



## DONNYBROOK FOOD & WINE FESTIVAL 2019

### FOOD STALLHOLDER APPLICATION FORM

**Please complete and return by 1<sup>st</sup> September 2019**

**The Donnybrook Food and Wine Festival will be held RAIN OR SHINE Saturday 30th November 2019**

Set up 7.00am – 9.30am; Trading 10am – 5.00pm. Limited stalls available.

Company Trading Name			
Contact Person			
Postal Address			
Town / Suburb		P/code	
Telephone		Mobile	
Email			
Website			
Description of <b>all</b> Goods (wrapped or unwrapped, hot or cold)			

### **STALL FEES**

Payment required by 30<sup>th</sup> September 2019 after notification your application has been successful.

Please tick:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> 3m x 3m ground space                 | \$ 80.00                            |
| <input type="checkbox"/> 3m x 6m ground space                 | \$ 160.00                           |
| <input type="checkbox"/> 3m x 8m ground space (vans/trailers) | \$ 180.00                           |
| <input type="checkbox"/> Electricity supply                   | \$ 40.00 (Limited spaces available) |

TOTAL FEE: \$ \_\_\_\_\_

### **ELECTRICITY SUPPLY**

**Failure to list items may result in electrical failure due to overloading of electrical circuits.**

**Stallholders must provide own tagged and tested extension cord and all equipment for their stall. Tagging of equipment on the day by electrician on-call will be at the expense of the stallholder.**

Number of outlets required:	
Amps required for each outlet:	
Items using power:	

### **OTHER REQUIREMENTS**

Please advise if you have any other requirements or if your stall does not fit into the exact space.

Vendors selling from vans please specify which end your tow bar is located in relation to which side you serve from.

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## Food Stall Holder application form

### ADDITIONAL DOCUMENTS REQUIRED

1. Copy of product liability and/or professional indemnity insurance certificate
2. A copy of your current Food Business Registration/Notification Certificate **MUST** be attached (this is issued by the Local Government Authority in which your business is based, products are manufactured, food vehicle is garaged, community group is based, or you reside).

Description of stand, structure or vehicle:	
How is food protected and transported?	
Address of where food will be prepared prior to sale:	
How will unwrapped food be protected against potential sources of contamination?	
Foods requiring temperature control: how will food be kept below 5°C or above 60°C	
How do you provide facilities for hand washing, food and utensil washing?	
How will you protect food from airborne contaminants and insects?	

I hereby confirm that I indemnify the Shire of Donnybrook-Balingup in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the undersigned. I hereby apply for a permit for a temporary food stall as detailed in this application and do agree to abide by all conditions imposed & relevant legislation.

\_\_\_\_\_  
Applicant to sign

\_\_\_\_\_  
date

Please refer to the following websites for further information on applicable legislation or contact the Shire's Environmental Health Officer on (08) 9780 4200 during office hours:

Food Act 2008 [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

ANZFA Food Standards Code [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

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## Food Stall Holder application form

### TERMS & CONDITIONS

1. Stallholders are required by Law to have Public Liability Insurance for attendance at events of this kind. All stallholders are responsible for their own public liability insurance. Wine Fest requires proof of adequate liability insurance (Certificate of Currency to be submitted with application). Under no circumstances will the Food and Wine Fest Committee be held liable for any harm, loss or damage suffered. The Donnybrook Wineries and Producers Inc specifically disclaim any responsibility for any harm, loss or damage that may occur to exhibitors' goods, staff or displays.
2. Stallholders participate at the Donnybrook Food & Wine Fest at their own risk.
3. Final assignment of spaces for stallholders will be at the discretion of the committee and will be final and at its absolute discretion. The committee reserves the right to reassign the space assigned, for any reason.
4. All spaces will be clearly signed on the event day and cannot be altered unless authorised by the committee.
5. **SET UP 7.00am – 9.30am; ALL STALLHOLDER CARS ARE TO BE REMOVED FROM THE FEST SITE PRIOR TO 9.30am.** For safety reasons vehicles will not be permitted in the Amphitheatre during the Fest.
6. **PACK UP 5.00pm onwards; stallholder cars will not be allowed on the Fest site prior to 5.00pm.**
7. Unless otherwise agreed to in writing, spaces for stallholders will be confined to the allocated contracted space. The Committee reserves the right to dismantle any apparatus, structures or signs outside the area of the assigned space.
8. RSA certificates will need to be held by all servers of alcohol at this event.
9. Festival glasses will be on sale at the event and it is requested that stall holders direct visitors to purchase a glass if they are not carrying one. It is requested that stall holders do not supply their own tasting glasses.
10. Food stall applicants will be required to meet the Food and Health Requirements for Temporary Food premises, comply with Health Regulations and complete the attached form for the Shire of Donnybrook/Balingup.
11. No animals or pets are permitted in the Amphitheatre during the Fest.
12. No smoking is permitted in the Amphitheatre during the Fest.
13. The use of any portable power generating systems during the festival opening times is prohibited without prior approval of the organising Committee.
14. Waste to be disposed of in an appropriate manner.
15. All vendors must leave their site clean & tidy.
16. All application fees are non-refundable or transferable once a stall has been confirmed.
17. This is a rain or shine event.
18. Stallholders must provide all their own equipment including marquees, tables, chairs etc
19. Committee reserves the right to refuse the application of a stallholder if goods are not considered appropriate for the theme of **locally sourced and/or produced wine & food.**
20. No application shall be deemed accepted until an official receipt is issued to the applicant and all conditions outlined in this document are met.
21. The Food and Wine Fest committee may terminate the Stallholder's participation forthwith where the exhibitor breaches the terms and conditions of this agreement and may require the exhibitor to remove its products and services immediately. **All determinations made by the Food and Wine Fest Committee will be final and binding.**

As the trader / stallholder, I agree to the Application Form and Stallholder Terms and Conditions above.

Signature of Stallholder: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

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## **Food Stall Holder application form**

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**

### **HOW TO APPLY**

**Applications due by 1<sup>st</sup> September 2019.**

Please return all forms via email to [stalls@donnybrookfoodandwinefest.com.au](mailto:stalls@donnybrookfoodandwinefest.com.au)

### **CHECKLIST**

Please ensure you send all the documentation listed below:

- ☐ Completed Food Stallholder Application Form
- ☐ Signed DBFWF Terms & Conditions form
- ☐ Copy of product liability and/or professional indemnity insurance certificate - valid for 30<sup>th</sup> November 2019
- ☐ Copy of "Certificate of Registration of a Food Business" from your local Shire

### **PAYMENT**

Please send **ONLY AFTER** you have been notified your application has been successful.

Successful applicants will be contacted in early September.

Payment will be required by 30<sup>th</sup> September 2019

Payment by Direct Deposit

Bendigo Bank BSB: 633 000 Account: 129900254

Reference : Business or Stallholder name

### **KEY DATES**

- **Applications due 1<sup>st</sup> September 2019**
- **Successful applicants notified early September 2019**
- **Payment due 30<sup>th</sup> September 2019**