|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event Name** | **2023 Warialda Honey Festival** | | | | | |
| **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 (only available for food vendors)** | | | | **Yes  No** | | |
| **Do you have your own Gazebo (please bring it on the day)**  **Unfortunately, we are unable to supply Gazebos for use so please source your own if need be.** | | | | **Yes  No** | | |
| **Other e.g. own generator or your preferred location** | | | | **Yes  No** | | |
| **Please specify:** | | | | | | |
|  | | | | | | |
| **STALLHOLDER PRICING SCHEDULE** | | | | | | |
| **Stall Site** | | | **Cost Per Site** | | **No of Sites** | **Total $** |
| **3 metres x 3 metres** | | | **$10.00** | |  |  |
| **Powered site (Limited in Number and only available for food vendors)** | | | **$20.00** | |  |  |
|  | | | **Total Amount Due** | | | **$** |
| **Stall Application Checklist – *Please Tick applicable areas*** | | | | | | |
| **Public Liability – Certificate of Currency attached (ALL STALLHOLDERS ARE REQUIRED TO SUPPLY A CURRENT COPY OF PUBLIC LIABILITY INSURANCE)** | | | **Yes  No** | | | |
| **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** | | | |
| **This application, a copy of your public liability insurance and any other applicable form/s as well as payment or proof of payment are to be emailed to Courtney Loosemore via** [**cloosemore@gwydir.nsw.gov.au**](mailto:cloosemore@gwydir.nsw.gov.au)  **All relevant forms must be received by Wednesday 11th October 2023. No late submissions will be accepted.** | | | | | | |
| ***Please read the terms and conditions, sign and date application.*** | | | | | | | |
| **TERMS & CONDITIONS**  **SETUP: from 1:00pm – Event from 2:45pm**  **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 and electrical equipment 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:** Gwydir Shire Council staff require you to complete your set up prior to the event commencing and move your vehicle to the designated parking area. Please note vehicle access is restricted to certain areas of the oval.  **RISK ASSESSMENT:** Stallholders must abide by any direction given to them by Gwydir Shire Council staff 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 | |  | | | | | |
| Working with Children Declaration Received | |  | | | | | |
| Confirmation Notification Method & Date | |  | | | | | |
| Receipt Number | |  | | | | | |
| Content Manager Container S6029 | | CM 23/\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**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 | 2023 Warialda Honey Festival – Insert Your 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.**