



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 [eventsstallholder@cityofparramatta.nsw.gov.au](mailto:eventsstallholder@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 [eventsstallholder@cityofparramatta.nsw.gov.au](mailto:eventsstallholder@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 2019/20 Stallholder Expression of Interest Form

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

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Parramatta Lanes | <input type="checkbox"/> New Year's Eve    | <input type="checkbox"/> Lunar New Year         | <input type="checkbox"/> Foundation Day |
| <input type="checkbox"/> Winterlight      | <input type="checkbox"/> Burramatta NAIDOC | <input type="checkbox"/> Carols in the Crescent |   |

### 1. STALLHOLDER DETAILS

Company Name / Organisation:	
Name on stall sign:	
Contact name:	
Position:	
Mobile:	
ABN:	
Address:	
Email:	
Facebook:	
Instagram:	
Stall/truck dimensions:	
BOH size required (if available but not guaranteed):	
Description of Stall (30 words)	

### 2. STALL REQUIREMENTS

TYPE OF STALL	QTY
Food Stall – 3m x 3m Marquee	
Food Truck or Cart – 6m x 3m Space Only	
Fete Stall – 2.4m x 2.4m Marquee	
TOTAL POWER, WATER, COOLROOM REQUIRED	QTY
Power Outlet - 10 amp point	

Power Outlet - 15 amp point	
Power Outlet – per 3 phase, 32 amp, 5 pin	
Trestle Table 1.8m	
Trestle Table 2.4m	
Shared cool room access	
<b>Water:</b> Do you require close access to water <input type="checkbox"/> Yes <input type="checkbox"/> No Do you require a <b>direct connection</b> to a tap <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3. POWER DETAILS

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

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			

Do you use gas for cooking? ☐ Yes ☐ No

I will 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, Public Liability Insurance for \$20 million covering the activities and Worker's Compensation Certificate (if applicable) at this stall site – please attach certificates.

#### Food Safety Supervisor Certificate (FOOD STALLS ONLY)

Name	
Document Number	
Expiry Date	

#### Public Liability Insurance

Insurance Company	
Policy Number	
Expiry Date	

**Worker's Compensation Certificate**

☐ No, I do not have a Worker's Compensation Certificate. (Please provide a written letter with your letterhead and advise the reason).

☐ Yes, I have a Worker's Compensation Certificate. (Please complete the details below).

Insurance Company	
Policy Number	
Expiry Date	
I have attached a copy of my: Food Safety Supervisor certificate <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Insurance Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No Worker's Compensation Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No Letter for no Worker's Compensation Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	

**5. MENU / PRODUCTS**

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

Item	Price	GF, Vegan or Vegetarian (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		