



STALLHOLDER APPLICATION

APPLICANT DETAILS

Name: _____

Business Name: _____

Contact No: _____

Email Address: _____

Website Details: _____

Social Media Page: _____

Event you are applying for:

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

FEES

- Not-for-Profit Free of Charge
- Commercial/Profit *(you will be charged)* \$115.00 per event

STALL DESCRIPTION

Describe your stall *(what is your product, who is your target audience etc.)*:

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

LOGISTICS

- Food Truck (*i.e. Ice-Cream Van*) Marquee
 Towed Trailer (*i.e. Hitched onto the back of a Vehicle*)

Is Power required: Yes No

Size of Marquee / Van / Truck / Trailer: _____ sq. m

Total Area Required: _____ sq. m
including Service Area, customer seating area & back of house

POWER REQUIREMENTS

Please ensure you include your own inside marquee lighting for night events. You will need to provide your own cords, cord covering and tagging of cords. The City of Greater Geraldton will provide distribution boards for the generators/power supply (only if stated that your stall requires power).

APPLIANCE	AMPS REQUIRED
TOTAL AMPS REQUIRED FOR STALL	

INSURANCE

You will be required to obtain public liability insurance. All insurances are the responsibility of the event organiser. No claims are to be made against the Council and/or its employees or official volunteers of the City.

Have you obtained the appropriate insurance? Yes No

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

CHECKLIST

To ensure efficient operation, we encourage vendors to use this checklist:

- | | |
|---|--|
| <input type="checkbox"/> Change your float to suit your pricing | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Clearly Labelled Products | <input type="checkbox"/> Rubbish Bins |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Trestle Tables and Covers |
| <input type="checkbox"/> Shade for Staff and Patrons | |

FOOD VENDORS ONLY

- | | |
|--|--|
| <input type="checkbox"/> Cold display & storage, fridges, eskies | <input type="checkbox"/> Cooking Equipment, deep fryers, woks, BBQ |
| <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"/> Legal point of waste water disposal |
| <input type="checkbox"/> Thermometer | <input type="checkbox"/> Water Supply/waste water disposal |

FOOD STALLS ONLY

- Low Risk Foods
- Cake decorating, cakes, biscuits, flour products that do not contain potentially hazardous food such as cream.
 - Food prepared for farm stay and home stay accommodation.
 - Food prepared for a single fundraising event arranged by a community group or charitable group.
 - Pickled onions and vegetables.
 - Jams, chutneys, relishes and sauces that are heat treated by boiling or cooking.
 - Herb vinegars with a pH of less than 4.5.
 - Repacking of bulk packaged low risk confectionary products.
- High and Medium Risk Foods
- Raw and cooked meat or foods containing raw or cooked meat, for example casseroles, curries, lasagne, meat pies, pastries, curry puffs or similar.
 - Dairy products and foods containing dairy products, for example milk, custard and dairy-based desserts.
 - Seafood (excluding live seafood) and foods containing seafood.
 - Processed fruits and vegetables, for example salads and unpasteurised juices.
 - Cooked rice and pasta.
 - Processed foods containing eggs, beans, nuts or other protein-rich food, for example quiche and soya bean products.
 - Food that contains any of the above food, for example sandwiches and quiches.

Please return this document along with a copy of your **public liability insurance** and **risk management plan** at your earliest convenience to be included in our events database to events@cgg.wa.gov.au.

Signature: _____

Date: _____

OFFICE USE

- Current Public Liability Insurance attached _____
- Food Safety Certificate _____
- Food Business Approval (CGG Form H009) _____
- Approved Food Vehicle _____
- Risk Management Plan _____
- Site Map/Stallholder Plan _____
- Any other documents _____