

Henley-on-the-Mersey Management Committee

Stallholder's Application Form

Application Deadline:

All completed applications must be received **30/09/2014**

Important Information:

- Please enclose copy of Certificate of Public Liability current for 26 January 2015.
- Please do not enclose payment
- An invoice will be sent on approval of your application

Contacts:

Henley-on-the-Mersey Management Committee
C/- P O Box 100
Latrobe 7307
Phone: 03 6426 1442

Where reference is made to the Henley-on-the-Mersey Management Committee, it includes members and/or employees of the Rotary Club of Latrobe, Lions Club of Latrobe and Latrobe Council.



Please provide the following:

Business/Organisation/Trading Name (if combining please state both)

.....
.....

Address:

.....

Person/s Responsible for Application:

Postal Address of Applicant:

.....

Contact Numbers:

Phone: Business Home Mobile.....

Fax No. Email

Site Fee Options:

Please indicate which type of stall or area you require: (Please tick appropriate box)

- ☐ X _____ **\$100.00** includes 3m x 3m non-serviced area only
- ☐ X _____ **\$150.00** includes 3m x 3m area only including 2 x 10 amp power outlets

We will endeavour to meet you stall size but this cannot be guaranteed

Insurance

You must provide the Committee with a copy of your Certificate of Public Liability current for 26 January 2015. Workers compensation and public liability insurances are compulsory.

We also recommend that you include contents and damage insurance.

Power

To satisfy obligations under the Workplace Health and Safety Act and in accordance with Australian Standard AS3002/2002 the Committee requires that **all leads and electrical equipment are to be tagged and tested with the Stallholder's name on each item, prior to installation on site.**

You must provide your own internal lighting for your stall. This must be included in your power usage.

Additional 10 amp single-phase power points are provided at a cost of \$15.00 per outlet.

The maximum loading must not exceed **3.6 kilowatts per 10 amp power outlet** supplied.

Stall Description

Sketch of your stall showing the stall dimensions and the position of all equipment including, if applicable, cooking, cold storage, preparation, hot storage of food and washing facilities.

Fire extinguishers must be provided at each cooking site.

Food outlets must provide a copy of their food licence current as at 26 January.

This information is essential to the planning of positions of stalls. Please sketch the plan and enclose a photograph of the stall if possible.

Product

Your application will be accepted on the products that you submit in this application and it cannot be altered without prior written consent of the Henley Committee.

1. Name of Product

Description

2. Name of Product

Description

3. Name of Product

Description

4. Name of Product

Description

5. Name of Product

Description

6. Name of Product

Description

All products may be detailed on another piece of paper.

The committee reserves the right to not accept all items listed above and/or attached.

Authorisation

By signing this Application we/I confirm that all information that I/we have provided in our stallholder application is honest and truthful to the best of my/our knowledge.

I/We understand that if this application is accepted that I/we will comply with all stallholder requirements as advised by the Henley-on-the-Mersey Management Committee.

I/We acknowledge and understand that although this application may meet all criteria it will not be automatically accepted by the Committee and be allocated a stall site at the event.

I/We accept the decision of the Committee in respect of my/our application as final and binding.

Signed - Applicant	
Date	
Print Name	
Address	

Signed - Applicant	
Date	
Print Name	
Address	

All completed applications must be received at -

Henley-on-the-Mersey Management Committee
c/- P O Box 100
Latrobe 7307

Disclaimer:

The Henley-on-the-Mersey Management Committee reserves the right to consider all Applications and decline a place to any business/activity. The Committee may restrict entry to the event and may evict any stallholder who, in the opinion of the Committee, does not comply with the guidelines or ethos of Henley-on-the-Mersey.

The Henley-on-the-Mersey Management Committee will not accept liability for any loss or damage to property or any injury of stallholders or persons involved with stalls at Henley.

Henley is held outside and public attendance is not guaranteed, particularly if there is inclement weather. Please note that although this is obvious, for the avoidance of doubt, the Henley-on-the-Mersey Management Committee do not provide any guarantee of revenue for stallholders at the event.