

STALL HOLDER APPLICATION FORM



Night Markets 2019

Hurstville Friday 12 April and Kogarah Friday 3 May, 4:00pm – 9:00pm

General Information

Georges River Council is hosting a Night market series at the two major town centres Hurstville and Kogarah. The events will be held on Friday afternoon/evening and will offer a mix of food, entertainment and retail. We are seeking expressions of interest from stallholders to participate in these events.

How to apply:

Complete and sign this form and attach supporting documents. Applications will **NOT** be considered without all required supporting documents. Applications must be received by the close date, *Friday 29 March 2019*.

Application Submission:

Mail: ATTN: EVENTS SECTION

George River Council, Locked Bag 8, Kogarah NSW 2217

Visit: Georges River Council Customer Service

24 MacMahon St, Hurstville NSW 2220

Email: events@georgesriver.nsw.gov.au

Refunds

Council will not provide any refund in the event of cancellation of this event (whether cancellation occurs prior to or during the event) due to inclement weather or unforeseen circumstances.

Notifications

Successful applicants will be notified and sent payment instructions. Once payment is received successful applicants will receive an information pack with stall locations and other relevant information. **Payment must be received prior to event date.**

APPLICANT DETAILS

Name of Applicant (FULL NAME):

Organisation/ Business name:

ABN:

Postal Address:

Mobile:

Alternate
Contact Number:

E-mail Address:

STALL PRICES

Please tick which Night Market you would like to attend:

KOGARAH

HURSTVILLE

BOTH

Stall Type	Site Only	Quantity	Site + Fete Stall	Quantity
Standard Stall Site	\$200.00		\$290.00	
Local Business within LGA	\$125.00		\$215.00	
Food Truck/Van	\$250.00		N/A	

All sites are **3m x 3m**. If your stall exceeds this space you will need to hire an additional site.

PLEASE DO NOT MAKE PAYMENT UNTIL YOU HAVE BEEN CONFIRMED AS A STALLHOLDER

WHAT WE NEED FROM YOU

Insurance/Food Safety Details

Policy Type	Provider	Policy/Certificate Number	Expiry Date
Public Liability Insurance			
NSW Food Safety Supervisor Certificate	N/A		
Temporary Food Rego No.	N/A		

Please attach copies of relevant documentation

Product List

Product Name	Product Description	Price
<i>E.g. Turkish Gozleme</i>	<i>Traditional pastry filled with spinach, feta, meat etc.</i>	<i>\$7- \$10</i>

Please ensure you specifically outline **ALL** items you will be selling on the day. You will be prohibited from selling any items not specified prior to event.

Selection Criteria

Georges River Council's will give priority to stallholders that:

1. are 'first in', i.e. those that apply first get the first stall allocations,
2. provide products or services that are sourced or based within the Local Government Area,
3. provide products or services that showcase the best of the Local Government Area,
4. provide products or services that are not duplicated by the permanent shops on the festival site,
5. have products or services with high level presentation and professionalism to enhance the visual amenity of the festival,
6. have original, creative and innovative products and services,
7. have products or services that are appropriate to the theme and intent of the festival, including accessible price points for the local community,
8. meet a set ratio of services, products and food vendors,
9. are sponsors of the festival

TERMS & CONDITIONS

ALL STALLHOLDERS MUST AGREE TO AND ABIDE BY THE TERMS AND CONDITIONS LISTED BELOW

General

1. Council reserves the right to reject any stall application it considers inappropriate.
2. If your stall application is not accepted, Council will advise and refund you if you have already paid.
3. Council will have cleaners during the event dealing with the waste created by stallholder products. However, all stallholders are responsible for the removal of their rubbish and food waste from the venue immediately after the event is, failure to do so will result in a clean-up fee of \$ and your stall being prohibited from attending future Council events.
4. Council staff have the right to ask you to leave if you are selling items not listed on your application form. *Rangers may attend this event.*
5. Silly string, toy guns and throw downs (bang-snaps or poppers) are prohibited. Stallholders not complying with this condition will be removed from the event and banned from attending future Council events.
6. Posters, banners and promotional material **MUST** stay within the boundary of the stall.
7. Council is not responsible for items left behind by stallholders or stolen.
8. Council reserves the right to cancel applications that include goods or services which have been produced or delivered under conditions that involve the abuse or exploitation of any persons. Goods must be ethically sourced.
9. The sale of bottled water should be limited. The sale of these items will be observed by Council Health Regulation Officers.
10. Council may change the placement of stalls any time. **Any such change in placement of stalls is not negotiable.**

Set up time and Access

11. Please **do not** arrive earlier than your confirmed time stated in your *Stallholder Confirmation* as this will cause traffic congestion.
12. Failure to arrive at your confirmed time may result in your stall being cancelled.
13. Vehicles used for set up and pack down are not permitted onsite until they have permission to do so by the event organiser. If vehicle is not part of stall it must be moved offsite to allocated carpark until you have been advised by event organiser.

Workplace Health & Safety Conditions

14. No items that create risk to the public are to be placed outside the stall or site area during the event.
15. All extension cords brought to the event must be tagged & overseen by a qualified electrician.
16. All stallholders must practise safe cash handling at all times.
17. Council will enforce total fire ban if necessary.

18. Stallholders are entirely responsible for ensuring that all Work Health and Safety obligations under statute and general law are met.

Legal Obligations

19. It is a condition of this agreement that you indemnify Georges River Council absolutely against all liabilities, damages and/or claims, including claims under the Australian Consumer Law, arising from the stallholder's participation in the event.
20. You must hold current, valid Public Liability Insurance is CURRENT for \$20 million.

Food Stalls

21. All food stallholders must comply with:
 - Food Act 2003 (NSW)
 - Australian and New Zealand Food Standard Code
 - Guidelines for food businesses at temporary events published by the NSW Food Authority (Guidelines)
22. The Food Act 2003 (NSW) requires all food stall holders to register their business with the local Council in which the event is held. To register your temporary food business with Georges River Council, go to: www.georgesriver.nsw.gov.au/Council/Online-Forms/Temporary-Food-Stall-Application
To register your mobile food vehicles with Georges River Council, go to: www.georgesriver.nsw.gov.au/Council/Online-Forms/Mobile-Vending-Vehicle-Application
23. All food stalls must be fitted with floors with non-absorbent easily cleaned material (e.g. vinyl) cut larger than the floor area to enable it to be turned up at the stalls and clipped or fixed into position.
24. Authorised officers from Council will inspect all food stalls on the day of the event to ensure the set-up complies with the Guidelines and legislative requirements. Any breaches of the legislation may result in Council issuing on the spot fines.

26. Recycling bins will be made available at the event.

27. Council does not permit the use of single use plastic bags, straws or balloons.

Cancellations and Refunds

27. Georges River Council reserves the right to refuse any application, or cancel any booking with no refund for failure to comply with the above guidelines.
28. Should you no longer be able to attend the event, you must notify the event organiser **10 days** prior to the event.

AGREEMENT

By completing and returning this Stallholder Application, I (insert name) _____ agree to abide by the terms and conditions set out above. I understand and acknowledge that I participate in this event at my own risk and I agree to indemnify Georges River Council absolutely against all claims, suits, actions or demands which may be brought in respect of injury, death or damage sustained by me or anyone participating in *Night Markets 2019* I have read and understood the Terms & Conditions and agree to comply with all regulations if selected to participate.

Stallholder Applications are due **Friday 29 March 2019**

Any late or misdirected applications will not be accepted.

All Food Stallholders participating in this event are required to have a copy of their Temporary Food Premises Permit with them at the event to present to Environmental Health Officers on request and must agree and abide by the following guidelines:

Food Businesses at Temporary Events

http://www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf

Mobile Food Vending Vehicles

http://www.foodauthority.nsw.gov.au/Documents/retail/mobile_food_vending_guidelines.pdf

Application Checklist

Completed Stallholder Application Form	
Public Liability Insurance (Certificate of Currency \$20 million minimum)	
NSW Food Safety Supervisor Certificate (Food Stalls only)	
Completed Temporary Food Premises/Mobile Vending Vehicle Online Application or Registration No. (Food Stalls Only)	
Photos of Products Sold and Stall Set Up (2 – 3 Photos)	

Signature: _____

Date: _____