

2023 Cockburn Rotary Spring Fair

General Information

Location

Manning Park, Azelia Road, Spearwood.

Critical Dates

Date of the Fair

- 29 October 2023

Food stall applications

- NO food applications will be accepted after Monday 2 October 2023.

General applications

- No refunds for withdrawal from the fair after Monday 16 October 2023.
- Applications received after Monday 16 October 2023 will incur a "late" fee of \$25.

Enquiries

Bevan Goodreid (Cockburn Rotary): (M) 0419 193 186

Email: rccockburnsecretary@gmail.com

Cassandra Cooper (City of Cockburn): (B) 9411 3433

Email: cassandra@cockburn.wa.gov.au

Banking Details

Direct Debit

Account Name: Cockburn Rotary Spring Fair

BSB: 036 077

Account No: 159110

Bank: Westpac Bank, Spearwood

Please be sure to put your name and organisation as the reference so we can track payments.

Conditions

Fair Organising Committee

1. Stalls are subject to the scrutiny of the Fair Organising Committee prior to acceptance. If considered inappropriate, the application will be rejected, and the decision will be final.
2. The Fair Organising Committee will endeavour to limit the number of competing stalls including food stalls to encourage a wider spread of alternatives. However, stall holders should not assume that competing stalls and food/drink types would not occur.
3. Healthy food options are preferred.
4. Due to variances in the site layout each year for all the required activities of the fair, 'preferred' site placements cannot be accommodated.
5. Stall holders must comply with requests made by the Fair Organisers. Stall holders will be ejected from the fairgrounds in cases of non-compliance.
6. The Fair Organising Committee will not be liable for any loss or damage to stall holders' property whilst on site.
7. In the event of cancellation or postponement of the fair event, the organising committee shall not be liable for compensation to stall holders other than the refund of payments made for sites, less tent and power hire charges.
8. No refunds will apply if the stall holder cancels after 16 October 2023 or fails to appear on the day.

Site Availability and Conditions

9. *Saturday 28 Oct:* Bare sites will be marked out and available for stall holders by 4pm. -Tented sites will be available at the same time, dependent on completion of erection. Stallholders who bump in on Saturday and leave property overnight do so at their own risk. There will be limited overnight site security surveillance.
10. *Sunday 29 Oct:* Stalls must be set up by 10.30 am ready for an 11am start. Stall holder vehicles to be removed from the fair grounds and parked in the stall holder parking area by 10.30am. One vehicle only will be allowed on site at any time for drop off and pick up.
11. Stalls are to remain open until 6.00pm and close by 7:30pm on Sunday. Stall holders are encouraged to stay until the drone display commencing at 7:30pm. **For safety reasons, no vehicles will be permitted on the grounds prior to 6pm.**
12. There will be limited overnight site security surveillance Sunday until 7am Monday. Stalls are to be dismantled and the site vacated by 10am on Monday.
13. Stalls are to remain within the designated area marked for their site.
14. Equipment must be in transport position when moving about the site and must not unduly damage the grounds or vegetation. Travel speed is restricted to 8 kph on the site.
15. **All sites must be maintained in a clean and tidy condition during the fair and upon vacating the site. Stallholders are responsible for removing packaging and associated stall rubbish from the site and be recycled appropriately. Recyclable packaging is encouraged.**
16. Stall holders must reinstate any damage made to the grounds caused by their stall holding and holes larger than 100mm are to be avoided.
17. No public address systems are to be used apart from the official public address system provided, except by prior arrangement.

Site Safety and Risk Management

18. Stall holders are to have Public Risk Liability Insurance. A current copy is to be attached with the application form. Alternatively, insurance can be arranged for a fee as per the application.
19. Stall holders are responsible for the safety of all persons and exhibits on their sites.
20. All electrical appliances and leads must be safety tested and recently tagged by a qualified person before connection to the power supply. The safety tag must remain on the appliance at all times. Additional power (if not previously requested) will not be available on the day.
21. Power lead(s) from gensets will be supplied to your site according to your request. **No stall holder shall be permitted to interfere with the operation of gensets or plug in their own cords.** Any concern regarding your power supply is to be directed to our onsite electrician.

Food Stall Requirements

22. **All Stall Holders supplying food or drink must obtain an "Approval for a temporary food premises"** by the City of Cockburn Health Service prior to the Fair and be subject to inspection on the day. Food and drinks include food prepared off site and pre-packaged cans or bottles. Food handling regulations are available from the council offices or from the website: www.cockburn.wa.gov.au.
23. All stalls selling any food or drink that uses disposable product as part of the point-of-sale service will be required to use the servery ware as provided by the organising committee. Stalls not complying with this will be closed down. Stall holders will be contacted prior to event to determine what servery products they require and quantities.
24. Food stalls with heating appliances must provide an appropriate fire extinguisher or blanket.
25. The fair is a Smoke Free and Balloon Free Zone at all times.

Application for 2023 Cockburn Rotary Spring Fair

Manning Park, Azelia Road, Spearwood on Sunday, 29 October 2023

STALL HOLDER INFORMATION

Organisation: _____

Contact Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email Address: _____

Contact Tel. No: _____

Type of Stall: Food or Drink or Other eg Crafts/Information etc.

Please list items for sale: _____

Will you be selling food or drinks (even if pre-packaged or prepared off-site)? Yes or No

If yes, you will need an "Approval for a temporary food premises" from the Cockburn City Health Services (Tel: 9411 3589) or download an application from www.cockburnrotary.org.au or www.cockburn.wa.gov.au

No food permit applications will be accepted after Monday, 2 October 2014.

Do you have Public Liability Insurance? (It is a requirement that all stall holders have insurance.)

No Please arrange cover for me at a cost of \$20 (See over page for exclusions)

Yes Please submit a copy of the Certificate of Currency with this form.

REQUIREMENTS (No discount is offered for not for profit organisations)

Requirement	Description	Cost	No. of Units	Total
Public Liability Insurance	Arranged by Fair Committee	\$20 per applicant		
Size of Site (Frontage)	Multiples of 3m (3m, 6m, 9m etc)	\$65 per 3m of frontage (eg 4m frontage=\$130)		
Marquee Only (Does not include site cost)	3m x 3m (erected)	\$155 per marquee		
	6m x 3m (erected)	\$320 per marquee		
Power	15Amp power lead to site	\$50 for 1st lead		
	Additional leads	\$30 each extra lead		
Late Fee (after 16/10/23)	NO late food applications	\$25		
			Total Cost	

Will you have a van? Yes / No. How long is it, including draw bar and tow hitch? = _____ metres

If you require power, what appliances do you intend to use? Please list:

(All electrical equipment must be safety checked with an inspection tag attached.)

Payment details: Please list your receipt or reference for Direct Deposit: _____

Note: Cockburn City offices cannot take payment for applications (**only** food permits).

I have read and understood the "2023 Cockburn Rotary Spring Fair Conditions" and agree to abide by them.

Signature: _____

Name (Printed): _____ Date: _____

For details of enquiry contacts and account payment, please see general information above.

POLICY EXCLUSIONS AND WHEN YOU ARE NOT COVERED:

There are numerous exclusions on the policy for which cover will not be provided:

- All commercial businesses, sole traders and community groups must have own cover
- The policy will not cover claims arising from the use by buskers of knives, swords (including theatrical knives and swords or any activity involving the use of fire.
- Glow sticks will not be covered due to potential for poisoning to children if broken
- LCIS cannot provide cover for stallholders providing the following services/products:
 - Goods imported by you; (the seller)
 - Jumping castles, inflatable slides, trampolines, amusement rides;
 - Live animals;
 - Child minding activities;
 - Photo booths
 - Toys
 - Tobacco, E-cigarettes, electronic vaping devices, electronic nicotine delivery systems or similar smoking apparatus;
 - Sale of alcohol;
 - Amusement rides/devices - mechanical, powered or animal;
 - Bicycles, Skateboards, in line skates, roller skates, scooters and associated protective equipment;
 - Inflatable pools, life jackets, floating devices and other floating aids;
 - Protective or safety equipment and/or clothing, eyewear and life preservation products;
 - Second hand electrical items & tools;
 - Automotive parts/accessories of any nature (including motor cycles);
 - Sporting goods/equipment;
 - Swords, Spears, Bows, Crossbows, Firearms, ammunition or weapons of any kind;
 - Knives, not including chef/kitchen knives or garden pruning equipment;
 - Fireworks, pyrotechnics or explosives;
 - Sale of flammable, dangerous and/or hazardous chemicals, petrochemicals,
 - pool chemicals and flammable liquids with a flash point below 23°C
 - Sale of animals;
 - Sale of animal feed, pet food or pet food supplements. Not including pet treats for domestic animals;
 - Vaporisers and humidifiers;
 - Treatment risks including massage, acupuncture, chiropractic treatment and natural therapies;
 - Nutraceuticals or cosmetics;
 - Any medical device or alternative therapy medical device including any massage device;
 - Detergents and/or soaps (including natural) manufactured by Insured;
 - Candles of any description and including the burning or heating by flame of oils/essences but excluding incense sticks;
 - Vitamins, minerals, herbals and other health supplements (other than food);
 - Children's toys;
 - Children's cubby houses;
 - Children's swings, slides, playground equipment or climbing equipment;
 - Baby/Infant clothing/children's clothing;

It is important to note that stallholders/performers/entertainers providing any of the above services/products will not be covered for products liability and as a result will also not have access to the public liability section of the policy.