

Upper Beaconsfield Village Festival



P.O Box 2
10-12 Salisbury Road
Upper Beaconsfield VIC 3808
Email: ubvillagefest@gmail.com
Website: www.ubvillagefest.org.au

Sunday 18th February 2018 - 9:00am to 3:00pm

Stall Holders Site Application Form

Applicant Information

Business Name: _____
Contact Person: _____
Postal Address: _____
Mobile: _____
Email: _____

Circle the site type of business/Organisation: FOOD / GIFTS/ SALES/ INFORMATION/ DISPLAY

List types of food/items/goods for sale, display or information below:

.....
.....

*We will use the above information to help promote your stall on the day by the MC over the PA system.

Site Information

Site size is 3m x 3m. If you would like a slightly larger, double or multiple sites, ie 3m x 6m, request below as a suitable sized area. Accompanying vehicles are not parked on sites.

Site Area request:.....

All food sites are reminded to register for the sale of food within the Cardinia Shire.

Site Fees:

Upper Beaconsfield Club or Organisation.....\$00.00

Upper Beaconsfield Small Business.....\$25.00

All Other Business and Commercial.....\$50.00

***A photocopy of your CURRENT (as at February 12th 2018) Public Liability Insurance Policy must accompany this application, for the application to be considered.**

*I acknowledge and agree that the Upper Beaconsfield Village Festival Committee is providing site space for the Festival Only.

Enclosed is my site fee of \$..... for hire of the site. (pls confirm below)

Payment Confirmation

<input type="checkbox"/> EFT	EFT Details:	Money Order to be made out to:
<input type="checkbox"/> Cheque	Name. Upper Beaconsfield Community Centre	Upper Beaconsfield Community Centre
<input type="checkbox"/> Cash	BSB. 063 549	Att: Evy
<input type="checkbox"/> Money Order	ACC. 1010 1933	10-12 Salisbury Road
	Descript. VF 'Business Name' (Eg. VF Bills Pets)	Upper Beaconsfield VIC 3808

Please note, once all applications have been received and processed, the applicants will be formally advised by 30th January 2018 if the application was successful and you will also be notified of the site number and festival layout the week prior to the festival. You have read and understood the terms and conditions and agree to comply with the UBVF policy and all associated provisions and Regulations. **Please ensure you put your business name in the EFT Description.**

Name of site applicant
(or authorized representative)

Signature

Date

Office Use Only:

Site Number _____	Yes	No		
Application Approved	<input type="checkbox"/>	<input type="checkbox"/>		
Public Liability Insur. Received	<input type="checkbox"/>	<input type="checkbox"/>		
Council Registration Received	<input type="checkbox"/>	<input type="checkbox"/>		
Acceptance Advised	<input type="checkbox"/>	<input type="checkbox"/>		
Payment Received	<input type="checkbox"/>	<input type="checkbox"/>	To:	Receipt No.

Terms and Conditions:

1. SITES:

- ✓ Site Holders are to provide their own marquees, tables, generators, chairs etc.
- ✓ Sub-letting of sites is not permitted.
- ✓ Vehicles are not permitted to park on sites.
- ✓ All stall sites must be set up before 8:30am on Sunday 18th February 2018.
- ✓ Earliest access will be from 6:30am.
- ✓ A representative will show you to your site on the day.

2. INSURANCE:

- ✓ All applicants must have their own Insurance Cover; The Upper Beaconsfield Village Festival Committee & Upper Beaconsfield Community Centre is not responsible for any loss/damage, or theft of an applicant's property, whilst on the grounds for the duration of the festival.
- ✓ Proof of the applicant's current (as at February 18th 2018) cover for Public Liability Insurance for a minimum of \$10,000,000.00, must be forwarded to the Coordinator, with this application form.

3. FOOD SITE APPLICANTS:

- ✓ Food Sites must have current Food Act Registration from either their own Council or from the Cardinia Shire and all staff must have current Food Handlers Certificate.

4. PLEASE NOTE

- ✓ The Festival does not supply power to sites.
- ✓ Generators noise level must not exceed 60 decibels eg. Honda 2.0i generator.
- ✓ All electrical leads must be tested and tagged within the three months prior to festival date.
- ✓ All gas cylinders and appliances are to be fully compliant with guidelines as set down by Energy Safe Victoria.
- ✓ All chemicals to be stored correctly.
- ✓ Failure to comply with the OH & S Act may result in refusal of participation for the festival.

The Upper Beaconsfield Village Festival Committee has decided to make the festival once again a, 'Waste Wise Events'. We are encouraging site holders to use paper products instead of plastics ie: plastic or polystyrene plates, cups, straws etc... The decision has been supported by the Cardinia Shire Council with recycle bins and advertising set up throughout the festival area. We hope that you can help by support our decision.

If you have any further questions please contact: ubvillagefest@gmail.com.

In the event that the day of the Festival is a declared an 'Extreme Fire Danger or Code Red Day' The Festival will be postponed to a 18th March 2018.