



Harbourside Market: Fundraising Policy Guidelines

Harbourside Market is a community food market which allows selected fundraising within the market place, provided that contact is made with the market office in advance and that clearance has been granted from a member of the market team.

Permission to fundraise is granted at the discretion of the Market Manager and these guidelines are in place to ensure a safe and pleasant market place for all.

Harbourside Market operates from 7.30 am until 2pm and a Market Manager is always on site every market day to answer any queries.

Please note that in fundraising, groups agree to the following conditions:

- Prior notice to fundraise must be sought from either the Market Manager or a member of the market office, requests for fundraising activity within the market place are on a first come, first serve basis;
- All Community Groups representatives must clearly identify themselves as members of the community group authorised by presenting themselves to the Market Manager on the day. Relevant signage should be brought to explain to the public the nature of the fundraiser;
- Children should be accompanied by a responsible adult and must not **under any circumstances** be left unsupervised in the market place;
- Sales of homemade food cannot be allowed as the market office must meet strict criteria about the traceability of all produce sold at the market;
- The market office has limited infrastructure and is not in a position to supply any tables, chairs, stationary etc;
- Fundraisers should follow directions of the Market Manager as to where to set up on the day.

If there are any doubts or queries about any of the above then please contact the market office for clarification. Harbourside market office can be contacted on: info@harboursidemarket.co.nz or on 04 495 7895.