

Stall Application

Step 1: Contact Details

Please complete your details below, ensuring these are correct and that the contact on the day is the person completing this application.

1. Which event are you applying for?:

2. Contact Details:

Name of Business / Group

Street Address

City / Town

Contact Name

Email

Mobile / Phone Number

3. Which term best describes your organisation:

Commercial Vendor

Charity / Fundraising Group

Hobbyist / Crafter

4. Will you be selling food or beverage products?

No

Yes

If yes, please complete the 'Notification of a Food Vendor or Temporary Food Premises Permit'

5. Which best describes your stall (eg: selling food, selling handmade items, information stall, free activity, paid activity)?

6. What size is required for your stall?

m (width) x m (depth)

7. Do you require power?

No, I will bring my own power source

Yes, I will be operating equipment requiring connection to power

If yes, please complete the 'Electrical Requirements form'

8. What time will you bump in / arrive to set up on the event day?

Step 2: Terms and Conditions

Please read and acknowledge the Terms and Conditions for having a stall at City Events below:

Public Liability Insurance Requirement

- The stall holder shall have public liability insurance (minimum of \$10 million) for all volunteers or staff participating at their stall.
- One-off coverage is available from www.mymarketinsurance.com.au.
- A copy of your public liability insurance must be provided with your application.

Cleaning & Event Equipment

- All event equipment belonging to the City of Kalgoorlie-Boulder must be returned clean and in good working order. The stall holder will be responsible for reimbursing the City of Kalgoorlie-Boulder for any damage caused to City owned event equipment.
- Stall areas will be fully cleaned and secured at close of event and all rubbish taken away or deposited in supplied bins.
- Hand sanitiser must be made available to all customers.
- Stall holders are required to cover the flooring (eg tarpaulin) within their specified allocation to assist with keeping the ground clean and prevent contamination.

Power

- Stall holders will not connect any additional powered equipment on the day of the event. Any equipment that was not approved before the event opening shall be disconnected.
- Please note that each connection provided must be used by one item only - one plug per connection point - no multi cores / power boards / double adapters. This is to ensure that there is no interruption to the power supply.
- Power requirements can be accommodated but they must be known in advance.
- If an item is plugged in that we are not aware of it may lead to a power surge which could cause damage to your stalls equipment as well as other stalls around you.
- Electrical equipment is to be maintained and not pose as a trip hazard
- Stall holders must supply their own extension cords and lighting equipment.

Compliance

- Stall holders will return all required permits to the Projects Coordinator by the set deadline.
- Stall holders or their representative must attend all designated pre-event meetings.
- Stall holders shall comply will with all instructions given by City Officers.
- Stall holders shall test and tag all electrical equipment set out in the relevant legislation and comply with all instructions given by the City's Environmental Health Officers and Projects Coordinator.
- Food stall holders shall comply with all requirements set by the Food Act and instructions given by the City's Environmental Health Officers.
- Food shall be prepared and processed in accordance with the Food Act and as directed by the Environmental Health Officers.
- The City's Environmental Health Officers may contact you and request further information.

Stall Holder Fees

- Fees must be paid as advised by the Projects Coordinator.
- Please be aware fees for stalls are:
 - \$162.20 for commercial vendors (operating product / service sales). Plus an additional \$75.00 Notification Fee (when selling food or beverage products).
 - \$40.70 for charity / fundraising groups, and hobbyist / crafter.
Community groups are exempt from the Notification Fee.

Failure To Comply

- The City reserves the right to cancel participation of any stall at any given time should the above terms and conditions not be adhered to.
- The City is not responsible for any loss of earnings as part the organisation's participation in the event.

I have read and agree to the conditions of this permit and acknowledged my responsibilities as a stall holder for the City of Kalgoorlie-Boulder events.

Name (print)

Signature

Date

Step 3: Electrical Requirements

Electrical Requirements Form

Please note that any outlet requests that exceed two, will be reviewed and you may be required to source alternate power supply at your own expense.

Outlet	Outage (ex. 10 or 15amps)	Equipment	Tested & Tagged? (Y/N)
The first two outlets will be granted, there after requirements will need to be reviewed			
1			
2			

Test and Tagged

I understand all my cables must be tested and tagged prior to the event, within 3 months of the event date.

This is my responsibility. I understand that if my cables are not correctly tagged they will fail the electrical compliance check performed by the electrician prior to the event opening and therefore I will be unable to trade at this event.

Name (print)

Signature

Date

Step 4: Notification of a Food Vendor or Temporary Food Premises Permit

Business Name or Trading As:	
Contact Name:	
Postal Address:	
Mobile Number:	
Email Address:	
Will the food be prepared at a different location from where it is sold?	YES NO
If Yes, where:	
List of food items provided or sold:	
Event:	
Date/s of proposed event:	
Proposed trading hours:	

Signature

Date

OFFICE USE ONLY

Receipt Number

COA

Application Fee

A \$75.00 Notification Fee is applicable for commercial food vendors. Community groups are exempt from this fee.