

Henley-on-Mersey Management Committee

Activity/Stallholder Application Form

Application Deadline:

- All completed applications, including your COVID-19 Safe Plan must be received **no later than 30 September**
- **Please do not enclose payment.** An invoice will be sent if your application is successful.

Applicant Details

Legal Business/Organisation Name:

Trading as

Postal Address:

.....

Person/s Responsible for Application:

Role of above person in organisation:

Contact Numbers:

Phone: Business..... Home..... Fax No.

Mobile.....

Email

Stall/Activity Description

What are you offering to provide?

.....

.....

.....

Please attach a sketch of your stall/activity showing the dimensions and the position of all equipment, queuing management, administration area, and, where 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 next.

This information is essential to the planning and positioning of stalls.



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

If you need more room for product details, please attach another piece of paper.

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

Site Fee Options:

Please tick which type of stall/activity you require:

- Food provider - non-powered area (max 3m x 3m) Fee: \$100
- Food provider - powered site not exceeding 7 metres in length, or equivalent stall size.
..... Fee: \$150
- Activity provider - community group Fee: Nil
- Activity provider - commercial Fee: subject to negotiation

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

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.

The maximum loading must not exceed **3.6 kilowatts per 15 amp power outlet** supplied.

Preference is given to activities that do not require power.

- No power required.
- We have our own generator. Brand/type:

- 10 amp required x _____ outlets
- 15 amp required x _____ outlets

Insurance

You must provide the Committee with a copy of your Certificate of Currently of Public Liability effective as at 26 January next. Workers compensation and public liability insurances are compulsory.

We also recommend that you include contents and damage insurance.

COVID-19 Requirements

As Event Organiser, the Henley-on-Mersey Management Committee will be submitting an overall COVID-19 Safe Plan. This requires the inclusion of individual COVID-19 Safe Plans of all stallholders/activity providers.

Please complete your plan at <https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework> and attach a copy of it to this application.

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-Mersey Management Committee.

I/We acknowledge and understand that although this application may meet all criteria it might 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	
Print Name	
Address	
Date	

Signed - Applicant	
Print Name	
Address	
Date	

All completed applications must be received at kae.campbell@bigpond.com or P O Box 342, Latrobe, 7307 no later than 30 September. Late applications will NOT be considered.

Disclaimer:

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

The Henley-on-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-Mersey.

The Henley-on-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 and COVID related incidents. Please note that although this is obvious, for the avoidance of doubt, the Henley-on-Mersey Management Committee do not provide any guarantee of revenue for stallholders at the event.

Checklist:

Please attach the following to your application -

- Layout plan for your activity
- Photos of your activity/stall where possible
- Copy of your Certificate of Currency of Public Liability effective as at 26 January 2022.
- Copy of your Current Food Licence (if applicable)
- COVID-19 Safe Plan for your activity - <https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework>

Your cooperation and support is greatly appreciated.

Contacts:

Henley-on-Mersey Management Committee

P O Box 342

Latrobe 7307

Phone: 0438 241 129

Email kae.campbell@bigpond.com