please read before you arrive

- 1 Arrival time between 7 a.m. and 8 a.m.
- 2 Enter through one of the 3 gates off Racecourse Road. Please note speed restriction of 10 kph.
- 3 Travel up the main internal roadways for approximately 800 metres.
- 4 **PLEASE NOTE AT 800m** go to the left of the orange road cones (**NOTE that there is a small sign directing you at that point**).
- 5 Follow vehicles in that line until you reach the head of the queue.
- 6 Pay your site fee and receive a GST receipt. Please note there is no EFTPOS facility at the gate.
- 7 You will be given your site number and row (could be any row between A and U).
- 8 You will be given instructions how to find your site.
- 9 Proceed into the market area very slowly (10 kph maximum).
- 10 Look out for the person wearing a yellow or orange Hi Viz jacket, they will assist you to find your site. (They have received advice by radio that you are entering the Market).
- 11 If you wish to park on the site, park at right angles to the walkway as you would in a normal carpark. If you have a double site, you can park across the back of the site parallel with the walkway.
- 12 If using the whole site to sell your product, please unload your vehicle promptly and park in the public carparks to the east of the Market area, alongside the racecourse.
- 13 Note that you can only use the site area allocated; a single site is 3m wide and 6m deep; a double is 6m x 6m.
- 14 Vehicles are prohibited from entering the Market selling area after 9 a.m. and must not leave or enter the same area before 2 p.m., for reasons of public safety.



## PERMANENT STALLHOLDER INFORMATION

How to become a Permanent Stallholder :

Sites for permanent stallholders are available upon application to the Market Manager.

Casual stallholders can apply at any time, however, before starting the permanent rate, the casual stallholder must attend a minimum of 4 consecutive Sundays (probationary period) paying the casual rate.

The site allocated remains the stallholders for the duration of the contract. Stallholders may apply at any time to relocate to another site.

### **Permanent Rates :**

Please refer to the Site Fees document effective 1 April 2011

Corner sites have a \$5.00 premium

The contract signed by permanent stallholders is for a minimum of six (6) months

Permanent stallholders may construct a shelter over their site at their cost and must comply with our standard plans and specifications.

Once a site has been allocated it may not be transferred to another party.

The rules, as detailed in the contract, must be adhered to at all times; otherwise expulsion from the Market could be the result.

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