



2008 Campbelltown City Festival of Fisher's Ghost

Street Fair Stall Application Form Saturday 8 November, 10am to 4pm

Please print clearly, tick the relevant boxes and return by 3 October

OPERATOR TYPE

- | | |
|---|---|
| <input type="checkbox"/> Commercial Operator | <input type="checkbox"/> Non Profit Organisation |
| <input type="checkbox"/> Food Operator (please list type) _____ | <input type="checkbox"/> Business based in Queen Street |
| | <input type="checkbox"/> Other (please specify) _____ |

Please note an inspection fee of \$80 applies for food operators.
See page 3 for fee schedule.

BUSINESS AND CONTACT DETAILS

Name of Organisation/Group	
Contact Name	
Postal Address	Postcode
Contact Phone	Mobile
Fax Number	Email
Public Liability Policy Number	<i>A copy of your policy must be attached with this form</i>

FOOD OPERATORS

The current Food Safety Standards require food businesses involved in temporary events to notify the NSW Food Authority of their business details, nature of food business and location of temporary premises. You must provide your NSW Food Authority Temporary Food Event Notification Reference Number below. Community and non-profit groups may be exempt from this requirement. If you have not notified the NSW Food Authority you can do so on-line at www.foodnotify.nsw.gov.au or contact the help desk at the NSW Food Authority on 1300 650 124.

NSW Temporary Event Notification Reference Number: _____

SITE DETAILS

Number of 3m x 3m stall spaces required: 1 2 3 Total space required: _____

Stalls exist of 3m x 3m of space only. No power, tables, chairs etc are supplied.

Please write a brief description, state ALL the goods you are selling, and give an actual size of your proposed stall: **(You must list all the items you intend to sell. All goods listed on this form are the only items to be sold on day). Please see page 4 for banned items.**

If you are operating from a van, please indicate which side your shutter or counter opens, and indicate if your vehicle needs to be left running for power

Driver's Side

Passenger's Side

Vehicle needs to be on

APPLICATIONS CLOSE FRIDAY 3 OCTOBER 2008.

Payment, a copy of your Public Liability Insurance Policy, and the first two pages of this application should be attached.

Privacy Statement - Council has collected the information to conduct the affairs of Council in relation to the business of stallholding. You may make application for access or amendment of information held by Council. You may also make request that Council suppress your personal information from a public register. Council will consider any such request in accordance with the privacy legislation.

Telephone Interpreter Service - For free Interpreting Service, please bring the letter to Council or ring the Telephone Interpreter Service on 131 450 and ask that they contact Campbelltown City Council.

Return PAGE 1 AND 2 of this Application Form with stall fee and a copy of your Public Liability Insurance Policy, by Friday 3 October 2008

For further information contact M'Leigh Dickie, Campbelltown City Council's Events and Promotions Officer, on 4645 4515.

I have read and agree to all the terms and conditions (below) set out for the stall holders.

Signed..... Date

Please note that this is an **APPLICATION ONLY** and some applications may not be successful. Your payment will be refunded if your application is not approved.

METHODS OF PAYMENT

Payment in Person

Payments may be made in person at the Campbelltown City Council Civic Centre, located on the corner of Queen and Broughton Streets, Campbelltown (8.30am to 4.15pm Monday to Friday). Please ensure that you include pages 1 and 2 of this application with your payment.

By Cheque

Please make cheques payable to Campbelltown City Council and send to PO Box 57, CAMPBELLTOWN NSW 2560. Please ensure that you include pages 1 and 2 of this application with your payment.

By Credit Card

Complete your credit card details on the payment slip below and send to Campbelltown City Council, PO Box 57, CAMPBELLTOWN NSW 2560 or fax to (02) 4625 1291. Please ensure that you include pages 1 and 2 of this application with your payment.

MASTERCARD

VISA

Credit Card No. _____ / _____ / _____ / _____

Amount \$ _____ **All credit card payments will incur a Merchant Service Fee surcharge of 0.78%.**

Card Expiry Date ____ / ____

Cardholder's Name _____

Cardholder's Signature _____ Contact Phone Number _____

CASHIER'S REFERENCE: FG006

2008 FESTIVAL OF FISHER'S GHOST TERMS AND CONDITIONS FOR STALLHOLDERS

General

1. Stall spaces will be allocated from the kerbside extending 3 metres towards the centre of the road and 3 metres along the kerb. Stalls must fit within the specified space or additional space/s **must** be purchased. Otherwise permission to operate will be withdrawn.
2. The organiser cannot guarantee sites, however preferred sites will be allocated where possible.
3. All items intended for sale must be disclosed in the application form. Otherwise permission to operate will be withdrawn.
4. All stallholders must hold current Public Liability Insurance cover to the minimum indemnity of \$10 million. **Stallholders selling food and drinks must hold a policy that extends to include goods sold under the Products Liability section of the required Public Liability policy.** A copy of this must be attached to your application form. It is the responsibility of all stallholders to arrange Public Liability Insurance to cover any claim arising out of the activities of stallholders.
5. Applications together with payment must be received by **Friday 3 October 2008.**
6. Stallholders must remove all material and rubbish from their site by 5pm.
7. All loose items must be secured in a safe manner. This includes tents, gazebos, gas bottles and tables, which must be secured with weights so that it cannot be blown away by the wind.
8. Anyone who does not comply by removing vehicles by the specified time may incur penalties issued by Council's Rangers.

Power

Stallholders are responsible for supplying their own power with a silenced generator and must make their own arrangements. ALL electrical equipment and cables must have been inspected and tagged by a licensed electrical contractor, with an expiry date clearly labelled. Cables that have surpassed the expiry date cannot be used. No electrical cables are to be placed outside of the allocated stall space. If stallholders do not comply or conform to these regulations, permission for stallholders to operate will be withdrawn.

Fees

Stall Type	Size	Fee (inc GST)
Commercial Operator	3m x 3m	\$99.00
Non Profit Organisation	3m x 3m	\$33.00
Business based in Queen Street	3m x 3m	\$33.00
Food Operator	3m x 3m	\$99.00 + a food inspection fee of \$80 (no GST)

Businesses operating in the Campbelltown CBD who require a stall must pay a \$33.00 fee per 3mx3m site required. This fee will be refunded after the festival providing a stall is operated from the allocated site.

Refunds

Payment is due at the time we receive your application form. The event will not be cancelled in the circumstance of inclement weather and no refunds will be given. Stall holders wishing to withdraw their application after Friday 10 October 2008 will NOT be eligible for a refund.

Food Stall Operators

Food operators must comply with the all requirements listed below under the heading Conditions for Operation of One Day Food Stalls guidelines. Campbelltown City Council Health Inspectors will be in attendance and may issue infringement fines to stallholders who do not comply with regulations. No refunds will be given. **All food stallholders must have an appropriate fire extinguisher in the stall site.**

The current Food Safety Standards require food businesses involved in temporary events to notify the NSW Food Authority of their business details, nature of food business and location of temporary premises. You must provide your NSW Food Authority Temporary Food Event Notification Reference Number on the front page of this application. Community and Non-Profit groups may be exempt from this requirement. If you have not notified NSW Food Authority you can do so on-line at www.foodnotify.nsw.gov.au or contact the help desk at NSW Food Authority on 1300 650 124.

2008 Festival of Fisher's Ghost Terms and Conditions For Stall Holders Continued

List of Banned Items

- Weapons of any kind, including, but not limited to:
 - toy weapons (eg. plastic guns, pellet guns, replica guns, water pistols, capguns)
 - ornamental copies (eg. Ninja swords)
 - knives (including pen knives)
 - martial art supplies (eg. nunchakas)
 - any item capable of shooting a projectile, eg toy bows and arrows, water pistols and suction dart guns.
- Explicit and hardcore T-shirts
- Fake cigarettes
- Fuel type fire lighters (e.g. Zippo)
- Horns and trumpets
- Playing cards (nude or lurid)
- Pressure pack fart gas
- Drug related goods (including cocaine kits, bongos etc)
- Stink bombs
- Water bombs
- Silly string
- Fireworks – crackers
- Laser pointers
- Pop downs (throw downs)
- Eight shot caps, strip caps or roll caps

The list of banned items may extend to showbags that contain any of these items. If you are selling toy weapons please detail these on page one of this application form and contact Council directly on 4645 4515.

The organisers reserve the right to order the removal of any item from a stall, which is considered comparable to any of the banned items. Stallholders selling any items detailed above may be asked to leave the festival.

On the Day

- Participants must follow instructions and directions of Council officers. Festival staff have the authority to withdraw a stallholders right to operate if they do not follow any conditions detailed in this application form.
- Tables, chairs, stalls etc. are not provided, and you will need to make your own arrangements to have items supplied.
- All loose items must be secured in a safe manner. This includes tents, gazebos, gas bottles and tables, which must be secured with weights so that they cannot be blown away by the wind.
- All sites must be set up between 8am and 9am, with all vehicles removed from the festival area by 9am.
- Any one who does not comply by removing vehicles by the specified time may incur penalties issued by Council's Rangers.
- All stalls must depart between 4pm and 5pm in a safe manner.
- If you fail to comply with these regulations you may be fined by the local authorities and removed from the premises.
- No refunds will be given if you breach any of the Terms and Conditions for Stallholders.



CAMPBELLTOWN CITY COUNCIL'S

CONDITIONS FOR OPERATION OF ONE DAY FOOD STALLS (PAGE 1)

Please note: A stall inspection fee of \$80 is applicable to all food stalls operating at the Festival of Fisher's Ghost Street Fair. This fee, IN ADDITION TO the stall application fee, must be paid when the stall application form is submitted to Campbelltown City Council. If the application is unsuccessful both fees will be refunded.

General

- A one day food stall should have a roof and three sides designed to maintain adequate ventilation and protection of food.
- If the stall is completely open, it may only sell certain foods. Please read the section on *Open Food Stalls* for more details.
- If a one day food stall is erected on unsealed ground, a durable dust and moisture cover must be laid over the entire floor area of the stall.

Protection of Food

- People who are sick, suffering from a cold or who have sores on their hands must NOT work in a food stall.
- People preparing, cooking and serving food must have clean hands. Any cuts and abrasions must be covered with a clean waterproof dressing. Please read the section on *Washing Facilities* for more details.
- Smoking is not permitted inside a food stall.
- The food preparation area must be kept free of dust borne contamination and droplet infection from the public coughing and sneezing.
- All food must be stored inside the stall at 300mm above the ground. It must be kept wrapped, packaged, or in closed containers and protected from damage and direct sunlight.
- All food on display must be wrapped or packaged in appropriate material or completely enclosed in a suitable food display cabinet.
- All condiments such as sauce, mustard etc, must be kept in squeeze type dispensers or in individual sealed packs.
- Only disposable eating and drinking utensils can be used.
- All eating utensils must be pre-wrapped in a paper napkin, cellophane bag or similar material before they are given to the public.
- Drinking straws, paper cups, spoons etc must be kept in an enclosed dispenser or other suitable container.
- Tea, coffee, cordial and other drinks must be served from an enclosed or lidded container with a tap or spout.

Cooking

- **Heating and cooking equipment should be located within the food stall and beneath its roof. Open flame barbecue cooking plates, gas barbecue plates, char grill and cookers that use hot coals are able to be placed along an open side of the stall but must be adequately screened or barricaded to protect public safety and prevent food from becoming contaminated.**
- The food stall must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area.
- A fire extinguisher of adequate size must be provided in a convenient and accessible position in every food stall.

Food Temperature Control

Note: Correct temperature means that hot food must be kept:

1. Above 60°C
 2. Cold food must be kept below 5°C
 3. Frozen food must be kept below minus 18°C
- All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or food display cabinet which will keep the food either hot or cold and at the correct temperature.
 - Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, trifle or any similar food that promotes bacterial growth must not be sold from a food stall unless they are stored or displayed in a refrigerated unit at the correct temperature.
 - All raw and perishable food such as steaks, hamburger patties, frankfurts, must be kept in a refrigerated unit at the correct temperature. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or a cooling medium.
 - **Pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice must not be sold** from a one day food stall.

Washing Facilities

- Separate washing facilities must be provided within the food stall. For example, two large plastic dishes, one for cleaning hands and one for utensils, and an adequate supply of hot and cold water must be immediately available at the stall.
- Disposable hand towels, soap and detergent must be provided in each food stall.
- Wastewater must be disposed of into the sewer. Small amounts of water can be spread over a grassed area and allowed to absorb or evaporate.
- Disposing of wastewater into a watercourse, rainwater drain or the street gutter is not permitted.

Rubbish Disposal

- Suitable garbage bins must be provided near the food stall for the public to dispose of used takeaway food containers etc.
- Adequate arrangements must be made to store and remove any garbage generated inside and outside the food stall. Try to incorporate recycling especially for aluminium cans, cardboard, paper, glass and PET plastic bottles. This will reduce disposal costs and help our environment.

Open Food Stalls

- Open food stalls consisting of tables and trestles, can only be used to sell food that is sealed in airtight containers, packages or cans.
- Open food stalls must not sell perishable food except for packaged milk, packaged milk products and pre-wrapped ice cream. These must be kept in a refrigerator or freezer unit at the correct temperature.
- Open food stalls must be screened or shielded to protect perishable food from direct sunlight.
- All pre-packaged food must have a label that shows the name and address of the organisation that packed the food, what food is commonly called, the ingredients in the food, the date the food was packed and the expiry date.

For further information on Conditions for Operation of One Day Food Stalls please contact the Planning and Environment section, Campbelltown City Council on 4645 4604.

