



WAROONA VINTAGE MACHINERY RALLY

Food Stallholder Application Form

Event Date: Sunday 24th September 2017
Venue: Waroona Town Oval, South Western Highway WAROONA

Business/Organisation:		
Address:		
		Postcode:
Tel:	Fax:	Mobile:
Contact Name:	Email:	

PLEASE READ THIS FORM & THE ATTACHED TERMS & CONDITIONS BEFORE COMPLETING THE APPLICATION FORM

Site Fee:		Tick:	Rec #
Food Stalls:	\$90		
General Goods:			
3x3	\$30		
6x3	\$60		
9x3	\$90		
Other:			

Please state items you are offering for sale	

PLEASE NOTE: All stallholders **MUST have current Public Liability Insurance** (Certificate of Currency to be produced with application) of not less than \$10,000,000 in order to participate in the Vintage Machinery Rally.

MARQUEES:

The Vintage Machinery Rally is outdoors; therefore your own marquee is essential; **SANDBAGS** or **WATER CONTAINERS ONLY** to be used: **NO SPIKES** are permitted.

Please indicate if you require Sandbags. Yes No

It is a requirement of the Shire of Waroona, that all tents & marquees larger than 3x3 **MUST** be approved by the Event organisers. Subletting or sharing of bays is prohibited unless authorised by the Event Committee.

POWER:

Please Note: You must supply your own power, please contact the organisers should this be an issue.

CONTACT DETAILS:

Neil Twaddle
42 Millar St
WAROONA WA 6215
EMAIL: sandratwaddle@msn.com

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METHOD OF PAYMENT:

Cheques to be made out to:
Waroona Vintage Machinery Inc.

Direct Entry:

Account Name: Waroona Vintage Machinery Rally Inc

BSB No: 086-956

Account No: 827627979

Reference: **PLEASE ENSURE: Your name/organisation AND refer to Vintage Machinery Rally is included on transfer slip.**

Mail completed forms and cheques to:

A.N Twaddle
Vintage Machinery Day
42 Millar St
WAROONA WA 6215

As the trader/ stallholder / I agree to sign the Application Form, Contract Conditions and Event Rules & Regulations that are attached. Please also sign each page of the attached conditions where indicated and return with this application form.

Signature of Authorised Officer or Representative:		Date:
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(FOR OFFICE USE ONLY) Accepted by:	Date:
Notes:	

Food and General Stallholders Guidelines and Conditions of Entry

Exhibitors are asked to observe the following guidelines for the Event.

1. **Completing a Vintage Machinery Rally Site Application form does not guarantee your presence at the event. All applications will receive a decision within 4 weeks of submitting their form.**
2. The exhibitor will comply in all respects with all requirements of all Government, Local Authority and Statutory Bodies during the Event.
3. Fees are payable at the time of application. Refunds relating to the cancellation of any sites will be at the discretion of the Vintage Machinery Rally Committee.
4. Site allocations will be determined by the Vintage Machinery Rally committee taking into account appropriate groupings of exhibitors and power requirements. The allocation of sites by the Vintage Machinery Rally committee will be final and at its absolute discretion.
5. Food Van Operators will be responsible for providing their own van and all requirements necessary for operation including power unless otherwise negotiated with the Vintage Machinery Rally committee.
6. **Food stall applicants will be required to meet the Food & Health Requirements for Temporary Food premises, comply with Health Regulations and complete a Notification/Registration Form for the Shire of Waroona. The normal fee has been waived by the Shire of Waroona for this event.**
7. Food Stall operators, other than Food Vans must provide their own shelter and power unless an alternative is negotiated with the Vintage Machinery Rally committee.
8. Marquees: The Vintage Machinery Rally is outdoors; therefore your own marquee is essential, with **NO SPIKES** to be permitted **SANDBAGS** or **WATER CONTAINERS ONLY** to be used.
9. This is an alcohol free event; there is to be **NO CONSUMPTION OF ALCOHOL** on the grounds.
10. Exhibitors' signage and promotional material should be of a professional standard and displayed and distributed only within their allotted site.
11. All stallholders must be set up by **9.00am** and remain on the grounds until **4.00pm**. All vehicles not integral to the exhibit must be removed from the grounds by no later than **9:30am** on the morning of the event.
13. It is the responsibility of each stallholder to ensure they hold the appropriate insurances to cover themselves, their staff and their goods on the day and under no circumstances will the Vintage Machinery Rally committee be held liable for any harm, loss or damage suffered. Vintage Machinery Rally committee specifically disclaims any responsibility for any harm, loss or damage that may occur to exhibitors' goods, staff or displays. (Please attach certificate of currency)
14. The Stallholder **shall not let or part with the possession** of the site space allotted or any part thereof to any other person or body except with the written permission of the Vintage Machinery Rally committee. The exhibitor must not assist any third party to solicit business at the event from the exhibitor's site except with the written permission of the Vintage Machinery Rally committee.
15. **Any damage caused** by the Stallholder to the site or elsewhere shall be made good by and at the expense of the Stallholder.
16. Goods on display must comply with the appropriate Australian Standard for which category they are Manufactured.

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The Vintage Machinery Rally 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 decisions made by the Vintage Machinery Rally committee will be final and binding.

Print Name Signature Date

OFFICE USE ONLY:

Received: Receipt No. #.....

Receipt Posted:

Food Act Application Received:

Certificate of currency received:





WAROONA VINTAGE MACHINERY RALLY

Food Business Notification Application for Temporary Food Stall within Shire of Waroona Food Act 2008

(Reference: Shire of Waroona Guidelines for Temporary Food Stalls)

Please complete the form below AT LEAST 14 DAYS PRIOR TO THE EVENT.

This form is required inform us of the type of food handling, preparation, and storage associated with your operation. Please use **BLOCK** letters in black or blue ink.

Trading Name of Food Stall:	ABN:
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Exact Location of Food Stall:

Details of Mobile Food Vehicle (if applicable):			
Registration Number:	State:		
Make:	Model:	Year	of
Manufacture:			

Associated Event (if any):

Start Date/Time:	End Date/Time:
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Postal Address:
Full Name of Proprietor:
Organisation:

Phone (Wk):	Phone (Mob):	Email:
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Town Planning Approval Reference: TP.....

Have you and/or your staff successfully completed any safe food practice courses: <input type="checkbox"/> YES <input type="checkbox"/> NO
If so, please specify and provide copies of certificates.

DETAILS OF FOOD STALL

Description of food to be prepared and sold?

How are the food items transported?

Are the food items to be prepared on-site, if not, then where?



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Describe how the food storage conditions, including how the food is to be maintained below 5°C or above 60°C.

How is the exclusion of flies, and other insects achieved?

How is waste-water removed and/or contained?

Is potable water supply available for washing of hands: YES NO

Does the Food Stall comply with the Guidelines for Temporary Food Stalls: YES NO

Has the Checklist been completed: YES NO

Please provide a detailed layout plan of the food stall showing dimensions, construction of floors, position of appliances and hand wash basin in the box below:

CHECKLIST ITEM	YES	NO
Read and understood the Guidelines for Temporary Food Stalls		
Proposed location of stall is not to affect safety of food		
The food stall is provided with adequate roof covering and ground surface		
Equipment is in good repair and easily cleaned		
Provision of sufficient serving utensils		
Provision of potable hot and cold water		
Provision of adequate hand-washing facilities, with supply of soap and single use towelling		
Provision of a receptacle basin for washing of utensils		
Evidence of efficient quality control (record keeping, temp control, use by dates)		
Adequate containers for food storage		
Food is stored appropriately and off the ground		
Suitable equipment to store hot and cold perishable food items		
Adequate waste receptacles		
Sufficient training of food handler staff		
Provision of adequate protective clothing for hair (hair net)		
Provision of hand gloves		



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If any item is ticked 'NO' please explain, stating possible alternative solutions

Is your organisation an approved non-profit organisation: YES NO

Definitions

Process: The activity to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

Ready To Eat: Food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

Shelf Stable: Non-perishable food with a shelf life of many months or years.

Vulnerable Person: A person who is sick, elderly, children, pregnant woman. Typically a nursing home, aged care home, or child care centre.

Privacy

The personal information collected on this form will only be used by the Shire of Waroona for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the Shire of Waroona to reproduce any attachments provided with this form for internal purposes only.

It is recommended that you read the Food Safety Australia New Zealand Fact Sheet – 'Food business notification requirement' (also available from the website www.foodstandards.gov.au)

Signature:	Date:
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OFFICE USE ONLY			
GL Code - 113430			
Approved YES NO			
File _____	FP _____		
Notes _____			
EHO _____	Signed _____	Date _____	Receipt _____