|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event Name** | **2021 Bingara Community Christmas Carnival** | | | | | |
| **Business Name (if applicable)** |  | | | | | |
| **Contact Person** |  | | | | | |
| **Contact Phone Number** |  | | | | | |
| **Email** |  | | | | | |
| **Street or Mailing Address** |  | | | | | |
| **Town** |  | | **State** |  | | |
| **Postcode** |  | | | | | |
| **ABN (if applicable)** |  | | | | | |
| **Please provide a brief product or service description and detail any equipment that you will be using:** | | | | | | |
|  | | | | | | |
| **\*\* NB Powered sites are available LIMITED TO 4 \*\* Cost of powered site is $20.00 on top of site fee\*\*** | | | | | | |
| **Will you require a powered site** | | | | **Yes  No** | | |
| **Will you require being under cover** | | | | **Yes  No** | | |
| **Do you have your own Gazebo (please bring it on the day)** | | | | **Yes  No** | | |
| **Other e.g. own generator or your preferred location** | | | | **Yes  No** | | |
| **Please specify preferred location:** | | | | | | |
|  | | | | | | |
| **L: LOCAL STALLHOLDER PRICING SCHEDULE** | | | | | | |
| **LOCAL Stallholder - A resident of the Gwydir Shire Council Area ONLY** | | | **Cost Per Site** | | **No of Sites** | **Total $** |
| **3 metres x 3 metres** | | | **$10.00** | |  | **$** |
| **Powered site (NB Limited in Number)** | | | **$20.00** | |  | **$** |
|  | | | **Total Amount Due** | | | **$** |
| **V: VISITING STALL HOLDER PRICING SCHEDULE** | | | | | | |
| **VISITING Stallholder - Outside of the Gwydir Shire Council Area ONLY** | | | **Cost Per Site** | | **No of Sites** | **Total $** |
| **3 metres x 3 metres** | | | **$40.00** | |  | **$** |
| **Powered site (NB Limited in Number)** | | | **$20.00** | |  | **$** |
|  | | | **Total Amount Due** | | | **$** |
| **Stall Application Checklist – *Please Tick applicable areas*** | | | | | | |
| **Public Liability – Certificate of Currency attached** | | | **Yes  No  Not applicable** | | | |
| **Event Food Business detail form – Link to form online** [**https://bit.ly/2VQwNic**](https://bit.ly/2VQwNic) | | | **Yes  No  Not applicable** | | | |
| **Retail Food Business detail form – Link to form online** [**https://bit.ly/2Xv6zlH**](https://bit.ly/2Xv6zlH) | | | **Yes  No  Not applicable** | | | |
| **Food safety certificate/s (if applicable) attached** | | | **Yes  No  Not applicable** | | | |
| **Working with Children declaration (if applicable)** | | | **Yes  No  Not applicable** | | | |
| **All the above, where applicable, along with this application, as well as payment or proof of payment are to be mailed/emailed to: Gwydir Shire Council, Locked Bag 5 BINGARA NSW 2404 or emailed to** [**mail@gwydir.nsw.gov.au**](mailto:mail@gwydir.nsw.gov.au)**. No later than close of business (4.30pm) one (1) week prior to event.** | | | | | | |
| The **Bingara Special Events Committee** will endeavour to **but cannot guarantee** product / service exclusivity on the day.  ***Please read the terms and conditions, sign and date application.*** | | | | | | | |
| **TERMS & CONDITIONS**  **SETUP: from 5.00pm – Event from 6.00pm**  **GOODS:** The stallholder **is not permitted to sell any second-hand electrical appliances.**  **ALLOCATED AREA:** The stallholder must only trade within the site allocated, and site locations will not be amended on the day.  **WORKING WITH CHILDREN:** If stallholders are working with children a declaration must be completed and submitted with this application.  **STALL HOLDERS:** must bring own table, chair, and shade plus extension cord - if required.  All extension cords must show current tag and testing.  **SITE SET UP:** Stallholders must set up their display/stall in a safe work manner.  No setup on roadway or set up is not to impede traffic.  **VEHICLE MOVEMENT:** The committee recommend that you complete your set up. Move your  vehicle to the designated parking area prior to Event commencement.  **RISK ASSESSMENT:** Stallholders must abide by any direction given to them by the Committee in relation to risk management.  **WORK HEALTH & SAFETY -** It is a requirement that all stallholderscomply with the current Work Health and Safety legislation.  **FOOD SERVICE OPERATORS –** It is a requirement that food service operators are to comply with food safety standards and supply all applicable forms with this application.  **REFUNDS -** No refundswill be given due to cancellation of the event. | | | | | | | |
| ***I have read and agree to the above Terms and Conditions of this application*** | | | | | | | |
| **Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | | | | | |
| **OFFICE USE ONLY** | | | | | | | |
| Date Application Received | |  | | | | | |
| Public Liability Received | |  | | | | | |
| Food Safety Certificate Received | |  | | | | | |
| Event Food Business detail form Received | |  | | | | | |
| Retail Food Business detail form Received | |  | | | | | |
| Confirmation Notification Method & Date | |  | | | | | |
| Working with Children Declaration received | |  | | | | | |
| Receipt Number | |  | | | | | |
| Content Manager Container S5258 | | CM 22/\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Access to Forms**

**Event Food Business Detail Form** – Online <https://bit.ly/2VQwNic> or from Gwydir Shire Council Offices in Bingara and Warialda.

**Retail Food Business Detail Form** – Online <https://bit.ly/2Xv6zlH> or from Gwydir Shire Council Offices in Bingara and Warialda.

**Working with Children Declaration -** <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

These forms will open as a downloaded PDF or a Webpage.

**PAYMENT DETAILS**

**Direct Deposit**

|  |  |  |  |
| --- | --- | --- | --- |
| If using this method, please notify Gwydir Shire of payment via email or mail | | | |
| **BSB** | **Account Number** | **Account Name** | **Reference** | |
| 082 649 | 509 547 471 | Gwydir Shire Council | Bingara Community Christmas Carnival – Insert Name | |

**Credit Card Payment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Credit Card Details** | | Visa  Mastercard | | | | | | | **Expiry** | |  | | | | **CSC** | | |  | |
| **Name on Card ( Print)** | |  | | | | | | | | | | | | | | | | | |
| **Card Number** |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  | |  |

**This payment page of the application is to be destroyed after receipting.**

