

## COMMUNITY SPACE INFORMATION

The South Melbourne Market's Community Space is a flexible stall space created to offer Community Groups\* the opportunity to have a pop-up presence at the Market for a short period, free of charge. It is located in the East Aisle inside the [SO:ME Space precinct](#), a dedicated area for emerging designers and creative small businesses to trial, develop and promote their products and businesses.

The details about the space are as below.

### FITOUT

The stall is 3.3 metres long, 2.4 metres high and 70cm deep and has a flexible fitout that includes:

- a pegboard wall
- shelving options
- hanging options
- lockable storage cupboards (stallholders must supply their own padlocks)

### PERIOD OF USE

The stall is available on a short-term basis of one week to four weeks as agreed to by the operator and the Market (see Terms & Conditions below).

### RENT

The Community Space is free of charge. As the stall is for non-commercial activities "Community Groups" may use the stall without incurring rental fees, provided they meet the selection criteria.

### USES

The flexible fitout allows the stall to be used in a multitude of ways, including but not limited to:

- Retail outlet for Not for Profit groups who sell products that support their cause
- Gallery or residency space for emerging/non-commercial artists
- Engagement space for community/NFP groups to promote their cause, with the potential capacity for occasional mini-workshops
- Engagement space for community/NFP groups who need a venue to accept material (ie not financial) donations at specific times of the year

The Market is open to other suggestions for uses of the space.

Depending on the use of the stall, it may require staffing or, in the case of a display, it may operate without staff.

In some cases, it may be possible for the areas adjoining the stall to be used also, such as the adjoining wall area for an exhibition or the adjoining floor space for a short workshop. However, any additional areas may only be used with the permission of Market Management. Please refer to the images and fitout plan below for approximate measurements.

## **\*WHAT IS A “COMMUNITY GROUP”?**

For the purpose of this document and operation of the stall, all groups entitled to use the space are referred to as “Community Groups”.

Broadly speaking, these are groups which operate not for commercial gain but for the purposes of benefiting the community in some way. Examples of groups which could use the space include but are not limited to:

- charitable organisations such as Red Cross, Vinnies etc
- local sporting groups or wellbeing groups (walking, tai chi groups etc)
- local interest groups (camera clubs, painting groups, historical societies etc)
- service clubs such as Lions, Rotary, RSL, Legacy etc
- local volunteer groups that assist the disadvantaged (Meals on Wheels, Men’s Shed groups etc)
- local service groups such as Neighbourhood Watch, SES, emergency services, police, army
- junior community groups such as Scouts and Girl Guides
- senior citizens’ groups such as U3A, My Aged Care
- multicultural groups
- environmental and sustainability groups
- special projects such as bushfire appeals

## **SELECTION CRITERIA**

For the purposes of selection, a Community Group is defined as meeting one or more of the following criteria:

- registered not for profit
- registered non-government
- registered charity
- informal association (such as a Neighbourhood group or non-commercial interest group, eg a group of painters who gather occasionally)
- student-led group from an educational organisation
- operating under the auspices of City of Port Phillip Council (such as divisions within council or groups organised and/or funded by council)

Preference will be given to local (South Melbourne) groups, followed by groups from the City of Port Phillip (COPP).

Please note that the Community Space does not accept organisations wishing to promote religious or political agendas.

Applications to use the stall can be made via an [online form](#) which will be assessed for suitability by Market Management.

## **TERMS & CONDITIONS**

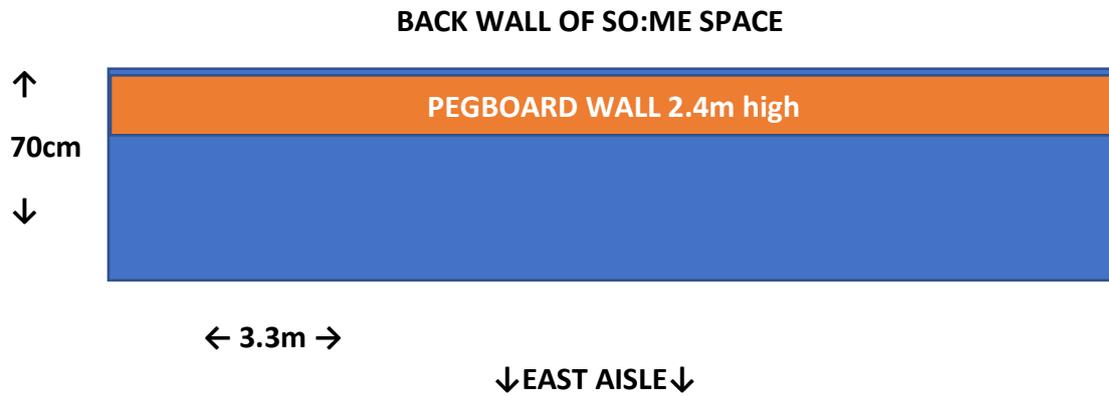
**For a full list of the Market's T&Cs, please visit [here](#). The T&Cs below are mentioned as they are particularly relevant to the Community Space.**

- The Community Space is available for periods of one to four weeks although this may be negotiated at the discretion of Market Management.
- Community Space operators must adhere to [Market Rules](#). However, an exception may be made regarding hours of operation in the case of Community Groups staffed solely by volunteers.
- Duration of pop-up is determined by the Market Management and is non-negotiable.
- Community Space operators are responsible for bumping in and out and setting up/dismantling of any displays, goods or other items to be used during their pop-up in the space. Market staff are not available to assist with this.
- Any goods and chattels brought into the space by the group renting it are the sole responsibility of that group. Market Management takes no responsibility for loss or damage of items belonging to the operators of the space.
- Public Liability Insurance is provided by the Market but this only covers damage to the stall fittings and to third parties, ie customers and visitors to the Market.
- Where food is to be sold, it must be pre-packaged (no preparation or cooking on site) and the stallholder must have a valid [Streatrader](#) statement of trade.
- Stallholders must operate within the boundaries of the stall and are not to conduct activities commercial or otherwise elsewhere in the Market (such as handing out flyers, spruiking, asking for donations etc)
- Any costs incurred from damage to the space or damage/loss of its fittings must be borne by the stallholder. Stallholders must complete a checklist regarding the condition of the stall and its fixtures when bumping out and will be charged accordingly if any item is damaged or missing.

## **APPLICATIONS**

To apply for the Community Space, please complete the online application form [here](#). Inquiries may be directed to [Leeyong.Soo@portphillip.vic.gov.au](mailto:Leeyong.Soo@portphillip.vic.gov.au)

## FITOUT PLAN



The image below shows the Community Space with all shelving fitted. Please note, shelving can be removed or repositioned as required by the stallholder.

