

## Application to hold a community fundraising, demonstration or information stall Christmas by Starlight – Saturday 14 December 2019

Please complete and return this form along with your Public Liability Insurance certificate of currency, Electrical Equipment Declaration and evidence of not-for-profit status. Applications and supporting documents **MUST** be received by 4pm Friday 11 October 2019. Applicants will be notified by Friday 25 October 2019 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 their own equipment (marquees, tables, chairs, lighting, etc)
- Stall holders must be able to bump in between 9am to 2pm and bump out at 9pm on Saturday 14 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 average price point: \*NB: No glass or plastic straws permitted \_\_\_\_\_

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

Limit of liability: \_\_\_\_\_ Valid to: \_\_\_\_\_ Insurance provider: \_\_\_\_\_

### Power and water requirements:

- An Electrical Equipment Declaration (EED) Must be completed and attached to this application
- Redland City Council representatives will inspect all sites for compliance

List of appliances: \_\_\_\_\_

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

Return this form, administration fee and supporting documents via:

**POST:** Christmas by Starlight Vendor Coordinator  
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](mailto:events@redland.qld.gov.au)



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

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**Not-for-profit community organisations:**

- There is no commercial vendor site fee for not-for-profit community organisations. Evidence to support your NPS status must be included with your application.

**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 outlined for stallholders. Pay close attention to the regulation on helium-filled balloons, vehicle access 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
- I have read, understood and agree to abide by the Terms and Conditions set down by the Redland City Council
- 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 11 October will not be considered.***

\_\_\_\_\_  
Signed on behalf of the Business/Organisation

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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