



Dear Stallholder,

The City of Parramatta is proud to deliver a huge range of free events for all ages. Our program of events brings world class entertainment to Western Sydney with free outdoor concerts, theatre, dance, fireworks, displays, cultural festivities and street performances.

We are seeking stall holders to take part in these dynamic events. Professional stalls structures are provided, and varying fees apply dependent on the event, nature of the goods being sold or the type of stalls and extra options chosen.

Council encourages applications from stallholders who have an environmentally aware approach. Use of biodegradable and non-polystyrene materials is sought after.

Please complete the Stallholder Expression of Interest Form, tick the events you are interested in being considered for and send in your form with all the required documentation to [events@cityofparramatta.nsw.gov.au](mailto:events@cityofparramatta.nsw.gov.au)

Applications not sent in with all the required information and documentation will not be considered.

**Please note that the submission of an application is used as an expression of interest ONLY and does NOT guarantee a stall opportunity at the event. Your details will be added to the Council's supplier database, and only successful applicants will be contacted.**

Please note that this form does not include the Farmers Markets. For stallholder related enquiries for the markets, please email [markets@cityofparramatta.nsw.gov.au](mailto:markets@cityofparramatta.nsw.gov.au).

Should you have any enquiries regarding any of the events, please email [events@cityofparramatta.nsw.gov.au](mailto:events@cityofparramatta.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeff Stein'.

Jeff Stein  
**Service Manager – Major Events**



# City of Parramatta Major Events 2017/18 Stallholder Expression of Interest Form

Please tick the event/s you wish to apply for:

- Burrumatta NAIDOC     Parramatta Lanes     Loy Krathong     Christmas Concert  
 New Year's Eve     Australia Day     Lunar New Year     Winterlight

## 1. STALLHOLDER DETAILS

|                        |  |
|------------------------|--|
| Business/Organisation: |  |
| Name on sign:          |  |
| Contact Name:          |  |
| Address:               |  |
| Mobile:                |  |
| Email:                 |  |
| ABN:                   |  |
| Outlet size:           |  |

## 2. STALL REQUIREMENTS

| TYPE OF STALL   | QTY  |
|---|--|
| <b>Stall - Merchandise (Fete Stall)</b><br>Includes: 2.4m x 2.4m fete stall + benches, 2x chairs, internal stall light, dry waste service   |  |
| <b>Stall - Merchandise (Marquee)</b><br>Includes: 3m x 3m pagoda, 1x table, 2x chairs, internal stall light, dry waste service  |  |
| <b>Stall - Food</b><br>Include: 3m x 3m pagoda including pro floor, 1x table, 2x chairs, internal stall light, dry waste service, health inspector fees, shared hand washing sink, 1 x 10 amp power |  |
| <b>Van or Cart</b><br>Includes: One 6m (l) x 3m (w) <u>space</u> , dry waste service, health inspector fees.  |  |
| ADDITIONAL INFRASTRUCTURE   | QTY  |
| Extra Power Outlet - 10 amp   |  |
| Extra Power Outlet - 15 amp point   |  |
| Extra Power Outlet - per 3 phase, 32 amp, 5 pin   |  |
| Trestle Table 1.8m  |  |
| Trestle Table 2.4m  |  |
| Plastic Chairs: per chair   |  |
| Shared cool room access   |  |
| <b>Water:</b>   |  |
| Do you require access to water  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you require a direct connection to a tap   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### 3. POWER DETAILS

If you have requested power for your site, please list all equipment that will use power in your stall – if you are unsure, power details can be found on the appliance itself.

| Item #  | Type of Equipment | Rating (amps) | Rating (watts) |
|---------|-------------------|---------------|----------------|
| Example | Blender           |               | 750 watts      |
|         | Bain-marie        | 15 amps       | 3.6 KW         |
| 1       |                   |               |                |
| 2       |                   |               |                |
| 3       |                   |               |                |
| 4       |                   |               |                |
| 5       |                   |               |                |
| 6       |                   |               |                |
| 7       |                   |               |                |
| 8       |                   |               |                |
| 9       |                   |               |                |
| 10      |                   |               |                |

I have provide my own tested and tagged extension leads and power boards  Yes

### 4. STALL HOLDER DOCUMENTATION

You are required to have a current Food Safety Supervisor certificate and Public Liability Insurance for \$10 million covering the activities at this stall site – please attach certificates.

#### Food Safety Supervisor certificate

FSS name and number: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Public Liability Insurance

Insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have attached a copy of my Public Liability and Food Safety Supervisor certificate  Yes

### 5. MENU

List a maximum six types of food that you would like to sell and include prices for each item:

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |