



MARKET FOOD STALL APPLICATION

Event: RJ Spring Festival
Time: 9:00am - 2:00pm
Date: Saturday, 17 September, 2022
Address: 93 Hyatts Road, Oakhurst (Oakhurst Campus)

Stallholder Details:

Business Name _____
ABN (If applicable) _____
Business Address: _____
Business Phone: _____
Business Email: _____
Website (If applicable) _____
Facebook (If applicable) _____
Contact Name: _____
Contact Mobile: _____

Public Liability Insurance & Food Safety:

Public Liability Insurance is required. Please attach a copy of your current policy or a Certificate of Currency.
The Policy Number is _____, The Expiry Date is _____

A copy of your **NSW Food Authority Food Safety Certificate** and/or Council permit to be a Mobile Food Vendor, must be forwarded with the application and displayed at the Festival.

Stall Space Details & Cost - \$120

Space Required _____ **Other Requirements** _____

Electronic payment will be required if your Application has been successful and confirmed.

Type of Food to be sold:

Do you offer EFTPOS Facilities: Yes / No

I agree to the Terms & Conditions outlined in the Application.

Signature: _____ **Date:** _____

Email the Application and supporting documents to events@rjas.nsw.edu.au

OFFICE USE ONLY:

Application Received: ____/____/22	Current PLI Received: Y / N	Car Pass sent: _____
Payment Received: ____/____/22	Food Safety Document: Y / N	Stall #: _____

TERMS & CONDITIONS

The event will occur on Saturday 17 September 2022 as part of the School's fundraising and community activities which includes rides and other student and children based activities.

LOCATION & PARKING:

The event will be at the **Oakhurst Campus – 93 Hyatts Road OAKHURST.**

You will be advised if access to your stall site is via Dryden Avenue or Hyatts Road. Day parking is available at Plumpton Market Place or on local streets. Parking is not available on the School or Church grounds.

TRADING HOURS: 9.00AM TO 2.00PM.

- Trading is considered to commence once stalls (tables, stands, goods etc.) have been erected and official trading hours have commenced.
- Stallholders are not to pack up before **2:00pm and should be finished packing up by 3:30pm.**
- NO refund will be given if you arrive late. If you are running late, please call the Bump In/Out Coordinator noting that access to your proposed location may be impacted.

STALLHOLDER PAYMENT/REFUNDS:

- \$60 (market stall); \$120 (food stall) – electronic payment details will be provided if your Application has been successful and you have received confirmation accordingly.
- NO refunds will be given if you do not attend - this is a community activity of the School.
- Refunds will be provided if the School cancels the event.

SITE ALLOCATION:

- Stall locations will be provided prior to the event, together with access and parking instructions.
- Stallholders will provide their tables, chairs, tablecloths and any other relevant equipment or decoration.
- No equipment is provided or available for hire.

REQUIREMENTS FOR MARKET FOOD STALLS

- Stall holders must have a Covid Safe Plan, including the provision of sanitiser.
- Stall holders must wash hands, dry with paper towel, and wear plastic/latex gloves when handling food.
- Ensure any cuts on hands are covered with waterproof dressing.
- Aprons must be worn.
- Stall holders should tie back long hair.
- Eating and drinking utensils should be disposable. It is recommended that eating utensils are pre-wrapped in paper napkins prior to distribution. The use of single-use plastics is discouraged.
- Food stored inside the stall must be stored above the ground and be covered or in closed containers.
- It is preferred if condiments such as sauce, mustard are contained in separate sealed packs or, if this is not possible, the condiments must be served by the stall holder using plastic/latex gloves.
- Hot beverages shall be dispensed in a lidded receptacle equipped with a spout.
- All raw food and perishable foods such as hamburger patties should be stored in a portable cooler, together with an adequate supply of ice or a cooling medium.
- Cooking and heating equipment should not be within reach of the public (ensuring safety and preventing droplet infection such as coughing or sneezing by the public).
- All food contact surfaces e.g. cutting boards should be cleaned and sanitised before and after use.
- Wherever possible, list ingredients to raise the public's awareness and minimise allergic reactions.

ADDITIONAL REQUIREMENTS FOR MARKET FOOD STALLS

- It is preferred that food stalls are self-sufficient in terms of power and water. If this is not the case, please list your requirements on the application.

MOVEMENT OF VEHICLES:

- **Bump In** is from **7:00am – 8:00am only**. Stallholders are required to drive in, unload, then remove their vehicles BEFORE setting up their stall.
- **Bump Out** is from **2:00pm – 3:30pm**. Stallholders are required to pack up their stall first, then drive in, load and depart accordingly being careful of pedestrians at all times and travelling under 10km/hr.
- **No vehicles** will be **allowed in after 8:00am or before 2:00pm** EXCEPT in cases of an emergency. Please contact Mrs Ghali (Head of Enterprise & Culture) if you need to leave in an emergency.
- Pull Down of your stall will be NO earlier than 2:00 pm.

MARKET LAYOUT:

- **Any shelters MUST be anchored down with weights** - eg. sandbags, weighted bags, cement blocks or water jugs regardless of weather conditions - **NO TENT PEGS/ROPES**.
- No trolleys are provided for unloading/loading so please bring your own if required.
- **Professional conduct is a MUST**. Please always conduct yourself professionally and refrain from using offensive language. If you have any issues with fellow stallholders or passing customers, please refer your concern to the Market Stalls Co-ordinator or the Head of Enterprise & Culture.
- Stall locations **may be changed** at the School Principal's discretion.
- Stall holders should comply with the requirements of the *Plastic Reduction and Circular Economy Act 2021*.

WET WEATHER:

- In the event of inclement weather, the Event may be cancelled by the School Principal.
- If the market is cancelled, you will be advised via SMS and/or email on the evening prior to the Event.

RUBBISH:

- If you bring it, please take it! Whilst there are several bins around the School, these are for our customers and food-related waste.
- Please leave your site clean at the end of the day.

SMOKING & ALCOHOL:

- Smoking is not permitted on the grounds of the School. If you are seen smoking you will be asked to leave the premises. NO REFUNDS are payable.
- Consumption of alcohol on the grounds of the School will not be tolerated at any time. Any stallholder found doing so will be excluded from our event.
- Any stallholder under the influence of alcohol will be asked to leave and the Police may be contacted.

NOISE/SPRUIKING:

- No microphones or sound amplifiers are permitted.
- No spruiking is allowed outside the confines of your stall.

INSURANCE & LICENSING:

- Public Liability Insurance is required. A copy of your current policy will be attached to your Application.
- Council permit to be a Mobile Food Vendor and/or NSW Food Authority Food Safety Certificate.

RISK MANAGEMENT REQUIREMENTS:

- Do not create trip hazards - no tie ropes or tent pegging is permitted. Please use appropriate weights.
- Make sure display stands, shelters etc. cannot be knocked or blown over.
- Remember the Festival is a family event and children will be around - be wary of your setup and make it "child friendly".

CONTACT DETAILS:

- Stall Co-ordinators: Danielle Sainsbury (M) 0407 031 888; danielle.sainsbury@hotmail.com; Erin Stokes (M) 0416 319 169; erinstokes2013@gmail.com
- Bump In/Bump Out Coordinator: Ben Potts (M) 0407 453 422, (E) pottsey43@hotmail.com
- Head of Enterprise & Culture: Stephanie Ghali (M) 0435 484 205, (E) sghali@rjas.nsw.edu.au
- Facilities Manager: Nate Rushton (M) 0499 970 022, (E) nrushton@rjas.nsw.edu.au

OTHER INFORMATION

- Richard Johnson Anglican School does not take responsibility for any **loss or damage to property** that may occur. This includes stalls, products, and vehicles.
- Stallholders are responsible for safely managing their own monies. **NO responsibility is taken for theft.**
- A **Fundraising Silent Auction** will be held. Please let the Stalls Coordinators know beforehand if you would like to donate products to this activity.