



CITY OF
MONASH

ASHWOOD CHADSTONE FAMILY FUN DAY 2009

STALL HOLDERS APPLICATION FORM

Sunday 18 October 2009, 11.00am – 3.00pm
Batesford Reserve, Chadstone

Organisation/Company Name _____ ACN/ABN _____

Type of Organisation _____

If you are a community organisation you must provide proof of your not for profit status.

Address of Premises _____ Postcode _____

Postal Address if different from above _____

_____ Postcode _____

Contact Person _____ Position _____

Phone No. _____ Mobile _____

Email _____ Fax _____

Our organisation/company would like to become involved in the following way:

(Tick where appropriate)

Set up an Activity/Information site. *Please describe the type of activity, promotions and free giveaways*

Set up a Commercial Food Stall. *Please describe the type of food that you will be selling on the day*

Set up a Community Food Stall. *Please describe the type of food that you will be selling on the day*

Food Registration Certificate

If you ticked **Food** you will need to complete the City of Monash application for **Temporary Food Permit**. These forms can be obtained through the City of Monash Health Department by calling 9518 3539. A Food Permit fee may apply. If you are registered with another Council you will need to provide this documentation in addition to the City of Monash application for Temporary Food Licence.

Gas

If you are a food stall will you be using **Gas**? (Please circle) YES NO

If you answered **YES**, please note the following:

All gas appliances and cylinders must conform to the Office of Gas Safety Guidelines "For Caterers, Food Outlets and Other Major Events". The Gas Safe "Gas Safety Self-Checklist" must be completed by the operator/user of the gas appliance/cylinder. The checklist can be obtained by calling the Office of Gas Safety on 1800 652 563.

Power

Do you require **power** for your site? (Please circle) YES NO

Do you need City of Monash to supply **power**? (Please circle) YES NO

Generator power can be supplied by City of Monash at a cost of \$50 per site. If you intend to BYO a generator it must be a small **silent** generator. All power leads **must** be tagged and tested. All generators **must** be electrically and mechanically sound. A site inspection will occur before the event commences.

Public and Product Liability Insurance

The City of Monash requires a copy of your current Certificate of Currency for Public Liability Insurance to the value of \$10million to confirm your participation. The City of Monash also requires you to sign the Public Liability & Insurance form (attached yellow form). * Please note that The City of Monash must be listed as an “**Interested Party**” on your Public Liability Certificate of Currency OR your policy must have a principals indemnity extension.

Equipment

Please supply your own tables, chairs, display boards etc. If you plan to bring your own marquee or umbrella please be aware that it must be secured by water or sand weights, as you cannot peg into the festival site.

Community information and product stalls will be supplied with a covered area, trestle table and two chairs free of charge. All food stalls will need to supply their own equipment.

Size of Site

Sites are 3m x 3m. Larger sites can be obtained for an additional site fee.

Site Fees

The site fees for commercial stalls/food vendors (not including Food Permit Fee or Power Fee if applicable) will be provided on the acceptance of your application.

No site fee is payable for Community Groups and Not-For-Profit Organisations for the Ashwood Chadstone Family Fun Day.

YOUR CHECKLIST:

You **MUST** submit a copy of the following documents.

Please **TICK** the box if you have attached a copy of the required forms.

- Signed Insurance form:** Local Community Groups can apply for public and products liability through Council if they do not have their own Insurance. (*YELLOW FORM*)
- Certificate of your Currency for Public Liability Insurance** to the value of \$10 million
Please note that The City of Monash must be listed as an “**Interested Party**” on your Public Liability Certificate of Currency OR your policy must have a Principals Indemnity Extension.
- Proof of your not for profit status** if you are registering as a community group.
- Price List:** Of your food items you intend on selling during the day.
- Food Registration Certificate for City of Monash** or application for **Temporary Food Licence**
FILL IN FORMS AND ATTACH
- Payment form completed and attached.** If applicable (*PINK FORM*)
- Cheque/money order payment attached.** If applicable

**Please return this form, payment (if applicable) and ALL attachments by
21 August 2009.**

Send to:

Events Officer

City of Monash

PO Box 1, Glen Waverley 3150

If you have any questions please contact the Events Officer on 9518 3547 or
email events@monash.vic.gov.au.

Please note: This application does not confirm your involvement in the 2008 Ashwood Chadstone Family Fun Day. Applications are subject to approval by City of Monash – Arts and Cultural Development Unit. If your application is successful we will provide written confirmation by 19 September 2009.