



celebrate
australia day
in hedland

'On Australia Day we come together as a nation to celebrate what's great about Australia and being Australian'

National Australia Day Council

Australia Day is an opportunity for our community to come together and reflect on what we have achieved, share our stories and be proud of the great nation we call home.

In 2010, over 3000 people came together at Marrapikurinya Park and shared in live music, food, games and fireworks. With the extension of the event into Capt. Bert Madigan Park to cater for the growing audience, and addition of exciting new activities such as a 'Australian Short Film Festival – exploring our history and diverse culture', beach activities, and Australian acoustic sessions as well as the spectacular Port Authority Fireworks display, we expect the event will be well attended and enjoyed by all again in 2011.

As Australia Day really is a day driven by the community, the Town of Port Hedland would like to extend an invite for your organisation or group to host a food stall at the event. Not only is this a great way to get involved with a great community event, it is also a rare opportunity to fundraise on a large scale, and promote your services/products to the wider community. If you are interested, please continue reading the registration form for details on the event and terms and conditions of hosted a stall.


Food stall registration information

IMPORTANT:

- Please read the attached stall holder terms and conditions and Guidelines for Temporary Food Stall form attached, before filling in your application
- Please attach a copy of your [Public Liability Insurance/Certificate of Currency and completed Temporary Food Stall Application forms.](#)
- **THEN:**
- Mail completed forms to Town of Port Hedland, Attn Erin Stewart, PO Box 41, Port Hedland, WA, 6721 or
- Fax completed forms to: 08 9140 2500 or
- Email scanned and completed forms to: ec1@porthedland.wa.gov.au
- Please note there is a \$48.60 fee for the Notification of Temporary Food Stall Application Form. This fee may be waived if it is a fundraising stall.
- Cheques/Money Orders payable to "Town of Port Hedland".
- For further Information please contact Erin Stewart, Event Coordinator on 9158 9360 or Email ec1@porthedland.wa.gov.au

Applications Close: 5pm on Friday 7 January 2011

Food Stall Registration Form

| | | | | | |
|----------------|--|--|--|--------|--|
| Organisation |  | | | | |
| Contact Person | | | | | |
| Address | | | | | |
| Phone | | | | Mobile | |
| Fax | | | | | |
| Email | | | | | |

Stall Specifications (preferred maximum 8m x 6m)

| | |
|----------------------------|--|
| Frontage (length m) | |
| Depth (width m) | |
| Structure | |

| | | | |
|--|---|---|--|
| Do you require access to power? | | | YES / NO |
| If yes, what electrical current will you need? Please tick: | | | |
| <input type="checkbox"/> Single Phase 10amps | <input type="checkbox"/> Single Phase 15amps | <input type="checkbox"/> Single Phase 20amps | <input type="checkbox"/> 3 Phase** 32amps ** A surcharge will apply to 3 phase Power |

Type of Food & Beverage: we encourage you to find a point of difference to your food stall that explores the diversity of cuisines and cultural foods we have in Australia.

Please provide details of what you will be selling?

Acceptance:

On acceptance of the invitation to participate in the Australia Day Celebrations 2011,

I agree that:

- The information I have provided on this registration form may be announced during Australia Day Celebrations 2011:
- I will provide forward payment for Temporary Food Stall Application to the Town of Port Hedland.
- Our organisation will provide our own tables/chairs/display boards/ power leads and any other equipment required to operate our stall. I understand that the organisers of the event will be unable to provide these on the day if we forget.
- I will be completely set up and open for trading at 5.45pm on Wednesday 26th January 2011 and will continue to operate until the event concludes at 9pm (or I sell out of food!) at which point I will close my stall.
- The area used will be left in a completely clean and tidy state at the end of the event.

Checklist:

- I have read and fully accept the terms and conditions stated herein; **YES** **NO**
- I have attached my public liability insurance declaration **YES** **NO**
- I have attached my temporary food stall application form **YES** **NO** **N/A**

| | | | |
|----------------------------------|--|-------|--|
| Signature of applicant: | | Date: | |
| Full Name: | | | |
| Organisation/ Business/Group: | | | |

Australia Day Celebrations 2011

Stall Holder General Terms and Conditions

Before the event

1. Notification of non-attendance is required at least 48 hours in advance.
2. All electrical leads, appliances and equipment must be certified and tagged by a qualified electrician (in compliance with OHS standards).
3. Any promotional materials or advertising that pertain information about this event MUST be prior approved by the Town of Port Hedland Event Coordinator.
4. A temporary food stall permit must be acquired through Environmental Health Department with the Town of Port Hedland. All stalls must comply with the Health and safety requirements in place.
5. Registration forms and temporary food stall permit fees (where applicable) must be submitted to the Town of Port Hedland

Set up

1. Australia Day Celebrations hours are from 6pm until 9pm on Wednesday 26th of January 2011 at Marrapikurinya Park and Bert Madigan Park, Port Hedland.
2. Stall holders are responsible for suppling, erecting and dismantling their own shades and stalls.
3. Vehicles are NOT permitted on the venue except with the prior approval from the Event Coordinator. Vehicles may park in the Stallholder's carpark (back of Sealanes).
4. Council will not admit to the park any vehicle which may through its nature, or weight, cause damage to the roads, carpark or any other part of the park.
5. Stalls must be erected in allocated positions with displays kept within the allocated space.
6. Stall holders are to provide their own tables, chairs and weather protection and equipment for sufficient operation of your stall. The Australia Day staff will not be responsible for sourcing materials or equipment that you have not supplied. i.e.; Shades, Tents, hammers, tape etc.
7. Spikes, tent pegs etc may NOT be driven into the ground in some oval locations due to reticulation. Stall holders must provide their own weights or methods for securing shelters in their allocated area ie. Sand bags, weights, etc.
8. Stall holders shall be set up and ready to commence trading at 5.45pm Wednesday 26th January – early trading is not permitted.

During Event

1. Stall holders must remain onsite for the duration of the event with one person allocated with overall responsibility.
2. Group or Company trading name must be clearly marked on the stall.
3. Stall holder may not conclude trading until 9.00pm
4. Stall holders have the responsibility under the Occupational Health and Safety Act to ensure the health, safety and well-being of all whom come in contact with their site.
5. The stallholders and his or her employees/volunteers will at all times comply with the rules and regulations of Australia Day including those contained in the stall holders event kit and will abide by all instructions issued by the Australia Day Staff - relative to the use of the site occupied.
6. For safety reasons, no stalls will be permitted to sell cap guns, fireworks or toys with firing ability. Nor is chewing gum, offensive material, water pistols or any other article that would cause annoyance or offence to the public.

Tear Down

1. Stall holders are required to remove all materials from their site including rubbish, grey water and leave it tidy and clean. Rubbish must be placed into appropriate bins including cardboard boxes, garbage bags, packaging etc before final departure.
2. Stallholders must remain set up for the entire duration of the event; 6pm – 9pm. Please be aware that packing down your stall prior to this time will not be allowed as it creates security and OH & S hazards for those in attendance.

Liability

1. Town of Port Hedland will not be responsible for any accident which may be caused through or by the store holder or which may happen in connection with his or her business; the store holder shall deem the Town of Port Hedland harmless and indemnify it against any legal proceedings arising from any such accident.
2. Any damage done to the roads, ground or buildings by the stall holder must be made good by the stall holder to the satisfaction of the Town of Port Hedland
3. Council will not be responsible for any loss or misdelivery of exhibits/items at Australia Day or for any damage done there to. Stallholders are responsible for insuring their own property and stock.
4. Stallholders must comply with statutory insurance requirements (public liability),
5. Town of Port Hedland cannot be held responsible for cancellation of Australia Day due to adverse weather conditions or natural phenomenon.