

Stallholder Application

Holy Cross Primary's Twilight Fair
3:30pm – 8pm on Friday 18th October 2024



Terms and Conditions:

Guidelines:

Holy Cross Primary Schools Twilight Fair is being organised by our schools Parents and Friends Association with the intention to host a memorable event where members of our local community and beyond can enjoy the food, market stalls and entertainment. This event is also being hosted to raise much needed funds to build a permanent outdoor stage for the students to use during break times, for performing arts classes and community events.

Vendors of our Fair must agree not to act in a manner which detracts from the purpose and spirit of this event and uphold the values of our primary school by treating all volunteers, workers, stall holders and visitors to the event respectfully.

Holy Cross Primary School will not be liable for any claim or loss incurred by the Stallholder in relation to or connected with:

- Theft or damage of a product, equipment or goods under the control of the Stallholder
- Failure by the stallholder to sell products
- Any journey to or from the event

Upon application acceptance, all stall holders are required to pay the non-refundable stall fee in order to secure their spot. Businesses applying for a Market stall need to have their donations handed in by Friday 30th September (where applicable)

Location, Trading Hours and Stall Set up

Event location: Holy Cross Primary School, 158 Hamilton Road, New Gisborne

Event Trading Hours: 3:30pm – 8pm (public access from 4pm)

Event Set up: Car access will be available from 2pm - 3:10pm
Stallholders must be ready to trade by 3:30pm as we will open the doors for early access to the Holy Cross students and their families after school finishes (3:30pm) as this will give stall holders additional foot traffic from those who may not have been able to attend due to other commitments

Event Pack up: Pack up time is between 8pm – 9pm
For safety reasons, there will be no leaving the event prior to 8pm
All stall holders must clean up any mess and take all belongings with them after the event finishes

Stall allocation is at the discretion of Holy Cross Primary School. The space provided for your stall may be on grass or asphalt. No electrical power will be available and you will need to bring your own supplies such as marquees, tables, chairs etc

Safety

Alcohol and glass is not permitted within the grounds of Holy Cross Primary School

Stallholders must ensure their equipment is secured, maintained and appropriately weighed down at all times, and that their activities do not endanger the safety or security of people or property

In the event of wet weather, we will do our best to reorganise the event floorplan and move all stalls off the grass and if possible, undercover as we do have plenty of space however in the unlikely instance the organisers deem the weather too bad and we need to cancel the event, there will be no refunds. Notice will be given the night before the event

Compliance

Stallholders are not permitted to sell any item deemed to be offensive, illegal or prohibited (final decisions will be made in absolute discretion by the Holy Cross Primary School event organisers)

The stallholder is responsible for ensuring that all products comply with relevant Australian Safety and Compliance standards and are fit for purpose

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Stall Fees:

- Trash & Treasure stalls:** A stall holder fee of \$25 applies per space
Each space allows for one car to be parked behind your stall leaving a stall space of roughly 3m deep x 5.5m wide
➤ Holy Cross Primary has Public Liability insurance to cover Trash & Treasure stalls
- Promotion only stalls:** A stall holder fee of \$25 applies per space
Each space allows for one car to be parked behind your stall leaving a stall space of roughly 3m deep x 5.5m wide
Note: Businesses not selling anything at the event fall under this category
➤ Businesses providing an activity must provide proof of their valid Public Liability insurance
➤ Holy Cross Primary has Public Liability insurance to cover all other Promotion only stalls
- Not-for-Profit stalls:** A stall holder fee of \$25 applies per space
Each space allows for your car to be parked behind your stall leaving a stall space of roughly 3m deep x 5.5m wide
➤ Businesses must provide proof of their valid Public Liability insurance
Please advise at the time of application if you do not have insurance but wish to have a stand
- Market stalls:**
(Businesses with ABN) A stallholder fee of \$35 plus a donation towards our raffle applies per space
Alternatively, for no donation towards our raffle, the stallholder fee will be \$50 per space
Each space allows for one car to be parked behind your stall leaving a stall space of roughly 3m deep x 5.5m wide
If you would like more space, an additional \$10 charge will apply
Note: Businesses selling food not to be eaten at the event (ie: a butcher) fall under this category
➤ Businesses selling food items must provide a copy of their Food Handling and Supervision Certificate and Council Health Registration
➤ Businesses must provide proof of their valid Public Liability insurance
➤ Please advise at the time of application if you do not have insurance but wish to have a stand
- Parish family discount for Market stallholders:**
If you or an employee of your business have a child that attends the school or you are a grandparent of a student at either Holy Cross Primary in New Gisborne or St Brigid's Primary School in Gisborne, we are offering a Parish Family Discount of \$25 per stall space (roughly 3m x 5.5m) for businesses interested in a market stall.
If you would like more space, an additional \$10 charge will apply
- Food / Drink stalls:** A stall holder fee of \$100 applies
➤ Businesses must provide proof of their valid Public Liability insurance as well as a copy of their Food Handling and Supervision Certificate and Council Health Registration
- Once your food stall application has been accepted, we will no longer be accepting any other food stall vendors within the same category as your business. We have also capped the number of food vendors in the effort to help everyone have a successful event.

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Stallholders contact details:

Business Trading Name (if applicable): _____

Business ABN (if applicable): _____

Postal address: _____

First Name: _____

Surname: _____

Contact Phone No. _____

Email address: _____

What type of stall would you like to apply for?

Promotion Only Stall (Businesses not selling anything on the day)

Single Stall 3 x 5.5m fee: \$25

An additional 3 x 3m space: plus \$10

Trash & Treasure Stall (General public only)

Single Stall 3 x 5.5m fee: \$25

An additional 3 x 3m space: plus \$10

Market Stall (Businesses with ABN)

Single Stall plus donation 3 x 5.5m fee: \$35

Single Stall (no donation) 3 x 5.5m fee: \$50

An additional 3 x 3m space: plus \$10

Food Stall

Single Stall fee: \$100

Market Stall (with Parish family discount)

Single Stall 3 x 5.5m fee: \$25

An additional 3 x 3m space: plus \$10

Please advise which student you are related to and at which school (Holy Cross or St Brigids)

Will your stall be selling food?

Yes, I will be selling food
(please attach a copy of your Food Handling and Supervision Certificate and Council Health Registration to this application)

No, I will not be selling food

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About your business:

What category does your stall fall into? (Please tick all that is relevant)

- | | | |
|---|---|---|
| <input type="checkbox"/> Mens or Womens Fashion | <input type="checkbox"/> Skincare / Beauty | <input type="checkbox"/> Art / Photography / Illustrations |
| <input type="checkbox"/> Childrens Fashion | <input type="checkbox"/> Jewellery / Accessories | <input type="checkbox"/> Candles, Soaps, Perfumes etc |
| <input type="checkbox"/> Childrens Toys | <input type="checkbox"/> Publishing / Stationary | <input type="checkbox"/> Textiles / Homewares |
| <input type="checkbox"/> Outdoor / Garden | <input type="checkbox"/> Hardwares / Tools | <input type="checkbox"/> Food (not to be eaten at the event. eg: butcher) |
| <input type="checkbox"/> Food vendor | <input type="checkbox"/> Other (please specify) _____ | |
| <input type="checkbox"/> Trash & Treasure (please specify what you plan on selling) _____ | | |

Tell us about your business / what you will be selling or promoting on the day? (for advertising purposes)

Business Website: _____

Business Facebook account: _____

Will your stall accept cash and eftpos on the day? _____

Will your stall be erecting a weighted down marquee on the day? (please circle) Yes / No / Maybe

(Note: this is just for our reference so we can try to plan appropriate spaces for everyone in the event of wet weather)

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Check List

- I have read and understood the terms and conditions and retained a copy for my records
- I have attached a copy of my businesses Certificate of Currency for Public Liability Insurance (if applicable)
- I do not have Public Liability Insurance
- I have attached a copy of my Food Handling & Supervision Certificate and Council Health Registration (if applicable)
- I and/or my employees have a valid working with childrens check/license (please send through a copy if you have this)

Agreement

I have read and agree to the Stallholder terms and conditions and if my application is approved, I agree to comply with all regulations governing Holy Cross Primary's Easter Fair and ensure that people involved in or assisting my stall will also comply with the same terms

Applicants name _____

Signature _____

Date _____



Please forward this completed application and your supporting documents to:

Scan and email to: pfa@hcnewgisborne.catholic.edu.au

Hand Deliver to: Holy Cross Primary School Front Office
158 Hamilton Road, New Gisborne

OFFICE USE ONLY

Further documents are required to determine suitability

Additional information: _____

Application not approved

Reason: _____

Application Approved

Subject to the following conditions (if applicable) _____

Holy Cross Primary Schools Twilight Fair Organiser

Name _____

Signature _____

Date _____