

Coal Creek Community Park and Museum

12 Silkstone Rd, Korumburra
P:03 5655 1811
www.coalcreekcommunityparkandmuseum.com

Stall Holder Expression of Interest (This application is open to businesses not service clubs)

Fill out this form if you are interested in participating as a stallholder in one of our events.

Please note that this application does not guarantee you a site at our events.

Name

Phone

Email

Business Name

ABN

Billing Address

Email

Website/Facebook/Instagram

Which event/s are you interested in?

- Geekfest - 7 July 2019
- Heritage Craft Day - 4 August 2019
- Literary Festival - 6 October 2019
- Halloween - 26 October 2019
- Carols at the Creek - 20 December 2019

Which category is your stall?

- Food Vending/Food Truck
- Produce
- Craft Beer/Cider
- Music/Performer
- Other

Please list the products and the prices of the items you sell:

Fees:

Halloween

Other Events

- | | |
|---|--|
| <input type="checkbox"/> \$165.00 General Stall | <input type="checkbox"/> \$65.00 General Stall |
| <input type="checkbox"/> \$175.00 Powered Stall | <input type="checkbox"/> \$75.00 Powered Stall |
| <input type="checkbox"/> Additional \$10.00 for testing & tagging of appliances | |

Site Requirement:

metres **X** metres

Please attach a photo of your proposed stall structure (assembled).

Please attach the following documents to your application (if applicable):

- Public Liability Insurance
- Business Registration
- Food Handling
- Streatrader

Terms & Conditions for Stall Holders

Payment

Site fees including GST are to be paid at time of confirmation by cash, cheque or EFTPOS. Bookings are not confirmed until payment is received.

Sites & Boundaries

Acceptance and final positioning of sites will be at the discretion of CCCPM Management.

We also ask that **your rubbish is taken with you** at the end of the event. CCCPM rubbish bins are provided for the patrons of the park **NOT** exhibitors, Should any rubbish be required to be disposed of by the event organizer a fee will be charge of \$100.00.

It is the Stallholders responsibility to leave the site in the same condition as found.

Public Liability Insurance

Public Liability insurance is compulsory for all Stall Holders.

Current insurances must be sighted when doing the driver induction.

A copy of your current Certificate of Currency must be attached with your application.

Cancellation

No refunds are provided for the cancellation of a stall by a stall holder

*If CCCPM cancel an event, stall holders will be reimbursed.

Van/Vehicle

All stall holders must complete a driver induction 7 days before the event.

Vehicles must be parked beside the stall or in the designated area directed by CCCPM staff.

Vehicles must not move until Coal Creek Management instructs that it is safe to do so, at the end of the event.

Bump In / Bump Out

All stall holders to complete site and emergency induction on the day of the event with a Coal Creek staff member at the stall holder's site.

Please watch for pedestrians when entering or exiting the area.

Please turn your hazard lights on while on site and speed must not exceed 5km/hr.

Children under the age of 16 years accompanying the stall holder must stay in the company of an adult at all times and are not permitted to wonder the park.

Prohibitions

Metal props or weapons are strictly prohibited within the park.

Selling of Chewing gum is prohibited at all events.

The sale of alcohol is prohibited at all events, excluding *Heritage Craft Day*.

No dogs are permitted within the CCCPM unless assistance dogs have been approved by CCCPM.

Electricity Supply & Requirements

The majority of power is 10 amp single phase. Small generators are permitted if tagged and tested. All power boards and leads are to be supplied by the exhibitor. All equipment and leads must be tagged and

tested legally within 3 months of the event date. If leads or power boards are requested on day of event a hire fee will be charged of \$10 per item. Testing and tagging is available for \$10

Food Vendors

All food vendors/stalls must hold an appropriate Food License and/or a Temporary Food Permit.

All food vendors must also be registered with Streatrader.

All conditions set within these Licenses/Permits must be complied with.

A current copy must be provided with your application.

It is the responsibility of the exhibitor to supply hand washing facilities and to provide portable fire extinguishers when cooking or using flammable products.

Please attach a full list of staff working on the day of the event to this application.

In signing below you have read, understood and agree to the Terms & Conditions for Stall Holders.

Exhibitors Signature:

Date:

Completed Application Form, Payments and Relevant Documentation are to be mailed/emailed to:

Coal Creek Community Park and Museum

P.O. Box 193

Korumburra VIC 3950

coalcreek1@southgippsland.vic.gov.au

Electronic Payments to be made by Phone: 5655 1811