

NARRANDERA'S
John O'Brien
Festival

the Australian festival of word and song

18 - 21 March 2010

Stallholder Application Form

Stalls will be allocated on an ongoing basis – please submit your form as soon as possible. No forms will be accepted after 4th March 2010.

Event: "Narrandera's John O'Brien Festival 2010"- *East Street Stalls on Saturday 20 March 2010 / Narrandera Park Stalls on Sunday 21 March 2010*

Contact Name

Business Name (if applicable)

ABN (if applicable)

Address

Phone

Email

Description of items sold or exhibited

.....

.....

Please list equipment used (e.g. trailer / trestle tables / chairs / marquee / safety barrier)

.....

.....

Standard park site size is 3m x 3m. If a different size is required, please specify required size and explain reasons why larger site is required:

.....

This application must include evidence of minimum \$10 million public liability insurance cover in respect of the event, with Council's interests duly noted.

Certificate of Currency attached YES / NO (Please circle)

Dates shown on Certificate from / / to / /

The following section must be completed and signed by all exhibitors. Your application will not be accepted until this section is complete. If a section does not apply to you as an exhibitor, please write "N/A" in the appropriate space.

Your site is an extension of your workplace and hence the same Occupational Health and Safety legislation issues apply. Remember to inform your staff of the hazards and ways to avoid injury while exhibiting. You are responsible for ensuring members of the public are not exposed to hazards on your site. The Festival Organising Committee reserves the right to inspect your site to ensure that you as an exhibitor comply with the Occupational Health and Safety regulations.

Please list in the first column below any specific hazards or risks your exhibition may cause. In the second column below, list the actions you will undertake to minimise the risk of the hazard.

| Fire & Electrical Hazard | |
|--|---|
| List any items or practices which may cause or exacerbate a fire or electrical hazard. | List solutions to each hazard that you will initiate at Narrandera's John O'Brien Festival. |
| | |
| Trips, Slips & Falls | |
| List any items or practices which may cause or exacerbate the hazard including slippery surfaces, guy ropes and tent pegs, heavy objects which may be subject to instability. | List solutions to each hazard that you will initiate at Narrandera's John O'Brien Festival. |
| | |
| Equipment, Plant & Machinery Risks | |
| List any items or practices which may cause or exacerbate the hazard. Please include stationary and mobile equipment and any dangerous components/equipment that may have sharp objects. | List solutions to each hazard that you will initiate at Narrandera's John O'Brien Festival. |
| | |
| Dangerous Goods, Hazardous Substances & Chemicals | |
| List any items or practices which may cause or exacerbate the hazard. | List solutions to each hazard that you will initiate at Narrandera's John O'Brien Festival. |
| | |



| Other Hazards | |
|--|---|
| Please list any additional hazards your site will contain. | List solutions to each hazard that you will initiate at Narrandera's John O'Brien Festival. |
| | |

I certify that the above information is an accurate assessment of the hazards and risks that I have identified. I will undertake to address these hazards and risks as indicated. Should additional hazards or risks arise prior to the event, I will notify Narrandera Visitor Information Centre staff immediately.

Signed:

Position: Date:.....

NOTE: This information shall be used by Narrandera Shire Council in emergency planning and will be circulated to emergency service providers.

For your own records, please keep a copy of this form.

You will be notified in writing of the outcome of your application and if successful, will be provided with a location map and further information.

The use of public address systems and broadcasted music by stallholders is not permitted as this would compete with pre-arranged musical accompaniment.

Copies of food handling certification may be requested during the festival and must be provided if requested by an official festival organising committee member.

As a stallholder, you are responsible for the security of your own goods, removing waste products and for coping with adverse weather conditions (stallholder fees will not be refunded in case of rain).

Stallholders are welcome to set-up between 6.30am and 9am on their selected day/s. There is to be no swapping of allocated positions so visitors can easily be directed if need be.

East Street will be closed to non-pedestrian traffic leading up to the 5pm street parade. The sidewalk stalls are not to be packed up until the official reopening of the road to general traffic for safety reasons. It is expected that this would be 6.30pm at the latest. Sunday stalls in Narrandera Park are welcome to pack up between 4pm and 6pm.

Offensive or illegal items, toy guns or other inappropriate goods for a family-orientated festival will not be permitted to be sold or displayed at the festival.



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Fees: \$30 for a single day (Saturday or Sunday) or \$50 for both days (Saturday and Sunday). An extra \$10 is payable if a powered site is required on the Sunday. Note, number of powered sites are limited.

Please tick all that apply:

- Saturday 20th March (East St stalls)
- Sunday 21st March (Narrandera Park stalls)
- Park powered site requested

Please send a cheque payable to **Narrandera Shire Council** attached to this form or fill out your credit card details below.

Visa Mastercard

Cardholder Name:

Card Number:

CCV on back of card:

Expiry date:

Amount to be charged:

Signature of cardholder:

Narrandera's John O'Brien Festival Organising Committee would like to thank all potential stallholders for their cooperation in making the festival fun, prosperous and lively in a safe and environmentally friendly manner.

AN IMPORTANT MESSAGE ABOUT PRIVACY - All information, including personal information, collected by Narrandera Shire Council is protected by the Privacy & Personal Information Protection Act, 1998. The collection of such information by Council shall be used for Council purposes only and will assist Council to carry out its statutory obligations in accordance with the Local Government Act, 1993 and other associated legislation. Such information may be passed on to those third parties authorised by law to receive it.