



Werribee Wetlands Community Festival Stall Holders Application Form 2011

Saturday 19th February 2011, 5pm– 10pm
Heathdale Glen Orden Wetlands, Kookaburra Ave
Melway Ref 206 B3

Organisation/Business:

Type of Organisation/Business:

Address:

Contact Person:

Phone No:

Email:

Fax:

Our organisation/business would like to be involved in the following way:
(Cross/Tick where appropriate)

- Set up a food stall cost of **\$100** for site (*please describe the type of food you will be selling on the day*)

- Set up a market stall – cost of **\$50** for site (*please describe the type of activity, products or display*)*

- Set up personal and/or fundraising stall* cost of **\$25** for site (*please describe the type of activity, products or display*)

- Set up an information/promotion or free activity stall (*please describe the type of information*)

Power

Sites requiring power must supply their own power. All leads must be tagged and tested. All generators must be electronically and mechanically sound. A site inspection will occur before event commences. If you require access to power this will be an additional cost to your site booking fee of **\$25**. Please tick if you require power

- Power required (*please indicate the amount of power required and what the power will be used for on the day*)

Food Registration Certificate

If you ticked food you will need to complete the Wyndham City Council application for Temporary Food License. These forms can be obtained by contacting Wyndham City on 9742 0777 or visiting the website <http://www.wyndham.vic.gov.au/> A food permit fee may apply. If you are registered with another Council you will need to provide this documentation in addition to the Wyndham City Council application for Temporary Food License.

Public and Product Liability Insurance

The Heathdale Neighbourhood Association requires a copy of your current public liability insurance to confirm your participation.

Equipment

Please supply your own tables, chairs and display boards etc. If you plan to bring your own marquee or umbrella please be aware that it must be secured by water/ sand weights or pegs. If you require a marquee you can hire a marquee from the Association at an extra cost of **\$150**. Please indicate if you would like to order a marquee size 3m x 3m by ticking the box or trestle tables and chairs for your site

- Please order one 3m x 3m marquee for my stall
- Please order ____ (Qty) trestle tables for my stall
- Please order ____ (Qty) chairs tables for my stall

Please return this form, your payment and all attachments by **4th February 2011** to:

Cheque made payable to:

Heathdale Neighbourhood Association, PO Box 1643 Werribee Plaza Hoppers Crossing 3029

Cash payments are accepted. Payments can be at Heathdale House at 150 Rosella Ave, Werribee 3030.

If you have any questions please contact Heathdale Neighbourhood Association on 8742 3125

Signature:

Date:

General conditions

- Stall holders can set up from 2pm
- All stalls are required to be set up and be ready to operate by 4.30pm
- There is no early pack up at this event. All stalls must operate til the close of festival at 10pm.
- No vehicles will be allowed on site after 4.30pm or before 10pm
- There is no reserved parking for vehicles. It is your responsibility to find a car park for your vehicle once you have unloaded your equipment.

Definitions:

* Market – defined as selling products of a personal business (promoting private business)

*Personal/Fundraising defined as personal items such as a trash and treasure stall or fundraising for a particular charity