

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 9 December 2023. 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 3 November 2023.

P: 07 4924 5600 | E: majorvenues@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details

Organisation name:

ABN/ACN:

GST registered: Yes No

Contact name:

Postal address:

Preferred contact number:

Email:

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.

Stall Fees

Please select the relevant stall fees: Stall fee – \$120.00 Electricity – \$20.00 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:

Self-powered Require access to power – Number of 10 amp: _____ Number of 15 amp: _____

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 Licence
- 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 Temporary Stalls

The Mayor's Carols by Candlelight will be held on Saturday 9 December 2023.

Applications

The lodgement of an application form does not mean automatic acceptance. Selection criteria and guidelines will apply to all applications.

A site will not be confirmed until payment has been received. 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.

There will be no extensions and/or exceptions for applicants to submit the correct 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 the Queensland's *Food Act 2006*. If applicable, food stallholders must hold a current Food Business Licence or Temporary Food Stall Licence. This is the stallholder's responsibility and a copy of the Licence must be submitted with your application.

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

Stallholders requiring power must have all appliances in safe electrical order with current tested and tagged labels affixed. Stallholders need to supply their own 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 8am on Saturday 9 December 2023 and must leave the area by 10pm (gates open to public at 5pm). Council 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 removing all their own rubbish from the site.

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 Council. Battery and solar lights are preferable to assist with managing the power load.

Stall sites will be clearly marked with numbers. No changes will be made to site allocations on the day of the event. Council reserves the right to place stallholders in any given site/s.

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.