

STALL DETAILS

Event name:

Event date:

Organisation Name:

Contact Name:

Address:

Phone Number:

Email:

Are you a not-for-profit community group?

YES

NO

Please provide an outline of the goods (including any food) you propose to sell at the event:

FOOD/DRINK

RETAIL

Details:

Please Note: There is no electricity or water provided. Stalls selling food must comply with Council regulations.

Catering and Sale of Food Temporary Permit Number (if applicable) _____

Current Public Liability Insurance cover provided, to a minimum of \$20 million and noting Orange City Council as an Interested Party

You have read the current Risk Assessment and agree to comply with all the specified control measures

PAYMENT OF STALLHOLDER APPLICATION FEE

Payment by cash, credit card or cheque at Orange City Council Cashier

Other

Not applicable

Date of Payment : _____ Deposit Reference # : _____

TERMS AND CONDITIONS

- **FEE:** Stallholders must pay the Stallholder Application Fee (if applicable) **no later than 2 weeks before the event.**
- **ALLOCATED AREA:** The stallholder must only trade within the site allocated, and site locations will not be amended on the day.
- **SITE SET-UP:** Stallholders must set-up their display/stall in a safe and skilful manner, comply with safety standards and remove all vehicles from the venue before the commencement time of the event. All electrical appliances and cords must be tested and tagged. Failure to do so could jeopardise future stall applications.
- **CASH SECURITY:** It is recommended that bum bags are not to be used to store money. If the stall is to occupy an area greater than 3m x 3m, then two people are required to occupy the stall.
- **RISK ASSESSMENT:** Each stallholder shall be responsible for managing all risks occurring from their activity. Stallholders must abide by any direction given by the Australia Day Community Committee or Orange City Council personnel in relation to risk management.
- **INDEMNITY:** The stallholders agree to indemnify Orange City Council and its partners against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and actions of any kind.
- **LIABILITY:** Stallholders occupy and utilise the site at their own risk, and release Orange City Council and its partners from any liability for any damage to the display/stall or any other property of any description; or for loss of income due to event cancellation or eviction due to non-compliance to safety regulations or terms of this agreement.
- **FOOD:** Sale of food shall only be conducted with a current Orange City Council Catering and Sale of Food Temporary Permit.

I agree to the above Terms and Conditions of this Application For Stall.

Name (please print)

Signature

Date

Submit the completed application **no later than 4 weeks before the event** to the attention of Orange City Council's Events Officer:

- Post - PO Box 35, Orange NSW 2800 • email- events@orange.nsw.gov.au
- In Person - Cashiers at Orange City Council Reception, Corner Byng Street and Lords Place, Orange. Payments can be made by cash, cheque or credit card at the time of lodgement.

OFFICE USE ONLY

Park/Reserve/Location	Type No	Income No	Fee	Date paid	Receipt No.	Cashier Name