



Rotary Club of Applecross, Inc.

ABN 67 522 053 474

PO Box 184, APPLECROSS WA 6153

ROTARY JACARANDA FESTIVAL 2016

APPLECROSS VILLAGE SHOPPING PRECINCT

ARDROSS STREET, APPLECROSS

Hello!

Now in our 16th year, the Rotary Jacaranda Festival has established an excellent reputation for its atmosphere, entertainment and diversity of stalls and each year we welcome a growing number of visitors.

We are currently seeking applications from stallholders interested in participating in this year's festival on **Saturday, 26th November 2016** (10.00am and 3.00pm); **please read this letter carefully, as some aspects have changed from previous years.**

Applecross Rotary manages this family fun day event, in conjunction with the local businesses and with support from the *City of Melville* and *Lotterywest* together with other Club sponsors and community groups. This is our Club's major annual project, with event proceeds helping to cover costs and support a range of community groups who assist us in running the event.

Following is an application form should you wish to apply for a stall.

To help us in planning the event, please confirm your interest by FULLY completing the attached stall application form and returning it with your payment to rotaryjacaranda@hotmail.com or the above address **by 15th September 2016**.

In order to keep the Rotary Jacaranda Festival an appealing event we must ensure that we provide a diverse mix of stalls offering a variety of products and services. Once all applications have been reviewed we will advise whether or not your application has been successful. (If your application is unsuccessful your payment will be refunded by 10 October 2016.)

Please note that a minimum \$10 million Public Liability insurance is compulsory for all stallholders.

If you have any queries, please email: rotaryjacaranda@hotmail.com or call:-

- George Mavros 0417 976 858
- Kenn Williams 0428 472 619

Kind regards

Rotary Jacaranda Festival - Event Management Team
Rotary Club of Applecross Inc.

ROTARY JACARANDA FESTIVAL 2016

Additional Stallholder Risk Management Requirements

As the organisers of the annual Rotary Jacaranda Festival, the Rotary Club of Applecross Inc. is required to seek your commitment to ensuring that the public risks associated with the event are managed with both care and diligence.

To this end, for the 26th November 2016 event, we have the following occupational health and safety requirements - in addition to any stated on the application forms:

1. Stallholder structures not to exceed 3 m x 3 m square [Building Code demands additional requirements if larger];
2. All structures must be fully secured with weights on each leg, firmly attached;
3. Any shade overlap must be above reasonable pedestrian head-height;
4. If electrical cords are required, they must be properly covered in all pedestrian and traffic areas;
5. Own power source generators must be sanctioned by the Event Committee and have current certification; if used for cooking and especially if in conjunction with another power source such as gas, then an approved, certified fire extinguisher must be provided;
6. WITHOUT EXCEPTION the Event Committee will not accept non-compliance with the above or any other required local government certification, including insurance.

Incomplete applications or those without certification attached will not be considered for registration and will be returned for completion; on re-submission the application will be treated as a new application. The Event Committee will not be responsible for the follow-up of any incomplete applications.

In signing the application for a Stall at Rotary Jacaranda 2016, you are also acknowledging these additional health and safety requirements and should sign and return this letter with the application form.

Kind regards
Event Organising Committee

Signed and acknowledged by: _____

Dated: _____ 2016



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ROTARY JACARANDA FESTIVAL SATURDAY 26th November 2016

Village Shopping Precinct, Ardross Street, Applecross
Festival Trading hours: 10.00 am to 3.00 pm

STALL APPLICATION FORM and TAX INVOICE (when completed AND paid)

DATE _____ 2016

** PLEASE COMPLETE THIS FORM FULLY **

TO: Rotary Club of Applecross,
PO Box 184, APPLECROSS WA 6153 or [preferably] by email to: rotaryjacaranda@hotmail.com

FROM: Name _____
Address _____
Tel _____ Mobile _____
Fax _____ Email: _____

TYPE OF ACTIVITY: _____

SITE FEES*: Payment with Application.
Payment by Direct Credit to: CBA 066 173 Account: 1002 3769
(If by Cheque, make payable to: The Rotary Club of Applecross Inc. Charity account)

STANDARD SITE AREA IS 3m X 3m. If you require extra space, please call for a quote.

STALL REQUIREMENTS: (Please complete as appropriate and advise number required)

___ Stall (s) @ \$200.00 standard Space without Shade/Tent Yes/No \$ _____

___ Stall (s) @ \$306.00 as above with Shade, 1 Trestle & 2 Chairs Yes/No \$ _____

Extras

___ Stall Shade @ \$ 80.00 each Yes/No \$ _____

___ Trestles @ \$ 20.00 each Yes/No \$ _____

___ Chairs @ \$ 3.00 each Yes/No \$ _____

* Power is NOT available to Sites

TOTAL DUE: GST NOT APPLICABLE \$ _____

INSURANCE: (MUST COMPLETE)

1. Attached is a copy of the Certificate of Currency for our public liability insurance (min \$10m) Yes / No

2. We are unpaid members of an Association or Society and we are 'volunteers' within the meaning of the Civil Liberties Act 2004. Enclosed is a copy of our Society's or Association's Public Liability insurance/Certificate of Currency. Yes / No

** FOOD RETAILERS of ALL types [pre-prepared, pickled, fresh, on-site cooking etc.] MUST obtain a Food Handlers Certificate from the City of Melville - as a pre-condition of acceptance;

SIGNED: _____ Date _____ 2016

Please return this form with confirmation of your payment - plus insurance details, risk management acknowledgment and other required documents **. Thank you.