

TRIM Folder: RC/2/0005-02

CGG EXPRESSIONS OF INTEREST WOW FEST 2020 STALLHOLDER APPLICATION

APPLICANT DETAILS

Name: _____

Business Name: _____

Contact Number: _____

Email Address: _____

Would you like to be on the CGG database for future events? Yes No

DATE & TIME PREFERENCES

CATEGORY	SELECTION	FEES & CHARGES
<i>Please select only one option for Saturday 11 April 2020</i>		
1	<input type="checkbox"/> Saturday 11 April 2020: 10am – 4pm OR	\$104 one-off charge
	<input type="checkbox"/> Saturday 11 April 2020: 4pm – 10pm	
2	<input type="checkbox"/> Sunday 12 April 2020: 10am – 9pm	

Please Note: All applications close 11 March 2020

STALL DESCRIPTION

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR STALL

ITEMS AVAILABLE	RRP
	\$
	\$
	\$
	\$
	\$

LOGISTICS

Please ensure you include your own marquee lighting for night events. You will need to provide your own cords, cord coverings and tagging of cords. The City will calculate your power requirements using the table below and this assists the City in providing adequate generators on site.

APPLIANCE (PLEASE LIST ALL OF YOUR APPLIANCES)	AMPS REQUIRED
Example: Fridge	1 x 15 amp plug
TOTAL AMPS REQUIRED FOR STALL	
Do you require a generator or access to power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you providing your own generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a distribution board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What size generator do you require from CGG?	____KVA
AMPS required?	_____
Size of Marquee / Van / Truck / Trailer (please circle)	___m x ___m
Total Area Required: <i>Including service area, customer seating area & back of house</i>	___m x ___m

DOCUMENTATION

You will be required to obtain Public Liability Insurance and provide a Safety Action Plan for your area.

FOOD STALLHOLDERS

Is a copy of your Public Liability Insurance attached? Yes No

What is the expiry date for this policy? _____

Is a copy of your Safety Action Plan attached?

Find an example of this form here:

<https://www.commerce.wa.gov.au/publications/safety-action-plan-small-business> Yes No

Is a copy of your CGG Certificate of Registration of a Food Business or Temporary Food Stall issued under Food Act 2008 attached? Yes No

Do you have a Food Safety Training Certificate? Yes No

NON FOOD STALLHOLDERS

Is a copy of your Public Liability Insurance attached? Yes No

What is the expiry date for this policy? _____

Is a copy of your Safety Action Plan attached?

Find an example of this form here:

<https://www.commerce.wa.gov.au/publications/safety-action-plan-small-business> Yes No

If you answered no to any of the above questions the City is unable to accept your application until these are provided. Please email documentation to council@cgg.wa.gov.au

CHECKLIST

PLEASE NOTE: THE FOLLOWING ITEMS ARE YOUR RESPONSIBILITY TO PROVIDE

- | | |
|--|---|
| <input type="checkbox"/> Change for your float to suit your pricing including lockable money box | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Clearly Labelled Products | <input type="checkbox"/> Rubbish Bins for your own waste |
| <input type="checkbox"/> Your own Marquee | <input type="checkbox"/> Tag and Tested Cords
Provide date tested: _____ |
| <input type="checkbox"/> Trestle Tables and Covers | |

FOOD VENDORS ONLY

- | | |
|---|--|
| <input type="checkbox"/> Cold display & storage, fridges, eskies | <input type="checkbox"/> Cooking Appliances and equipment |
| <input type="checkbox"/> Food safe sanitiser & cleaning products | <input type="checkbox"/> Hand washing facilities, running water with liquid soap & paper towel |
| <input type="checkbox"/> Hot display and storage, Bain Marie | <input type="checkbox"/> Water Supply/waste water disposal |
| <input type="checkbox"/> Fire Extinguisher - Provide Expiry Date: _____ | <input type="checkbox"/> Thermometer |

OFFICE USE

- Current Public Liability Insurance attached?
- Safety Action Plan attached?
- CGG Certificate of Registration of a Food Business attached?
- Food Safety Training Certificate attached?
- Temporary Food Stall issued under Food Act 2008 attached?
- Tag and Testing Evidence attached?
- Fire Extinguisher Evidence attached?
- Working With Children attached?
- Any other documents