

## APPLICATION FORM FOR MEMBERSHIP OR CONSIGNMENT

PERSONAL DETAILS			
Name			
Address			
Phone		Mobile	
Email address			

APPLICATION TYPE (please tick one)		
Membership	Consignment	Join Existing Member

DETAILS OF ART/CRAFT YOU WISH TO SELL IN THE SHOP			
Main craft (Attach additional pages if needed)	Description:		
	Function of item(s):		
	Main materials used:		
	Technique(s) used to create the item(s):		
Secondary craft (if applicable)			
Space request (membership applicants only)	Single (76cm wide x 40cm deep x 198cm high maximum)		Double (152cm wide x 40cm deep x 198cm high maximum)

CONDITIONS (please tick)	
I am 18 years of age or over	
I confirm that I am a resident of the Blue Mountains (Lapstone to Mount Victoria)	
I have attached a minimum of 6 samples of work with price tags for consideration by The Nook Members at the next monthly meeting	
Upon submitting samples, I am aware that all care will be exercised but no responsibility can be taken with goods submitted	
I have attached photographs of work, which will be held on file by the Nook pending approval. They will be returned upon request	
I understand and agree to the fees, terms and conditions of Membership/Consignment	
I would also like to have my work considered for Consignment (Membership applicants only)	

DECLARATION			
Signature		Date	

**Completed application form is to be submitted instore at The Nook (along with samples and photographs of work) at any time during opening hours (currently 9.30am-4.30pm, 7 days). Applications will be considered for suitability by the Membership at meetings held on the first Tuesday of each month.**

**Applicants should retain Terms and Conditions (pages 3-6 attached here) for information.**

## MEMBERSHIP - TERMS AND CONDITIONS IN BRIEF

The rules of the The Nook Craft Co-operative (The Nook) have the effect of a contract under seal:

1. Between the Co-op and each member
2. Between the Co-op and each Director, the principal executive officer and the Secretary of the Co-op, and
3. Between a member and each other member.

Under the contract, each of those persons agrees to observe and perform the provisions of the Rules. The full **Rules of The Nook Craft Co-Op** and corresponding **Regulation Booklet** may be viewed at The Nook, and a copy will be forwarded via email upon request.

An applicant is qualified to be admitted to The Nook as voted by the membership to:

- Promote and sell high quality arts and crafts produced by Members living in the Blue Mountains (Lapstone to Mount Victoria)
- Make sales to a minimum value of \$120.00 per annum
- Work unpaid in the shop on a monthly roster, as indicated below, to assist in running The Nook and establish active membership. Retail Customer Service skills are valued and availability to work a weekend duty is desirable.
- Attend a minimum of six (6) monthly meetings per year. Meetings are held at 4.30pm on the first Tuesday of every month at Leura CWA Hall.

Each application is considered by the Members and, if approved, the Applicant joins the waiting list. If a vacant space occurs, all applications on the waiting list are voted on by the members and the successful applicant is offered the vacancy and becomes a Candidate.

**Every applicant accepted for candidature must pay the first three (3) months fees upfront. This Candidate Fee is a non-refundable payment.**

	(Monthly Rent)	Candidate Fee payable
Single Space (76cm wide)	(\$62)	\$186
Double Space (152cm wide)	(\$124)	\$372

New Applicants are accepted as Candidates of The Nook on the understanding that it will be a three (3) month trial for both parties. During the trial period the Candidate must undertake a total of 6 full training days (may be a combination of full and half-day shifts). The Directors of The Nook have the right, if necessary, to ask candidates to resign during this period without explanation, and visa- versa.

**If full membership is then offered at the end of the candidature period, with either a single or double space, the following fees will be payable:**

Joining Fee & Levy (one-off payment)	\$100
Annual Subscription (calculated pro-rata after July)	\$50
Key deposit (refundable)	\$25
<b>Total</b>	<b>\$175</b>

**Once full membership is established, the ongoing monthly fees and roster requirements for a Member are:**

Space type	Fee	Roster requirement
Single Space (76cm)	\$62	1 day per month
Double Space (152cm)	\$124	2 days per month

## MEMBERSHIP - TERMS AND CONDITIONS IN BRIEF (cont'd)

### Stand

Your stand must be white. It must have wheels firmly attached to the bottom, with a maximum height of **198cm** (including wheels) and maximum width of **76cm** (152cm for a double space). The maximum depth of the stand is **40cm**. Stands are rotated throughout the rooms quarterly, so your stand should be adaptable to different types of spaces. Your space will also include the wall space behind your stand up to the ceiling. Items may be hung from the picture rail but not attached to the wall in any way (ie. No bluetak, nails or tape).

### Bank Account Details

Bank details are to be supplied to the Treasurer on the supplied form when the Candidate takes up candidature to allow sales to be deposited.

### Item Bar Codes

All work must be given a price and an item code in the following format: Member's Supplier Code (provided by The Nook POS team and given to you by the New Member Co-ordinator) followed by a dash, followed by up to 6 characters. Different item types require a unique code. Barcode stickers will be supplied by The Nook. Prices should be set to the nearest 50c or dollar.

It is recommended that you keep your own record of stock on your stand in the shop to monitor sales levels and possible losses due to theft.

### Sales Payments to Candidates and Members

Payment of previous month's sales (less monthly rent in advance) will be made by EFT by the 7<sup>th</sup> day of every month. No commission fee is applicable during candidature or membership. A 1.2% Credit Card sales levy applies to all Member sales, which is taken from gross sales amounts before rent and other levies are taken.

### Monthly Fees

The Nook is a non-profit group. The abovementioned fees members pay are designed to cover the commercial rent of the premises, packaging, kitchen bathroom and cleaning incidentals, petty cash expenses, publicity, phone and electricity accounts, insurance for public liability and fire, minor maintenance and repairs. The fees are subject to change if The Nook, as a majority, decides that more funds are needed to cover expenses not previously budgeted for, such as rent increases imposed by the landlord.

### Insurance

The Nook has public liability insurance and fire insurance. There is no cover for stock losses due to damage, theft or burglary, loss of earnings or any similar individual cover including personal injury whilst working at the Nook. It is suggested Candidates assess their own needs in this regard.

### Admission of a new craft

Each Candidate has been approved on entry to the Co-Op to sell a certain range of items in the shop, divided perhaps into main and secondary crafts. If a Candidate or Member wishes to add a new craft which demonstrates a different technique and does not fall into the same category as their existing approved craft they should:

- Use common sense to ensure they don't duplicate another Member's work; **and**
- Present their new proposed work to the next monthly meeting for approval, following current guidelines.

This allows for a greater variety of work for sale and avoids disputes.

### Additional acceptable items not requiring approval

All Candidates and Members are permitted to make the following for sale without prior approval:

- Cards (size C6 if displayed at front desk and adjoining wall – these card spaces each have a rental fee of \$3 per month)
- Christmas decorations – these can be made outside of your approved craft, subject to the general rule that Members do not copy each other's work

- Masks – hygiene masks during the Covid 19 pandemic must be made according to NSW Health guidelines from three layers of appropriate fabric and of good fit and quality.

## MEMBERSHIP - TERMS AND CONDITIONS IN BRIEF (cont'd)

### Trading Hours

9.30am – 4.30pm 7 days a week, 363 days a year. Closed on Christmas Day and on Anzac Day

### Roster Duty

Roster hours begin and end at least 15 minutes outside of trading hours to allow time for the checking of previous days sales reports, other opening up duties and cleaning. Candidates are required to work the equivalent of two full training days per month over their first three months alongside a Member. Once full membership status is achieved roster duties are as mentioned above. It is a requirement that members are able to work at least 3 weekend roster days per year.

### Keys

Once full membership is offered you will be required to make a \$25 key deposit for a set of keys. It is expected that each Member take full responsibility for their keys during their membership and return them for a full refund of the deposit upon resignation.

### Meetings

Nook meetings are held on the first Tuesday of each month at 4.30pm at St Alban's Church hall, Megalong Road, Leura. Each member must attend at least 50% of the meetings each year.

### Resignation

After confirmation of full membership, if the new member wishes to resign, a written notice of intention to resign is required, giving one (1) month notice. Current members who resign from The Nook may not have their work considered for consignment until the expiration of a term of six (6) months from the end of their membership.

***\*Upon approval of membership the full membership terms and conditions (Rules and Regulations documents) will be provided – they are available at The Nook for perusal at any time on request***

Key Contacts	Name	Phone	Email
Candidate/New Member Co-ordinator	Melinda Jones	0417 250 630	bluemountainstea@gmail.com
Assistant Co-ordinator			

## CONSIGNMENT- TERMS AND CONDITIONS

All items offered for consignment in The Nook Craft Co-Operative (The Nook) are accepted only under the following conditions:

1. Artists and/or Craftspersons (Consignees) selling on consignment in The Nook, 133a The Mall, Leura, are by invitation only, having been voted and agreed upon by a majority of Members present at such meeting to consider the Artist.
2. The Nook will charge the Consignee 33⅓ % commission upon sale of the work held in The Nook, and will pass the balance to the Consignee once a month. Payment by direct bank deposit of sales will be made by the 7<sup>th</sup> of every month provided Consignee's sales are over \$10.
3. All work must be given a price and an item code in the following format: Consignee's code, followed by a dash, followed by up to 6 characters. Different item types require a unique code. Barcode stickers will be supplied by The Nook. **Price must INCLUDE commission.**
4. The Nook has the right to display all goods sold on consignment as it sees fit, and can remove and return work at any time.
5. The Nook will take all due care of goods whilst in its possession and will use its best efforts to guard against shoplifting and other damage actions in the shop.
6. All work left to sell on consignment in The Nook is accepted by The Nook only at the risk and liability of the Consignee. The Nook or its Members accept no responsibility or liability whatsoever for losses incurred by the Consignee through theft of the Consignee's stock or damage thereto flowing from accidental or malicious damage by unknown persons or customers or by Members of The Nook in the ordinary course of cleaning duties or the moving of stock.
7. Current Members who resign from The Nook may not have their work considered for acceptance on a consignment basis until the expiration of a term of six (6) months from the end of their membership.
8. The Nook has the sole right to refuse further consignment stock from the Consignee.
9. A sub-committee of 3 current Members will have the final decision on all matters pertaining to Consignees and/or their stock.
10. If your craft is accepted to be sold through a consignment arrangement at The Nook, please note that should you:
  - a) Not sell any goods for three (3) consecutive months; **or**
  - b) Sell goods to the total value of less than \$150 over six (6) consecutive months;then The Nook Members reserve the right to cease all consignee arrangements and withdraw your goods for sale from the shop.
11. Consignees are not permitted to sell greeting and/or gift cards.