



# Upper Beaconsfield Village Festival

P.O Box 2  
10-12 Salisbury Road  
Upper Beaconsfield VIC 3808  
Email: [ubvillagefest@gmail.com](mailto:ubvillagefest@gmail.com)  
Website: [www.ubvillagefest.org.au](http://www.ubvillagefest.org.au)

**Sunday 19<sup>th</sup> February 2023 - 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 the date of the festival) 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 <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Money Order	<b>EFT Details:</b> <b>Name. Upper Beaconsfield Community Centre</b> <b>BSB. 063 549</b> <b>ACC. 1010 1933</b> <b>Descript. VF 'Business Name' (Eg. VF Bills Pets)</b>	Money Order to be made out to: Upper Beaconsfield Community Centre Att: Lee 10-12 Salisbury Road Upper Beaconsfield VIC 3808
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Please note, once all applications have been received and processed, the applicants will be formally advised and 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

Please also sign & date page 2

**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: *Please initial against each item***

**1. SITES:**

- ✓ **Site Holders are to provide their own marquees, tables, chairs etc.**

Contact the Festival committee if you need help with sourcing a marquee. For power requirements refer 'general below.

- ✓ 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 the day of the festival; Earliest access will be from 6:30am.
- ✓ A representative will show you to your site on the day.

Initials:

**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 the date of the Festival) cover for Public Liability Insurance for a minimum of \$20,000,000.00, must be forwarded to the Coordinator, with this application form.

Initials:

**3. FOOD SITE APPLICANTS:**

- ✓ Commercial/Business Food Sites must have current Food Act Registration from either their own local Council or from Cardinia Shire Council and all staff must have current Food Handlers Certificate.
- ✓ Community/Volunteer Group Food Sites must register with their local council's Streatrader registration portal.

Initials:

**4. WASTE:**

- ✓ All stall holders must read, understand and commit to the 'Target Zero Waste' initiative & guidelines.



Initials:

**5. GENERAL:**

- ✓ The Festival does not supply power to sites.
- ✓ Generator noise levels must not exceed 60 decibels eg. Honda 2.0i generator. Solar power is preferred.
- ✓ All generators, mains electrical leads and mains electrical items (e.g. TVs) 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.
- ✓ Drinking water will be available from 'hydration stations' around the site.

Initials:

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 sustainable products instead of single-use plastics.

If you have any further questions please contact: [ubvillagefest@gmail.com](mailto: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 later date.**

Name of site applicant  
(or authorized representative)

Signature

Date

Email completed form & certificates to [ubvillagefest@gmail.com](mailto:ubvillagefest@gmail.com)