

Guideline - How to Reserve a Designated Trading Location


Why use SpacetoCo?

- Reserves the trading location.
- Receive notification when there is a nearby event or scheduled maintenance.
- Check for location availability.
- Assist the City with data collection and tracking on location usage which is used for site review.

Apply to become a regular hirer:

- Visit [SpacetoCo](#) and apply to become a regular hirer.
- Attach the trader's permit and public liability insurance to the regular hirer application.
- Wait for Bookings Team approval. Once approved as a regular hirer, future bookings will be instantly approved.

Book the designated trading location:

- Follow the [regular hirer booking process](#).
- Book directly using the [SpacetoCo Booking Links](#).
-  Save your favourite trading locations.

Booking rules:

- Refer to the Mobile Food Vendors Trading Policy and Guidelines.
- Any vendors who turn up at a designated trading location without a booking will be required to leave the site and offer that site to the booked vendor.
- On the third Monday of each month, designated trading sites will be made available for vendors to book for the following month.
- Approved vendors must cancel their booking at least 24 hours in advance if they can no longer attend the site, other vendors may book the site if the other vendor has cancelled.
- The booking system is self-managed but available for viewing by other vendors.
- Vendors can only book up to 4-hour blocks within the permitted timeframes.
- Vendor who booked the site is notified if the space/adjoining space is used for events including the event duration (the trading site will be rendered void for the duration of that event).

SpacetoCo Booking Links:

Location Number	Location	Link
1	Peace Park Carpark	https://www.spacetoco.com/space/mobile-food-vendor-peace-park-parmelia
2	Mandogalup Fire Station Carpark	https://www.spacetoco.com/space/mobile-food-vendor-space-mandogolup-fire-station-carpark
3	Bulrush Park Wellard Carpark	https://www.spacetoco.com/space/mobile-food-vendor-space-bulrush-park-wellard-carpark
4	Honeywood Oval Carpark	https://www.spacetoco.com/space/mobile-food-vendor-space-honeywood-oval-carpark
5	Homestead Park Carpark	https://www.spacetoco.com/space/wandi-wa-mobile-food-vendor-space-homestead-park-carpark
6	Rhodes Park Calista Carpark	https://www.spacetoco.com/space/wa-mobile-food-vendor-space-rhodes-park-carpark
7	Wellard Oval Carpark	https://www.spacetoco.com/space/wa-mobile-food-vendor-space-wellard-oval-carpark
8	Sloan's Reserve Carpark	https://www.spacetoco.com/space/mobile-food-vendor-space-sloans-reserve-carpark
9	Kwinana Adventure Park	https://www.spacetoco.com/space/mobile-food-vendor-space-kwinana-adventure-park