

# 2017 Cockburn Rotary Spring Fair

## Location

Manning Park, Azelia Road, Spearwood.

## Critical Dates

- Friday, 29 September 2017
  - Applications received after 1 October 2016 will incur a “late” fee of \$25.
  - NO food applications will be accepted after 1 October 2016.
- Friday, 6 October 2017
  - No refunds for withdrawal from the fair after this date.
- Sunday, 29 October 2017
  - Date of the Cockburn Rotary Spring Fair.

## Enquiries

- Robyn Leahy (Cockburn Rotary): (M) 0448 338 457 Email: rleahy@inet.net.au
- Cassandra Cooper (City of Cockburn): (B) 9411 3433
- Email: cassandra@cockburn.wa.gov.au

## Banking Details

### Cheques and Money Orders

Please make cheques payable to “Cockburn Rotary Spring Fair” and post to PO Box 92, Hamilton Hill WA 6963 by Friday, 29 September 2017

### Direct Debit

Account Name: Cockburn Rotary Spring Fair

BSB: 036 077

Account No: 159110

Bank: Westpac Bank, Spearwood

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

# Conditions

## Fair Organising Committee

1. Each stall is subject to the scrutiny of the Fair Organising Committee prior to acceptance. Stalls considered to be inappropriate will be rejected and the decision will be final
2. The Fair Organising Committee will endeavour to limit the number of competing food stall holders to encourage a wider spread of food alternatives. However stall holders should not assume that competing food types would not occur.
3. Healthy food options are preferred
4. The Fair Organising Committee is unable to accommodate “preferred” site placements. Condition of the grounds, stall holders, rides and activities vary from year to year which necessitates different layouts
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. If, for any reason the Fair Organising Committee finds it necessary to cancel or postpone the event, it shall not be liable for compensation to exhibitors or stall holders other than the refund of payments made for sites, less tent and power hire charges
8. No monies will be refunded if the stall holder cancels within two weeks of the Cockburn Rotary Spring Fair, or fails to appear on the day.

## Site Availability and Conditions

9. Saturday: Bare sites will be marked out and available for stall holders by 4pm on Saturday prior to the Fair. Tented sites will be available at the same time, dependent on completion of erection. Those that take possession of their site on Saturday and leave property overnight do so at their own risk. However, there will be overnight site surveillance by security guards.
10. Sunday: Stalls must be set up by 10.30 am on Sunday in readiness for the official 11am start.
11. Stall holder vehicles are to be removed from the fair grounds and parked in the stall holder parking area by 10.30am.
12. NB Stall holders are encouraged to stay until the fireworks commence at 7.30pm
13. For safety reasons, stallholders will be required to remain until 6pm.
14. Stalls are to remain open until 6.00pm and close by 9.00pm on Sunday. Security guards will be present overnight on Sunday until 7am Monday. Stalls are to be dismantled and the site vacated by 12.00 noon on Monday.
15. Stalls are to remain within the designated area marked for their site.
16. 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 10 kph on the site.
17. All sites must be maintained in a clean and tidy condition during the fair and upon vacation of the site any rubbish is to be removed or recycled appropriately. Recyclable packaging is encouraged.

18. Stall holders must reinstate any damage made to the grounds caused by their stall holding and holes larger than 100mm are to be avoided.
19. 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

20. 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.
21. Stallholders are responsible for the safety of all persons and exhibits on their sites. All electrical appliances must be safety tested by a qualified person and have a current safety tag attached before use and connection to the power supply.
22. Safety tags must remain on the appliance at all times. Additional power (not previously requested) will not be available on the day.
23. 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.
24. Any concern regarding your power supply is to be directed to our onsite electrician.
25. All stallholders supplying food and drink must obtain an 'Approval for a temporary food premise' from the City of Cockburn health services prior to the fair and be subject to
26. Inspection on the day. Food and drinks include food prepared off site and prepackaged cans or bottles. Food handling regulations are available from the council offices or from the website: [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au).
27. Food stalls with heating appliances must provide an appropriate fire extinguisher or fire blanket.
28. In the interests of public health, No Smoking is to be encouraged at all times. There will be no smoking around food items.

# Application for 2017 Cockburn Rotary Spring Fair

Manning Park, Azelia Road, Spearwood on Sunday 29 October 2017

## Stall Holder Information

Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_ Bus Hrs: \_\_\_\_\_ A/Hrs: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

Please list items for sale:

\_\_\_\_\_

Will you be selling food or drinks (even if prepackaged or prepared off-site)?

Yes  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 [cockburnrotary.org.au](http://cockburnrotary.org.au) or [cockburn.wa.gov.au](http://cockburn.wa.gov.au). No food permit applications will be accepted after Friday, 29 September 2017.

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.

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)	\$50 per 3m of frontage (eg 4m frontage=\$100)		
Marquee Only (Does not include site cost)	3m x 3m (erected)	\$145 per marquee		
	6m x 3m (erected)	\$195 per marquee		
Power	15Amp power lead to site	\$50 for 1st lead		
	Additional leads	\$30 each extra lead		
Late Fee (after 3/10/14)	<i>NO late food applications</i>	\$25		
			<b>Total Cost</b>	

Will you have a van? Yes / No.

How long is it, including draw bar and tow hitch? = \_\_\_\_\_ meters.

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.)

How are you making payment? Cheque / Money Order / Direct Deposit

Please list your name or organisation as the reference so we can track the Payment for Direct Deposits: \_\_\_\_\_

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

I have read and understood the “2017 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.