Highrise Secondary – Letter of Undertaking

Dear Mr / Mrs / Ms / Learner <<Trader>>

Thank you for your interest in holding a <<Selling>> stall at our school market.

Your application is important to us. It marks an offer to become more involved in our community, and to grow the levels of understanding between us. You are the reason for our undertaking: without YOU there would be no market!

All are winners: the informal nature of the market means that parents, learners and teachers get to meet with one another on a social level, and in these interactions we begin to have a better understanding of ourselves. The impact on schooling is apparent: we all learn from each other. The interdependence of learner, teacher and parent is well symbolised in the diagram below – nobody is left out, and there are traders in each ‘leg’:

Successful markets are illustrations of the old rule: you only get OUT of something as much as you put INTO it. This Letter of Undertaking is part of the ‘inputs’:

* **We** need to know who you are and what your requirements are.
* **You** need to know what the school expects of you as a trader – the agreement.

The form section below ticks the first box for us. Please will you complete this section electronically and email it to Mrs Stryver at d.stryver@highrise.co.za ASAP.

The Agreement on the next page ticks the second box for you. While these are not strictly legal requirements, they do provide a set of guidelines. Please complete and return this to Mrs Stryver.

Name:       Category:  Selling:

**Requirements:**

***Note:*** *The school will supply a maximum of TWO extra chairs per stall. A surcharge will be applied for electricity.*

Chairs: 1 Electricity:

Agreement

I / we, , having applied to become a trader at the Highrise Secondary School Market, hereby agree to the following:

* To provide the items for sale in a serviceable condition (no alcohol or tobacco products please!).
* To arrive at the premises no later than 8:30, in order to prepare the stall.
* To be in personal attendance at the stall for the duration of the market (9:00 – 14:00).
* To deal fairly with all customers and to charge equitable prices.
* To respect the property and grounds of Highrise Secondary.
* To use water and electricity (as supplied) sparingly, and with due regard for safety.
* To return all items belonging to the school (kitchen utensils, etc.) before leaving the premises.
* To declare all sales, and to hand over 15% of this to the school upon the conclusion of the market.
* To clean up the stall area directly after each market, and leave it in a good condition.
* To advise the Market Management Team timeously, of any change in particulars.

Signed at: Date:

Name: Surname:

*(please print clearly)*

*[Trader Signature]*

