

Mayor's Carols by Candlelight Temporary Stall Application Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when applying to hold a temporary stall at the Mayor's Carols by Candlelight on Saturday 11 December 2021 at the Rockhampton Music Bowl. Please note lodgement of this application form does not mean automatic acceptance. Selection criteria and guidelines apply. Applications must be submitted to Council by Friday 26 November 2021.

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Applicant Details

Organisation name:

ABN/ACN:

GST Registered:

Yes

No

Contact name:

Postal address:

Preferred contact number:

Email:

Food Stall Information

Description of products and/or services:

Is your vehicle required for stall operation?

Yes

No

Unless your vehicle is required for the operation of your stall, all vehicles are to be parked outside the site.

Food Stall Fees

Please identify the relevant stall fees below:

Stall fee – 6m x 3m – \$120.00

Electricity – \$10.00 per site

Payment of stall fees is not required until Council has confirmed your application has been successful. Council will contact you regarding payment methods.

Electrical (all electrical appliances, power boards, extension leads and gas bottles must be tested and tagged with the current date)

Only a limited number of stalls are available and some may not have access to power. Please detail your requirements below:

Require access to power:

Number of 10 amp:

Number of 15 amp:

Self-powered

Public Liability Insurance (please note a copy of your public liability insurance and indemnity statement must be provided)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- \$20 million public liability insurance and indemnity statement
- Current Food Business Licence / Temporary Food Stall License
- COVID Safe Industry Plan Statement of Compliance
- Training Certificate of Completion for either *COVID SAFE Work Training for Dining In* (TAFE Queensland) or *COVID-19 Hospitality Best Practice Training* (Restaurant & Catering Australia)
- Diagram of stall set up or photograph of stall set up at previous event

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

I give permission for photographs and/or video taken at the event to be used in future promotional material.

I confirm that any electrical equipment used has been tested and tagged with the current date (if applicable).

Name:

Signature:

Date:

FACT SHEET

Mayor's Carols by Candlelight

The Mayor's Carols by Candlelight will be held at the Rockhampton Music Bowl, Nuttall St Parkhurst, from 7pm – 9pm on Saturday 11 December 2021.

Applications

The lodgement of a Mayor's Carols by Candlelight Temporary Stall Application Form does not mean automatic acceptance. Selection criteria and guidelines will apply to all applications.

Payment of stall fees is not required until Council has confirmed your application has been successful. Council will contact you regarding payment methods.

Applicants must ensure all required supporting documentation is attached to their application when submitting.

There will be no extensions and/or exceptions for paperwork, if it is not returned by the due date a stall may not be available.

Conditions

Stallholders must ensure that their public liability insurance is sufficient to cover their involvement. The public liability insurance must be a minimum cover of \$20 million.

All food stalls must comply with the relevant provisions of Queensland's *Food Act 2006*. If applicable, food stallholders must hold a Temporary Food Stall License. This is the stallholder's responsibility and a copy of the License must be submitted with your application.

All food stallholders must comply with Food Safety Standards Australia/New Zealand.

All food stallholders must comply with the Queensland COVID Safe Industry Plan for Food Services and the Queensland COVID Safe Industry Plan for Hotels, Clubs, Nightclubs and Adult Entertainment. A copy of the Statement of Compliance, along with the Training Certificate of Completion for either COVID SAFE Work Training for Dining In (TAFE Queensland) or COVID-19 Hospitality Best Practice Training (Restaurant & Catering Australia) must be submitted with this application.

Each stall will be marked with queuing directions and a separate waiting area to alleviate crowding. Food vendors will be tasked with assisting organisers in monitoring queuing.

If social distancing cannot be achieved due to long wait times, food vendors will be required to cease trading until orders are filled.

Stallholders requiring power must have all appliances in safe electrical order with current tested and tagged labels affixed. Stallholders need to supply their own lights and electrical leads for their stall area.

Vehicles are to be unloaded and removed prior to setting up your stall. Stalls requiring vehicles to operate must be prearranged with Council.

Vehicles may enter the site from 2.00pm on Saturday 11 December 2021 and must leave the area by 10.00pm (gates open to public at 5pm). Staff will be on site and available to direct you to your site.

Stallholders can only sell products that are authorised and approved by Council.

Stallholders are responsible for bringing and using their own stall lights.

Stallholders are responsible for removing all their own rubbish from the stall area.

General Information

As this event is occurring at night, all stallholders are required to provide lighting for their stalls. General lighting for public areas will be provided by the organisers. Battery and solar lights are preferable to assist with managing the power load.

Stall sites will be clearly marked with numbers.

Site fees will only be refunded at the discretion of Council.

Rockhampton Regional Council does not take any responsibility for the loss or damage of items bought on site.