



**Thursday 26th January 2012
in Berrima**

**STALLHOLDER APPLICATION FORM
TERMS AND CONDITIONS**

(Keep this section for your reference and information)

1. Applications will not be considered unless accompanied by full payment.
2. Those applications not accepted will have their full payment returned.
3. **Your application must be accompanied by proof of your public liability insurance (photocopy) confirming cover of \$10 million (minimum) noting Wingecarribee Shire Council as an interested party in respect of Australia Day activities.**
4. **Stallholders must comply with the Terms and Conditions listed on the reverse of this page.**
5. Hired stalls are 3m x 3m and come with a canopy and one table. Stalls will be fully erected the day prior to the event.
6. **Your site allocation will be posted to you upon acceptance with a map of the stall area early January 2012.** You must be ready for trading at 9.00am sharp.
7. Event proceeds rain, hail or shine – no refunds under any circumstances
8. If you need a site larger than 6 meters in length an extra site fee will apply contact Colin Gelling for details.

**Attempt will be made to give you the same location.
Your prompt return of this application may guarantee this.**

For further information please ring Colin Gelling, Berrima Court House Museum Information Centre on **02 4877 1505** or fax **02 4877 1184** or email info@berrimacourthouse.org.au
Business Hours: 10.00 am to 4.00 pm

APPLICATIONS CLOSE STRICTLY WEDNESDAY 30th DECEMBER 2011

(Please send this part only - Keep the Terms & Conditions for your information)

Business Name: _____
Contact Name: _____
Address: _____
Phone No.: _____ Mobile No.: _____
Description of goods for sale or service: _____

Please complete your requirements below for your early bird discount ...

I require a covered stall 3m x 3m with one trestle table	\$220.00	\$
I require extra trestle tables at \$25.00 each	number of tables <input type="text"/>	\$
I have my own stall and tables – I require a site only	\$150.00	
	width in meters <input type="text"/>	depth in meters <input type="text"/>
		\$
Any requirement beyond 6 m x 6 m will be treated as an extra site at the cost of \$100.00		\$
	I require access to power supply please tick here <input type="checkbox"/>	
(Please provide your own long power lead that displays a current safety tag)		
	Total amount payable	\$

**Enclosed is my cheque for made out to C. GELLING AUSTRALIA DAY
for \$ _____ covering one day, Tuesday, 26th January 2012.
Post to Berrima Court House Wilshire & Argyle St Berrima 2577**

Signature of applicant _____ Date: _____

**For Applications received after 30th December 2011 costs will be:
Site Only: 3mx3m \$170 • Stall 3m x 3m \$260.00**

IMPORTANT – TERMS & CONDITIONS FOR STALLHOLDERS

STALLHOLDER SAFETY REQUIREMENTS

The Contractor or his nominated representative will conduct a site inspection with each stallholder to ensure compliance with the safety requirements of the event, which are set out below. Council's Risk Management Co-ordinator will be available on the day should any risk or safety issues arise.
1. The stall and any equipment therein must meet relevant safety standards:
2. The stall must be erected in accordance with the manufacturers' directions to guarantee safety
3. Displays, tables and chairs must be firmly secured in the event of windy or inclement weather
4. Cooking areas must be roped off from passers by
5. Gas connections need to be checked to ensure they have an appropriate regulator and gas bottles must have a current compliance plate
6. All power leads and electric cables must be kept away from the public area. Power leads must be weatherproof and tagged by an authorised electrician. This can also be undertaken at the Reviva Centre and is to ensure the lead is safe as is required by law.
7. All stallholders serving food and/or drinks must do so responsibly in accordance with normal health and safety regulations and food handling requirements
8. The Event Co-ordinator must be notified immediately in case of an emergency
9. Any contractors must provide evidence that their equipment is adequately insured and properly maintained to Australian Standards
10. Amusement devices must comply with minimum requirements of maintenance, operation and method of installation
11. An INFORMATION PACK including procedures in case of emergency, contacts and site plan will be sent to you prior to Australia Day You must have this document with you on the day.

STALLHOLDERS' RESPONSIBILITIES / GENERAL TERMS & CONDITIONS

a. Conduct a risk assessment for your stall and return it with your application <i>(instructions and forms enclosed)</i>
b. Stallholders must supply and maintain a current Public Liability Insurance Policy for a minimum of Ten million dollars (\$10,000,000.00), having the interest of Wingecarribee Shire Council noted on the policy to cover against any accident, injury or damage resulting from (or incidental to) the stallholders' use of Council property or participation in Council's event.
c. Any user who has employees engaged in activities must provide a copy of their Workers Compensation Policy. Any organisation that engages the use of volunteers must provide a copy of their volunteer insurance to Council prior to the use of the facility.
d. Arrive and set up within the designated time
e. Man your stall/tent and anything contained therein at all times. Stalls must not be left unattended unless secured without risk to the general public. Wingecarribee Shire Council accepts no responsibility for loss or damage to stalls
f. Pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant
g. Control of rubbish to ensure it does not fly around the grounds
h. Ensure the area is left clean and without any damage or risk to the public or any other participant
i. Contact the Event Co-ordinator as soon as practicable if for any reason you are not able to participate and need to cancel at last minute.
j. Notifying the Events Coordinator if you need to leave early in order to arrange for your departure and moving of equipment and vehicle safely

Please sign below and return to the organiser of Australia Day Celebrations after reading and agreeing to comply with the Terms and Conditions as stated above.

Signed:

Business Name:

Date:

Stall Site Risk Assessment Check List

Checklist of Conditions for stall	Tick where applicable		Where any answer is YES list additional risk control measures to be undertaken
	NO	YES	
1. Will the stall be serving hot food or drinks			
2. If so, will hot water receptacle be kept out of public reach			<i>State how this will be done</i>
3. Will your stall be using an electrical cable			<i>Cables need to be kept out of pedestrian areas and adequately secured. State how this will be done.</i>
4. Does the electrical cable for your stall carry a current safety tag			<i>Please write expiry date:</i> _____
5. Will the setup of your stall area create any trip hazards			

Signed: _____

Stallholder's Name: _____

Date: _____