

# CAROLS IN THE PARK



OFFICE USE ONLY: STALL NUMBER

## FOOD STALL APPLICATION FORM

Tax Invoice - ABN 75 570 316 011

Please return your application form **and payment** by **Wednesday 20 November 2019**

There are limited stall sites available and Hunter's Hill Council reserves the right to select stalls. Stall site allocations will be posted after the closing date. Non selected stalls will receive a refund or their cheque returned. There are no refunds for selected stalls under any circumstance.

**SUNDAY 1 DECEMBER 2019 - 4.00pm - 9.00pm**  
**BORONIA PARK OVALS, HUNTERS HILL**

### ABOUT THE STALLHOLDER - Please Print

Name:

Email:

Business Name:

Address:

Phone:

Mobile:

Vehicle Rego:

ABN / ACN:

#### Tell us about your enterprise

LGA = Local Government Area

Commercial Food Vendor (within LGA)

Commercial Food Vendor (outside LGA)

I have previously had a stall at Carols

Yes

No

Year

### ABOUT THE STALL SPACE

#### What is the complete and absolute dimension of your stall\* (in metres)?

Length of front (width)

Length of side (depth)

\*Include everything such as trailers and tow bars etc. NB: if you need even 50cm more width than a standard 3m stall, you must acquire additional sites or space. **OVERSIZED STALLS WILL NOT BE ALLOWED TO TRADE.**

#### What type of stall structure will you be using?

Gazebo

Fete Stall

Food Truck

Food Trailer

### ABOUT THE PRODUCT

Is your food pre-packaged?

Yes

No

Only some

If **all** of your food products are **pre-packaged** and **sealed**, and do not require onsite refrigeration or heating, then you may apply for a **general stall**. Examples are wrapped lollies or sweets; jars of honey, preserves, jams, pickles, spice mixes or teas. Also items such as fairy floss, popcorn and toffee apples. Please contact the Event Coordinator if you are unsure.

Is your food prepared offsite? Yes

No

Partly

If yes, please select kitchen type

Domestic

Commercial



## ABOUT THE PRODUCT cont...

Is your food prepared onsite?	Yes	No	Partly
Is your food cooked onsite?	Yes	No	Partly
If you use a BBQ - what type is it?	Gas	Charcoal	Electric
Does your cooking method produce smoke, steam or fumes?		Yes	No
Proposed product(s) for sale: (please be as detailed as possible - including prices)			

## BOOKING A STALL SITE + EXTRAS

Use this section to book your stall site as well as any generators, tables and fete stalls you may require. You must select (and pay for) the **appropriate sized stall type** and **all extras**. Please note that you will not be allowed to bring your own generator.

Details	Quantity	Cost (incl. GST)	Total (incl. GST)
Food Stall site - 3m x 3m space only		\$405	
Extra: Additional site width (per metre)		\$135	
Extra: Food Fete stall hire 2.4m x 2.4m structure with 3 x 600mm deep benches + 3 walls		\$120	
Extra: Trestle table (1.8m x 750mm)		\$25	
Extra: Generator access 10amp		\$80	
Extra: Generator access 15amp		\$80	
<b>Total</b>			

Please make all payments payable to Hunter's Hill Council.  
Credit card (**excluding** Amex and Diners)+ surcharge, and EFTPOS payments can only be made in person at **Hunter's Hill Council - 22 Alexandra St. Hunters Hill** between the hours of 8.30 am – 4.30pm Monday - Friday.  
Cheques and money orders can be posted to: **PO BOX 21 Hunters Hill 2110**

**Carols in the Park** starts in DAYLIGHT and ends after SUNSET.  
Please make sure that you have adequate **lighting** available for your stall either by using battery powered lights or booking access to a generator using the payment options above.

**Stallholder applications will not be considered for acceptance until the full payment has been received. If an application is not accepted the payment will be refunded.**

I am paying \$ \_\_\_\_\_ by method \_\_\_\_\_

**Green Credentials:** Carols in the Park is promoted as a waste wise green event – please refer to the **Special Events Environmental Impact Policy** on **Page 7**.

Please list how you will be adhering to the Special Event Environment Policy

Are there any other additional sustainability initiatives you would like us to promote on the day? (e.g. eco products, fair trade)

#### **STALLHOLDER CHECKLIST (please tick)**

I am aware that under no circumstance will I be issued a refund, once I am selected. Hunter's Hill Council takes no responsibility for inclement weather or crowd participation.

I have read the Terms & Conditions 2019 carefully and understand these are essential to my participation.

I have read and am fully aware of state health regulations and will set and conduct my stall accordingly. Failure to do so may exclude me from participating. (See Food Vendor Checklist)

I have completed all sections of this document including the payment details. I have listed all products that will be for sale and have completed the Special Event Environment Policy above.

I have included a copy of my valid **Public Liability Insurance** and my **Food Safety Supervisor Certificate**.

I am aware that I need to arrive at the designated time and that cars cannot enter, leave or move onsite between 4.00pm and 9.00pm, or until deemed safe for the general public by the Event Coordinator.

I am aware of my stall site space requirements and have included appropriate payment with this application.

I understand that stall selection is at the discretion of Hunter's Hill Council and no correspondence will be entered into.

A qualified electrician has recently checked all my leads and equipment and I am aware of the total power I require. (E.g. some equipment such as deep fryers and urns will require a 15amp outlet each - overloading power outlets is seriously dangerous to myself and others)

## **FOOD VENDOR CHECKLIST (please tick)**

The Food Vendor is responsible for supplying and/or sourcing the relevant items below as well as complying with the following requirements:

### **Administration**

Food Safety Supervisor will be appointed and a copy of their Certificate kept onsite at stall

### **Construction**

Stall will be fitted with roof and three sides

A smooth and impervious floor cover will be supplied as flooring that is able to be cleaned

A physical barrier i.e. sneeze guards will be installed in front of all cooking and preparation areas

Hand wash basin will be provided and located within the stall

Hand wash basin will be supplied with warm running water, liquid soap and paper towels

Utensil / equipment washing facilities will be provided and located within the stall

Utensil / equipment washing facilities will be provided with warm water and detergent

### **Food Handling**

Potentially hazardous food (PHF) will be under temperature control: food receipt, storage, display and transport. Cold food at or less than 5°C, hot food at or above 60°C.

A Digital Probe Thermometer will be provided at the stall, readily accessible; accurate to +/- 1°C

Food will be stored at a minimum of 150mm off the floor

Food will be stored in food grade containers

Sustainability-policy-compliant disposable eating utensils, straws etc, will be stored in dispensers and protected from contamination

Food handlers will wash and dry hands thoroughly using hand-wash facilities regularly

Food handlers will avoid unnecessary contact with ready-to-eat food or food contact surfaces by using utensils, a gloved hand, food wraps etc.

Procedures will be in place for staff when handling food and money etc.

Food-safe sanitiser will be available for food preparation surfaces and equipment

### **Other**

Premises, equipment and food contact surfaces will be kept in a clean and sanitary condition

Equipment will be in a good state of repair and working order

Suitable garbage and recycling receptacles will be provided and arrangements made for frequent removal of garbage and recyclable materials

Food labelling will comply with the Food Safety Code

## Declaration

I, the undersigned, have read and understood the instructions here within. I have provided **payment**, a copy of my **Public Liability Certificate of Currency** and my **Food Safety Supervisor Certificate**; **completed the stall application form**; completed the **Stallholder and Food Vendor Checklists** and read the below **Terms & Conditions** including the **Health and Safety** requirements and the **Special Events Environmental Impact Policy** and agree to abide by them to conduct a stall at **Hunter's Hill Council's Carols in the Park 2019**.

Name

On behalf of (business name)

Signature

(Use a digital signature or print out and sign)

Date

## Office Use:

To be received:

This page signed

P/Liability Certificate of Currency (unincorporated community groups to contact events coordinator)

Food Safety Supervisor Certificate

Stall Application form (all details completed)

Correct Payment

**ACCEPTED**

**PENDING**

**REJECTED**

Receipt No.:

Site No.:

Car Rego:

Date form received:

Time of Arrival:

Amount Paid:

Parking Paid: Y / N

Payment Method:

Equipment Hire:

General Comments:

## Stallholder Terms and Conditions (Carols in the Park is a non-smoking event)

Please take the time to read the following very closely.

- All vendors can only sell the products that are stated on their application form and that have been confirmed by Hunter's Hill Council. Please endeavour to list each type of product or service.
- Applications will only be considered if a completed application form, full payment and a copy of your Public Liability Insurance and Food Safety Supervisor certificate are received by due date. (Unincorporated groups please contact Hunter's Hill Council).
- Vendors are expected to keep Hunter's Hill Council updated with their contact details; stall allocations will be posted closer to the event and we need your correct address to do this.
- Failure to comply with these terms and conditions may result in the closure of your stall – no refund will be available if your stall is closed.
- While preference will usually be given to previous stallholders, there is no guarantee of the exact stall site and no correspondence will be entered into about selection. Preference will be given to products of quality.
- Council reserves the right to refuse any application that it believes will not reflect the spirit of the community and Carols in the Park. (Council Policy No. 12)
- The location and allocation of stalls is at the absolute discretion of the event organisers. Particular care, courtesy and consideration are expected of each Vendor while setting up and packing down.

### Stall Bump-in and Bump-out

- Stallholders must follow the direction of stall marshals at all times. If you fail to follow the direction of marshals, are rude, do not adhere to the below conditions, in particular ones relating to safety, you will not be invited back and /or your stall may be closed on the day. This is a highly successful Community Festival and we expect all involved to attend with that spirit.
- The Event site is a Car Free Zone during operational hours (4.00pm - 9.00pm). No cars can be brought onto the Event site until it has been satisfactorily cleared and deemed safe to enter by the Event Coordinator. **Do not retrieve your vehicle until given clearance by the Event Coordinator to do so as you will not be allowed on site until then. Stallholders who create a traffic hazard by retrieving their vehicle early will jeopardise their chance of attending this or other Council events in the future.**
- Stallholders must arrive at the designated time to allow for a smooth setup.
- Food vans cannot move until after 9.30pm and only after clearance is given. All heavy vehicles (including vans) must have a person guiding at the front and rear at all times when being moved. We ask for your patience at the end of the evening.
- **If you would like to leave the site immediately at close and cannot walk your equipment and products off site then please do not apply for a stall.** Harassment of Council staff will not be tolerated and may result in a ban for the next year.
- The Event site, outside of operational hours is a strictly 10km per hour shared zone. All cars must be removed from the Event site once you have unloaded to allow space for others.
- Our concern with vehicles is the safety of you and all Event attendees, and we sincerely ask for your patience and understanding during bump in and out.

### Stall set-up

- Accepted stalls will be sent their site allocation No., an Event site map and a designated time of arrival in the post. Under no circumstance are stalls to extend signage, racks and other fixtures out in front of their stall. If you are unable to set up due lack of space this will be your liability and no refunds issued.
- Tents and umbrellas must be weighed down with suitable weights at all times. It is the stall holders' responsibility to keep the tent/umbrella from blowing or falling over while at the event. Any damage or injury is the sole responsibility of the stall holder.

### Weather

- Carols in the Park will only be cancelled due to severe weather (including on-the-day or in the lead up to the event where weather has caused the ovals to be deemed unsafe), and at the discretion of Hunter's Hill Council. Carols in the Park will continue with mild rain conditions. There will be no refund if abandoned.
- All vendor stalls and contents are to be adequately secured against wind and for wet weather.
- All care must be taken when putting tents down in severe weather, particularly with high winds. If there is lightning, do not take down tents, walk with poles or leave umbrellas up.
- Vendors should consider wearing sunscreen and hat as well as enclosed shoes.

### Payments and Refunds

- Payments must be made in full at time of application. Cheques or money orders must be made out to 'Hunter's Hill Council'. Under no circumstances will refunds be available to vendors once payment has been receipted.
- Hunter's Hill Council takes no responsibility for inclement weather or crowd participation. Council reserves the right to cancel the event due to inclement weather and/or due to unsafe conditions.

## Parking

- There is plenty of street parking surrounding the Event but please be aware that any signposted, changed parking and traffic conditions will be enforced by the Rangers.

## Waste and the Environment

- Carols in the Park is promoted as a "green" festival which is one of the draw cards for this special community event.
- All vendors MUST comply with the **Special Event Environmental Impact Policy**. This Policy has been developed to reduce the waste impact of this special event. Failure to comply may result in the closure of your stall on the Event day and/or a ban on attendance at future Hunters Hill events.
- A cleaning fee of \$400 will be charged for any waste left behind on your site. Excess waste is to be taken away by you. The bins in the general access area on the Festival site are provided for the use of patrons only. Stallholders will be provided with access to a limited number of bins. Hunter's Hill Council will provide three kinds of bins:
  - Yellow bin for recycling
  - Blue bin for cardboard/paper
  - Red bin for general waste

## Special Events Environmental Impact Policy

- Hunter's Hill Council has in place a Sustainability Plan, which aims to reduce the waste produced and energy consumed within the LGA. A requirement from the Office of Environment and Heritage is that Hunter's Hill Council develops and implements a Sustainable Event Management policy. This includes Council Events and Functions. This ensures that Council operations have minimal impact on the environment and set an example to the community. Stallholders must follow the policy.
- Council will monitor the management of waste throughout the day to make sure no problems occur. Event staff will also monitor and provide education material to ensure stall holders understand what goes in which bin, on the day to ensure that waste guidelines are in place.

Pollution and waste reduction according to the above mentioned policy:

- All food-ware used at the festival must be reusable, biodegradable or recyclable.
- Plastic and polystyrene products and packaging; including drinking cups, food containers, drinking straws and stirrers, cutlery, plates etc. must NOT be used or distributed at events.
- Take-away coffee cups MUST be recyclable
- Balloons are NOT to be used, given away or released during events (see Prohibited Items list for details).
- Plastic bags are NOT to be used / given away during events. Showbags must be paper or cloth.
- Any products sold or distributed must use reusable, or comprised of biodegradable or recyclable material.
- Single-use plastic items are prohibited at events.
- If stall holders propose to distribute paper cups, manufacturer details must be provided prior to the event (and stallholder approval) to ensure that the product is recyclable.
- No single use sachets are to be distributed at events e.g. tomato sauce, sugar sachets, salt and pepper sachets, sunscreen sachets or giveaways products such as shampoo sachets.

## Prohibited items

- Products that may not be sold at Carols in the Park include live birds or animals, fakes or copies of designer brand name goods, weapons, items associated with the illegal use of drugs, or other items that the event management may consider unsuitable for the market.
- No political stalls or advertising are allowed at the event
- No alcohol may be sold at the event without prior written permission from Hunter's Hill Council and Gladesville Police Licensing Division.
- No offensive, counterfeit or unauthorised products may be sold.
- No games of chance such as lotteries, lucky dips, guessing competitions, raffles and the like are to be conducted without the express prior written consent of the Council.
- Any form of firecracker, silly string, gas bombs, and any other item deemed unsuitable will be prohibited from being sold or used at the Event. This precludes Council's engagement of licensed pyrotechnics operators for event displays.
- Vendors applying for a stall position who sell prohibited forms or items of merchandise should be aware that their application will be denied. (Council Policy No. 12).
- On the day of the event, Council has the right to request that any items not deemed suitable for sale be withheld from public scrutiny and sale (this includes dangerous and/or banned items such as those mentioned above). Should the vendor refuse this request, the vendor will be asked to leave the premises and will take no further part in the Event.
- Balloons are also prohibited from the event as when released into the atmosphere they can travel long distances and often end up in waterways where they can be ingested by birdlife and marine animals. Hunter's Hill Council and Carols in the Park try to set a good example by banning balloons from the event.

## Insurance

- You **MUST** have your own public liability insurance of a minimum of \$10 million broad-form coverage. Please attach a copy of your Certificate Of Currency (unincorporated groups please contact Hunter's Hill Council)

## Power

- Power is available if requested on the attached form and paid for. Only generators organised by the Event are allowed on site.
- Please pay for, and indicate on your application, the number of 10 or 15amp outlets required. It is suggested that you consult an electrician to find out your correct power needs, based on your equipment. (E.g. some equipment such as deep fryers and urns will require a 15-amp outlet each).
- Food Vendors should consult an electrician to confirm their power requirements based on their equipment. Overloading power outlets is seriously dangerous to yourself and others.
- Food vendors should have a 20m extension lead per outlet required to connect to distribution points. Power leads and extension cords must be unbroken and they must not lie across thoroughfares.
- Faulty leads and electrical appliances that trip the power supply will be removed and you will be without power. Please ensure your leads and equipment have been recently tagged by an accredited electrician.
- OH&S: All stallholders are expected to abide by all safety regulations and requirements to ensure the Event is safe and OH&S compliant.
- Electrical equipment must comply to Australian Safety Standards AS3760.
- Stallholders are to have all leads and equipment tagged in accordance with the statutory requirements, and are to ensure any leads are placed in such a manner so as not to create trip hazards or to present a hazard to the public through exhaust or heat. Electrical cables are to be heavy-duty construction standard and must have a circuit breaker.
- Carols in the Park is not qualified to provide extension leads.

## FOOD VENDOR SPECIFIC TERMS & CONDITIONS

### Health and Safety

This year a Food Health and Safety Inspector will be on duty from 4.00pm. Infringement Penalties may be issued to Food Stall vendors who do not comply with Council and State Government requirements. Vendors are to consider Workplace Health and Safety as it applies to their business and staff and that of doing business at Carols in the Park.

Please also read carefully the **Terms and Conditions** with particular attention to the **Temporary Food Premise** requirements.

Please ensure:

- Potentially Hazardous Foods (e.g. Chicken and lamb) are **transported, displayed and stored** at or below 5°C for cold foods and at or above 60°C for hot foods. You have a thermometer on hand
- BBQ's and cooking facilities are out of reach of the general public
- BBQ's and cooking facilities must have overhead and side coverings
- Sneeze Guards are in place (minimum: cling wrap shoulder height to prevent contamination)
- Hand washing facilities are designated (warm, soap and paper towel drying)
- Disposable gloves required when handling ready to eat food.
- Fire Extinguisher (Dry Chemical A:B (E) Class) is visible, placed away from food preparations and easily accessible.

### Temporary Food Premise

A temporary food premise includes food vending vehicles and demountable stalls, located in open areas or within another structure, used for the purpose of selling any article of food and/or beverage.

- Vendors selling food must comply with the NSW Food Authority guidelines, the National Code for Food Vending Vehicles and Temporary Food Premises and the requirements of the 2003 Food Act. All food stalls must meet the food regulations 2004 and Food Standards Code and any local Council Codes.
- Certified Organic and/or conversion to Organic, can only be used on products that have been certified by either a Government Accredited certification body (such as AQIS in Australia); IFOAM, or ISO 65 with an organic component. Please maintain documentation to verify this status of certified organic or conversion to organic, and particularly if labelled as such. Vendors are to understand that unless their products are certified Organic, no reference should be made verbally or with signage to this claim. If you do comply to Organic certification, then please display your documents at your stall.
- Any food vendor selling produce that is not certified organic or in conversion must display a standard sign, with no suggestions of misleading claims of their produce/goods being Organic.
- Food Vendors are to register with the NSW Food Authority; if required appoint a qualified Food Supervisor; give appropriate warnings, if required on food labels; and give appropriate training to all staff.

### Protection of Food

- A one-day food stall must consist of a roof and three sides that are covered with canvas, plastic sheet, vinyl or other approved material.
- Food must be screened and shielded from dust etc.



- All food on display must be covered, so as not to be openly accessible by the public. A physical barrier must be provided, such as a display counter or Perspex / glass sneeze guards.
- Disposable (recyclable, compostable) eating and drinking utensils should be used at Carols in the Park.
- All food inside or behind the stall must be 750mm above the ground and in enclosed containers.
- Food should be protected from damage and direct sunlight.
- All condiments such as sauce, mustard etc must be contained in squeeze type dispensers - sugars, and salts are to be in sealed bulk containers – no individual sealed packs
- Tea, coffee, cordial and other beverages must be sold in a lidded container which has a spout or straw and is made from recyclable or compostable materials.
- All pre-packaged foodstuffs must be labeled in accordance with the provisions of the Food Act 2003.
- Smoking is not permitted inside or at the rear of the food stall - Carols in the Park is a non-smoking event.

#### **Temperature Control**

- All food prepared in the stall must be for immediate sale and consumption unless a suitable food warmer or food display is provided. Hot food must be maintained at a temperature of at least 60°C, and cold food below 5°C.
- Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard or any similar food, which promotes bacterial growth, shall not be sold unless stored under refrigerated conditions.
- All raw food and perishable food such as steaks, hamburger patties and sausages shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium and kept below 5 °C
- Potentially hazardous food that promotes bacterial growth, such as chicken, seafood and rice must not be pre-cooked.

#### **Cooking**

- All heating and cooking equipment including cooking plates must be located within the stall and suitably protected from contamination.
- Cooking and heating equipment must not be within reach of the public.
- The cooking area is to be kept free of dust borne contamination and droplet infection i.e. coughing, sneezing by the public.
- Where cooking is carried out, adequate provisions must be provided to protect the stall walls and ceiling from heat flame and splashing.
- Ensure that with all BBQs all residues are collected in drip trays and portable BBQs are elevated to prevent damage to any grassed areas.
- A fire extinguisher of adequate size must be provided on site by the stallholder convenient to the area in which any open flame cooking is carried out.

#### **Washing facilities**

- Separate hand washing facilities must be provided within the stall. Water is available on site.
- Hand towels, soap and detergent must be present and available in each food stall.

#### **Disposal of cooking oil and washing water**

- No cooking oil or wash water is to be disposed of down drains or gutters. Cooking oils to be taken from the site by the stallholder. (Environmental Legislation provides for on the spot fines of up to \$1,500 for offenders).
- All excess fluids, oils and oil containers MUST be taken off site by the stall holder and recycled correctly

#### **Waste Management and Collection**

- Council will provide collection for recyclable materials and waste. All stallholders are required to dispose of packaging and food scraps in line with arrangements made by Council. Excess waste has to be removed from site.
- A cleaning fee of \$400 will be charged for any waste left behind on your site. Excess waste is to be taken away by you. The bins in the general access area on the Carols site are provided for the use of patrons only. Stallholders will be provided with access to a limited number of bins.

#### **CONTACT INFORMATION**

Events Coordinator - Phone: 9879 9400  
 events@huntershill.nsw.gov.au  
 Hunter's Hill Council  
 22 Alexandra Street, Hunters Hill 2110  
 www.huntershill.nsw.gov.au  
 www.huntershillcarols.com.au

