

Shoalhaven City Council

Guidelines to Booking JELLY BEAN PARK OPEN SPACE

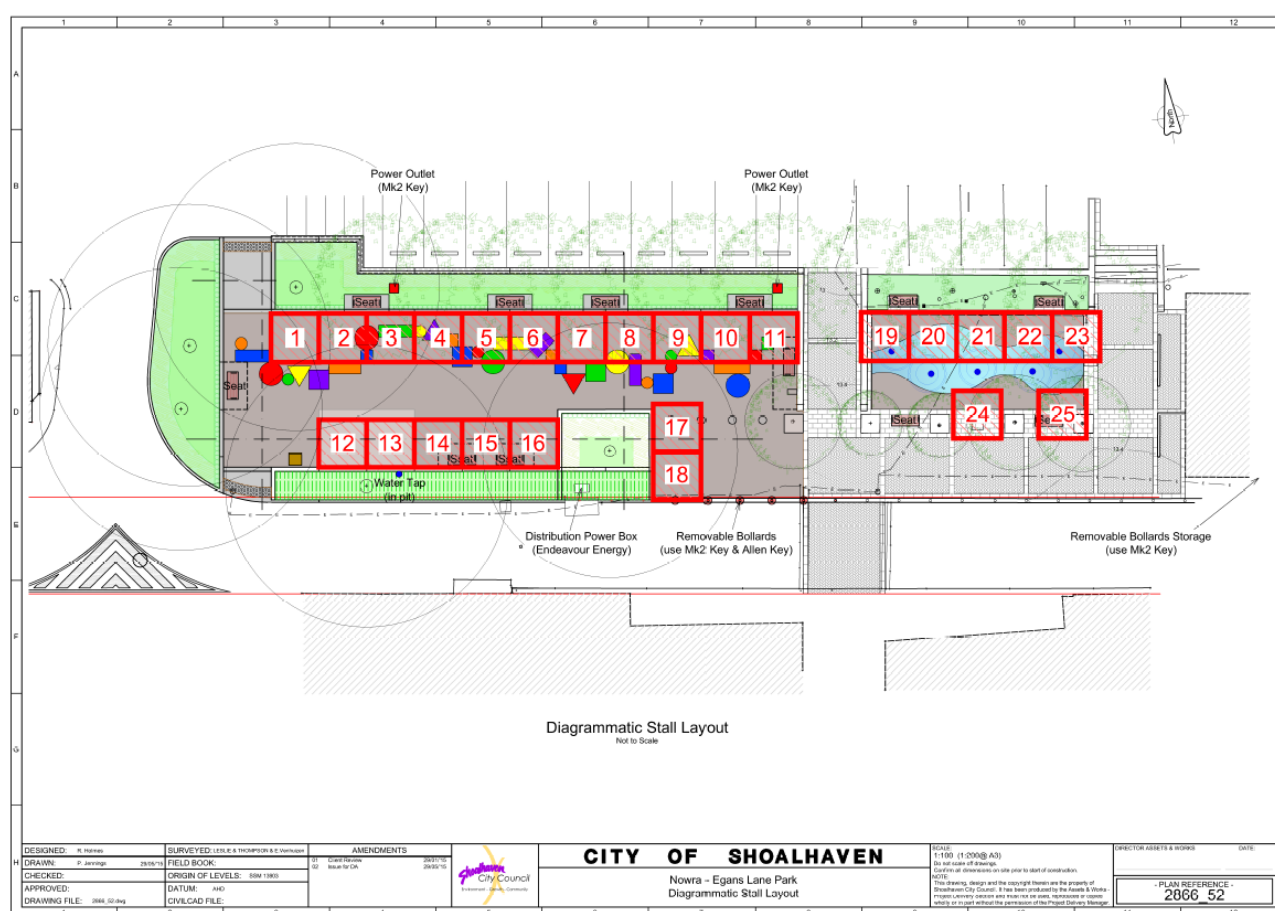
Purpose

Jelly Bean Park, one of the few open spaces in the heart of Nowra CBD is available to promote business and community groups/events located or based in the Shoalhaven Local Government Area.

These Guidelines are to inform users on the requirements to book this space.

Location

Jelly Bean Park is located in Nowra in the area between Egan's Lane and the 'Woolworths' car park in the CBD.



Plan showing stall layout

Note: Stall locations are a guideline only. Stalls may be moved due to maintenance or other requirements.

Requirements

Jelly Bean Park is open to be booked for promotional purposes by any business, industry sector, and community group or not for profit organisation based in the Shoalhaven. The booking entity must have a current Shoalhaven address or membership base, proof may be required if necessary.

Jelly Bean Park has the capability to host a number of groups at any one time. This means that you may be displaying along with other users.

Bookings are encouraged to:

- promote
 - locally produced/manufactured goods or services;
 - local charities;
 - local campaigns, events, or activities,
 - combine with other businesses or groups,
 - activate the CBD by encouraging participation and involvement of general public.

Responsibilities of booking entity:

Insurance – Stall holders must hold current public liability insurance (\$20M) and provide Council with an electronic copy prior to the use of Jelly Bean Park. In general community groups should also hold \$20M in public liability insurance. However in certain low risk scenarios this amount may be reduced. The minimum should be \$10M and must be approved by the Economic Development Office.

A professional indemnity policy must only be accepted by Council if it is issued by an insurer authorized by APRA (Australian Prudential Regulation Authority) to conduct business in Australia. A register of authorized insurers can be found at the APRA website - <http://www.apra.gov.au/General/General-Insurers.cfm>

Waste Management – You will be responsible for waste management in association with your event. There are some Council provided bins in the vicinity of Jelly Bean Park. Should the current bin arrangements not have sufficient capacity, additional bins can be ordered at the expense of the stallholder from SITA (02) 4423 1711.

Traffic & Pedestrians –

- Pedestrian access throughout Jelly Bean Park must not be impeded in any way.
- Pedestrians must not be harassed by stallholders. Harassment includes impeding pedestrian travel, haranguing or following pedestrians.
- Must NOT display in public view or allow to be displayed on or in their display area any material which is defamatory or insults or makes personal reflections on or imputes improper motives to any other person.

- Must NOT display in public view or allow to be displayed on or in their display area any material which a reasonable person would consider to be offensive.
- Vehicles are prohibited in Jelly Bean Park.

Gardens –

- Users of Jelly Bean Park must not place any goods or structures of any kind in any of the gardens.

Parking in Egans Lane -

The southern side (Target side) of Egans Lane is a designated Loading Zone. NSW RMS rules for Loading Zones are as follows:

- Only drivers of vehicles principally constructed for carrying goods may park their vehicle in a loading zone.
- These vehicles may stop for up to 30 minutes if they are being loaded or unloaded.
- A station wagon or a three-wheeled goods vehicle may stop for up to 15 minutes.
- If you are driving any other sort of vehicle you may only stop to pick up or set down passengers at the kerb.

If you are using a vehicle not listed above, and are a stallholder involved in a market at Jelly Bean Park, Council will make an exception to use the Loading Zone. Vehicles parked in the loading zone:

- Must be actively loading or unloading goods and other paraphernalia for use in Jelly Bean Markets
- May only stop for up to 15 mins
- Must at all times leave enough room for a truck to safely pass a parked vehicle.

Any driver in breach of the conditions outlined above will be at risk of incurring a parking fine.

Food Stalls

The sale of food and cooking on site in Jelly Bean Park is generally prohibited. This is because of the proximity of a number of retail food outlets. The sale of food will require permission from the Economic Development Office and will most likely be denied.

In addition, under the provisions of the NSW Food Act 2003, all food stall operators are required to sell safe and suitable food and are required to adhere to Shoalhaven City Council's Local Approvals Policy for Mobile Food Stalls/Vehicles and Temporary Food Premises. Please note that food stalls are limited to selling wrapped and labelled baked goods ie cakes, biscuits; labelled jams, preserves and bottled products. Cooking on site is generally prohibited. For more information contact the Economic Development Office of Shoalhaven City Council on 4429 3388.

All food stalls must have a Temporary Food Permit to sell food. For more information go to <https://www.shoalhaven.nsw.gov.au/For-Business/Public-Health-food/Food-stalls>.

Power – limited power is available at the site. However prior notice must be given for access to be provided. All electrical equipment used must be tagged and tested.

Procedure to operate

- Bookings are for partial space within the area. Where multiple bookings occur, allocation of space is to be mutually arranged.
- Each individual entity is limited to 8 bookings per calendar month and not more than 3 consecutive days in any one booking.
- For the benefit of all not for profit community groups and charities, Council reserves the right to refuse to allow more than one charity group at Jelly Bean Park at any one time.

Council reserves the right to refuse any entity permission to display in Jelly Bean Park and can modify or amend these guidelines at any time.

Booking process - To book a stall at Jelly Bean Park, please contact the Council's Economic Development Office on 4429 3388 or business@shoalhaven.nsw.gov.au.