

Redland City Council are seeking applications from commercial food vendors and not-for-profit community groups to supply and sell quality food and non-alcoholic beverage items at Christmas by Starlight 2018.

To apply to hold a stall, please return this form along with your Public Liability Insurance certificate of currency, Electrical Equipment Declaration, commercial food vendor site fee (if applicable) and Food Permit. Applications, administration site fee and supporting documents **MUST** be received by 4pm Friday 19 October 2018. Applicants will be notified by Friday 26 October of the outcome.

Preference will be given for stalls that are self-sufficient with electricity and water and adopt environmentally sustainable methods. **No constant running water can be provided.**

- Stall holders must supply all of their own equipment (marquees, tables, chairs, lighting, etc)
- Stall holders must be able to bump in between 9am to 12 noon and bump out at 9pm on Saturday 15 December

Organisation: _____ Contact name: _____

Postal address: _____

Suburb: _____ State: _____ Post Code: _____

Email: _____ Mobile: _____ Landline: _____

Type of stall: (marquee/van) _____

Size of stall (eg. 3m x 3m): _____ Length of front of stall: _____

Vehicle or trailer to remain with stall (Max. one per stall): _____

Items to be sold and price point: *NB: No glass permitted _____

Temperature Control Methods: _____

Public Liability Insurance: (All applicants must have a minimum of \$20,000,000)

Limit of liability: _____ Valid to: _____

Food License # (if applicable) *NB Current QLD Mobile Food License only: _____
(If none, a Temporary Food Permit can be applied for from Council before the application closing date)

Power and water requirements:

- An Electrical Equipment Declaration (EED) and gas safety checklist (if applicable) must be completed and attached to this application
- Redland City Council representatives will be checking all sites for compliance

List of appliances: _____

Water requirements (cleaning): ***NB: No constant running water will be supplied:** _____

What environmentally sustainable practises are you implementing? (eg: using recyclable products) _____

Return this form, administration fee and supporting documents via:

POST: Christmas by Starlight Vendor Coordinator
Communication, Engagement and Tourism
Redland City Council
PO Box 21, Cleveland QLD 4163

IN PERSON: Cleveland Customer Service Centre,
Cnr Middle and Bloomfield Streets, Cleveland

EMAIL: events@redland.qld.gov.au



Commercial food vendors:

- As a commercial food vendor, a \$440 commercial food vendor site fee (GST inclusive) is required, **or**
- If you are exempt from holding a food license, a \$220 commercial food vendor site fee (GST Inclusive) is required. To check if you are exempt please visit: www.lgtoolbox.qld.gov.au/redlandcitycouncil/topics
- Your fee can be paid by cheque/money order or over the phone to Redland City Council and must be submitted with your application. This will only be refunded if your application is not successful, or if you withdraw a successful application 15 working days prior to the event.

Not-for-profit community organisations:

- There is no commercial vendor site fee for not-for-profit community organisations.

Clean Site Administration Fee – all vendors:

- If, in the opinion of the Vendor Coordinator, a stall holder has not left their site in a clean and tidy condition, having regard to the condition of the site prior to bump in they will be charged a \$110 clean site administration fee (GST inclusive) and may have their acceptance at future events affected. Council will supply wheelie bins including recycling onsite.

It is essential that you carefully read and understand the terms and conditions for food vendors. Pay close attention to the regulation on helium-filled balloons, vehicle access, gas bottle safety, electrical equipment and hours of operation.

Application checklist:

- I have completed each section of this application form
- I have attached a copy of our Public Liability Insurance
- I have attached a copy of our WorkCover Queensland policy (if paying stall workers)
- I have completed and attached an Electrical Equipment Declaration and LPG Safety Checklist (if applicable)
- I have attached my current QLD Mobile Food License, **or**
- I have applied for a Temporary Food Permit with Redland City Council
- I have read, understood and agree to abide by the Terms and Conditions set down by the Redland City Council

Fee checklist: (please tick one)

- I have enclosed a cheque or money order for \$440 for our Commercial Food Vendor Site Fee, **or**
- I will pay with Redland City Council Customer Service in person or over the phone on 3829 8999, **or**
- I am exempt from holding a food license and have enclosed a cheque or money order for \$220 for our Commercial Vendor Site Fee, **or**
- I am exempt from holding a food license and will pay with Redland City Council Customer Service in person or over the phone on 3829 8999, **or**
- I am a not-for-profit community organisation and have attached supporting evidence

Any application that is not complete with all required paperwork and payment by 4pm Friday 19 October will not be considered.

Signed on behalf of the Business/Organisation

Full name

Position

Date

For Office Use Only: Receipt code 611

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