

COMMUNITY STORE OPERATIONS

Allocation:

1. Council will rent and maintain the premises at 60 Bridge Street, Uralla for the purposes of providing a kiosk front store rent free for Community Groups to raise funds for their activities, in place of Council making donations on an ad hoc basis.
2. Applications shall be called in October for the allocation of the use of the Community Store for the following calendar year.
3. The application will only be received on a standard application form supplied by Council.
4. Allocations will be made in late November for the whole of the following year.
5. Community Store use will only be allocated to charities, non-profit organisations and non-profit sporting clubs.
6. Uralla Council area-based groups are to be given first preference. Out of Council area groups are to be given last preference. Council may require any group to justify its Uralla Shire Council area base.
7. If an organisation remains on the waiting list and is unallocated, it will be automatically included in the next year's allocation.
8. Late applications and applications for additional weeks will be considered after all initial allocations are made.
9. Any cancellation must be made at least two weeks prior.
10. No sub-letting of dates is permissible. If a date is not used in full or part, Council may allocate it to a group from the waiting list or re-advertise.
11. Council's Risk Assessment for Street Store Operations is to be reviewed and signed off on as part of the application process. Any variations to the standard assessment, e.g. additional signage, must be updated and submitted with the application form.
12. Allocation will be made on a 'first in, best dressed' basis.
13. Key dates for the 2017 Calendar Year:
 - Applications Open: 10/10/16 to 30/11/16
 - Review and finalisation of dates: Review and finalisation of dates: 1/12/16
 - Confirmation of dates and distribution: 1/12/16

Operating

1. A key to the facility will only be issued to a representative of the organisation allocated that week's Community Store use (the key will only be issued on the **Monday** commencing the organisations week of the Community Store)
2. A refundable key deposit of \$50 will also need to be paid prior to the issue of the key, and will be refunded on return of the key, provided the stall has been left in a clean, tidy, and undamaged manner. The key should be returned on the Monday morning following the week of use of the Community Store.
3. Failure to return a key will mean loss of the key deposit and a charge for the lock replacement cost.
4. The organisation occupying the Community Store will be responsible for securing the facility each day at the end of business.
5. The organisation holding the Community Store will be responsible for any damage that occurred during Street Stall hours, the daily cleaning of the Stall and removal of any waste material.
6. Council will not be responsible for any item/matter left in the Store.
7. It is recommended that a representative of the organisation holding the Community Store inspects the Store internally on occupation. Any damage to the Store should be reported to Council as soon as possible.
8. A poster advising of the Community Store holder may be displayed on a sandwich board. The board is to be stored within the facility at night, and all material is to be removed from the sandwich board at the end of the week. The appropriate placement of the 'A frame' sandwich board is the responsibility of the stallholder.
9. Failure to comply with the policy may lead to an organisation not being granted a date for Community Store use the following year (if applied for).
10. No animals will be allowed within the premises of the Community Store, with the exception of guide dogs.