



The Chung Wah Association Inc.
PERTH CHINESE NEW YEAR FAIR 2019

12:00 pm – 9.00 pm Sunday 10th February 2019
 James Street, Lake Street and William Street, Northbridge



Ref No. 19PCNYF _____

STALL APPLICATION FORM

Stallholder applicants are required to complete the application form and provide the following additional documents:

- Certificate of Business Registration
- City of Perth Vendor Permit – ALL FOOD/BEVERAGE APPLICANTS
- Public Liability Insurance Cover
- Photos of food trucks/ self-supplied marquee if applicable

Applications close Friday 30th November 2018

Applications and supporting documents can be submitted by email to eventcw@chungwah.org.au.

For questions about the application process, contact **Lesley Wong**, Project Coordinator on 9328 8657.

Applicant details:

Name of Business or Organisation			
Please note: all applicants MUST SUBMIT Certificate of Business Register			
Contact Person		Phone	
Address		Email	

Type of Services: Food Beverage Other, please specify _____

Community Information, please indicate: non-profit or for-profit

Products or services offered: _____

FOR FOOD AND BEVERAGE STALLS ONLY

1. Temporary Vendor Permit

Businesses located outside of City of Perth MUST apply for City of Perth temporary Vendor Permit, available at <https://www.perth.wa.gov.au/business/environmental-health/temporary-food-vendor>

2. Food Preparation

Are you providing food? If yes, indicate:

- Pre-cooked Cooking & Preparation on Site Both

3. Open Flame

Are you cooking with an open flame?

- Yes No

Please note: In the event of extreme weather conditions, a Total Fire Ban (TFB) may be declared by the Department of Fire and Emergency Services, which would then prohibit the lighting of any fires in the open air and any other activities that may start a fire, includes all open air fires for the purpose of cooking.



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We are applying for an exemption to a TFB, however we cannot guarantee the outcome of the application. In the event of a TFB, you may not be permitted to cook using an open fire, and we would in that case offer you a partial refund to your application fee.

4. Cool Room

Fresh food is required to be kept in cool storage. Please indicate cool storage required from event organiser:

- 1 Cool room 1.4L x 1.4W x 1.8H ½ Cool room ¼ Cool room
 Your own cool storage, please specify size/volume _____

Please note: vendors supplying their own cool storage, they must ensure it is sufficient for all fresh food/drinks.

5. Hand wash unit

A hand wash unit is compulsory for food preparation/cooking on site. Please indicate your requirements:

- Event organiser supplies Vendor owns

Please note:

All goods, furniture and equipment except gas cylinders must be kept within your marquee/s.

Food and beverage Vendors must comply with all hygiene and food safety requirements as set out by the City of Perth, including attending a **mandatory Food Safe presentation** by the City of Perth. You will be contacted for the mandatory food Safe presentation in due course.

Yes, I agree to these term and conditions. Your initial: _____ (must be ticked ✓ and Initial)

STANDARD MARQUEE (supplied by organiser)			
Particulars:	Quantity	Unit Cost (Incl GST)	Total Cost (Incl GST)
Stall Marquee 3m x 3m x 2.5m complete with: <ul style="list-style-type: none"> • 1x trestle table • 2x chairs • 1x light • 2x power points (no extension cord provided) • standard weights If additional power point required based on equipment list, a surcharge may be applicable		\$440.00	
Stall for Non-profit Organisation promoting service and culture		\$390.00	
Additional table		\$22.00	
Additional chair		\$11.00	
1 cool room \$295 ½ cool room \$150 ¼ cool room \$75			
Portable Hand Wash Unit		\$66.00	
MISC			
TOTAL AMOUNT			



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DECLARATION:

This declaration is made by the applicant. I/We agree and acknowledge the following:

- * To abide by all the terms and conditions set by the Chung Wah Association;
- * Acceptance of stall application is at the discretion of the Chung Wah Association;
- * Stall allocation is only confirmed after all fees are paid in full, and will be advised in writing;
- * Stall location will be determined at the discretion of the Chung Wah Association;
- * All fees are non-refundable.

Signature of Applicant: _____ **Name:** _____ **Date:** _____

PAYMENT METHOD

- Cash Cheque – payable to The Chung Wah Association Inc
- Credit Card Number: _____ Expiry Date: _____ Cardholder Name: _____
- Direct online Transfer to: BSB: 086-006 Account Number: 971714911
Account Name: The Chung Wah Association Incorporated
Please Quote Your Reference **No: 19PCNYF** _____
Please email a copy of the transmission receipt to eventcw@chungWah.org.au

CHECKLIST: please ensure the following are provided with your application:

- Completed stall application form
- Business/Organisation Registration – ALL APPLICANTS
- City of Perth Vendor Permit – ALL FOOD/BEVERAGE APPLICANTS
- Public Liability Insurance Cover – All APPLICANTS
- Picture of Marquee & weight if applicable

Please post, email or hand in your completed form to **the Chung Wah Association** by **FRIDAY 30.11.2018**

Address: 128 James Street, Northbridge 6003 **Email:** eventcw@chungwah.org.au

OFFICE USE ONLY:

Official Receipt No: _____ Date: _____ Processed by: _____
Remarks/Notes: