Special Event 2022 – Food Stall Registration Form

Saturday 25th June 2022

Please print clearly in BLOCK LETTERS. Only completed Registration Forms accompanied with requested supporting documentation will be accepted (see explanatory notes for details of required. All successful applicants will be notified via email and you will be sent a Tax Invoice for your Stall Site Fees and/or power charges upon approval. All payments are to be made by the due date on your Tax Invoice. Preferred payment method is via EFT (see banking details on your invoice).

**REGISTRATIONS CLOSE ON 19th June 2022. Do NOT send payment with this Registration form.**

# Applications can be emailed to: [stalls@sunfest.org.au](about:blank) or Post to: P.O. Box 332, Sunbury Vic 3429

**1. Stall Holder Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** | | **Surname:** | |
| **Business Name:** | | | |
| **ABN:** | | | |
| **FOOD STALL** | | **NON-FOOD STALL** | |
| **Brief description of products/Services are you selling:** | | | |
| **Street Address:**  Address (P o Boxes will not be accepted) | | | |
| **Suburb:** | | **State:** | **Postcode:** |
| **Phone BH:** | | **Phone Mob:** | |
| **Email Address (Must be Supplied):** | | | |
| **Vehicle Registration No:** | | **Drivers Licence No:** | |
| **Street Trader No. (Food stalls only)** |  | | |

**2. Have you supplied ALL supporting documents? (Refer explanatory notes)**.

# Have you supplied ALL supporting documentation?

(See explanatory notes for required supporting documentation)

|  |  |
| --- | --- |
| **All Stall Holders to Supply** | **Additional for Food Stalls** |
| ****Insurance Certificate of Currency | ****Food Handlers Certificate |
| ****Do you need Sunfest Insurance? | ****Streatrader Registration |
| ****Business Card and/or Brochure | ****Complete list of ALL food and Beverages for sale |
| ****Photos of your stall | **** Covid Safe Plan Supplied/Hand Sanitiser |

**3. Stall Size Requirements:**

**One stall site size is strictly 3m x 3m.** If your site requirement exceeds this size you are required to apply for additional sites as required. Each additional site will incur another site fee.

Please tick

 1site 3m x 3m (**1 site charge**)

 2 sites 3m x 6m (**2 site charges**) **MAXIMUM 2 SITES FOR THIS EVENT**

**Site Configuration (for multiple stall sites)**

Please tick

|  |  |  |  |
| --- | --- | --- | --- |
|  | Horizontal |  |  |
|  |  |  |  |
|  | Vertical |  |  |
|  |  |  |  |

See ‘Stall Holder Application Explanatory Notes’ for details regarding site configuration

**All stall holders must provide some form of shelter (Marquee, Market Umbrella, Caravan etc Please note we do NOT have marquees available for hire.**

**4. Please advise your proposed shelter type & size:**

Type of Shelter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size \_\_\_ x \_\_\_ 5.

**5. Attendance**

Please tick

 I would like to attend 10am- 5pm

 I would like to attend 10am- 9pm

**** I would like to attend 5pm-9pm

* **PLEASE NOTE: - there are very limited numbers for 10am-5pm and 10am-9am.**
* **If unable to attend 5pm-9pm please let me know.**

**6. Power Requirements:**

**NO POWER IS AVAILABLE FOR THIS EVENT. NEED TO SUPPLY OWN POWER**

**7. Fees and Charges:**

Please **complete the table below by inserting the number of sites next to the appropriate group and preferred day/s.**

**Refer to Stall Holder Explanatory Notes for full details.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Saturday Only** | **No.**  **3m x**  **3m sites** |  |  |  |  |  |  | **TOTAL** |
| Community Group Based in Hume not selling goods | 30.00 |  |  |  |  |  |  |  | $ |
| Community Group Based in Hume selling goods | 40.00 |  |  |  |  |  |  |  | $ |
| Community Group outside Hume not selling goods | 50.00 |  |  |  |  |  |  |  | $ |
| Community Group outside Hume selling goods | 60.00 |  |  |  |  |  |  |  | $ |
| Home Based Business Based in Hume | 70.00 |  |  |  |  |  |  |  | $ |
| Home Based Business Outside Hume | 80.00 |  |  |  |  |  |  |  | $ |
| Food Van | 90.00-150.00 |  |  |  |  |  |  |  | $ |
| Retailer/Government Dept Based in Hume | 110.00 |  |  |  |  |  |  |  | $ |
| Retailer/Government Dept Outside Hume | 220.00 |  |  |  |  |  |  |  | $ |
| **Sub Total:** | | | | | | | | | **$** |
| Optional: | | | | | | | | | |
| Power - $50 per day or $75 for both days | | | | | | | | | $ |
| SunFest Insurance Coverage - $30 per day or $50 for both days | | | | | | | | | $ |
| **Total:** | | | | | | | | | **$** |

**8. Declaration:**

I, the person named in this Stall Registration hereby declare that I have read the ‘Explanatory Notes’ and SunFest’s Terms and Conditions and agree to abide by all the Terms & Conditions of the Sunbury Community Festival Inc. (Terms and Conditions are available a[t www.sunfest.org.au)](about:blank)

I agree to not bring any disrepute to the Sunbury Community Festival – SunFest – and will accept in full any costs incurred due to not abiding by the abovementioned Guidelines, negligence, accident, injury, breakage, or damage and any repair costs caused by myself or persons‟ action on my behalf; and I am aware that the Sunbury Community Festival is an Alcohol Free Event.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Stall Holders Signature) (Please Print)

# Office Use only:

Stall Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No of sites:\_\_\_\_\_\_Site Config:\_\_\_\_\_\_\_\_

Selling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sat/ Sun /both

Power: Y / N – Amps:\_\_\_\_\_ Own P / S Type: \_\_\_\_\_ Insurance/Photos: Y / N Food Certs Y / N / NA

Inv Date: \_\_\_/\_\_\_/\_\_\_ Inv No#: \_\_\_\_\_\_\_\_\_ Inv Amt: \_\_\_\_\_

Rec No#\_\_\_\_\_\_\_\_ Paid: Y /N – Date: \_\_\_/\_\_\_/\_\_\_ Pmt Type: \_\_\_\_\_\_\_\_\_\_\_

**Sunbury Community Festival Inc. – ‘SunFest’**

PO Box 332 Sunbury Victoria 3429

Email: [stalls@sunfest.org.au](about:blank) - Web: www.sunfest.org.au

Inc. A0046389F ABN: 72 544 779 910