



THE CHUNG WAH ASSOCIATION
PERTH CHINESE NEW YEAR FAIR 2023

James and Lake Streets and Northbridge Piazza
 Sunday 29 January 2023 | 12.00 pm – 9.00 pm



Our reference: PCNYF23/_____

STALL APPLICATION FORM

All stall applicants must complete and return the application form with the following documents:

- Certificate of Business Registration
- Public Liability Insurance Cover
- City of Perth Temporary Food Vendor Permit – **Food and beverage stall only**
- Photos of truck / van / trailer / own marquee

Applications close: 5 pm Saturday 8 November 2022

Applicant details:

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

A: NON-FOOD and/or BEVERAGE STALLS (COMMUNITY INFORMATION AND RETAIL)

Business type: for profit non-profit

Products or services offered:

- Clothing/accessories Arts/crafts Toys/games
 Community information
 Other: _____

B: FOR FOOD AND BEVERAGE STALLS ONLY

1. Temporary Food Vendor Permit

Businesses located outside the City of Perth MUST apply for the City’s Temporary Food Vendor Permit, available at: <https://www.perth.wa.gov.au/forms-and-payments/residents-and-businesses/Business/licences-and-permits/temporary-food-vendor-permit>

2. List the food/drinks offered: _____

3. Food Preparation: how will you be preparing your food?

- Pre-cooked Cooking & Preparation on Site Both

4. Open Flame: Are you cooking with an open flame?

- Yes No



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****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 fire for cooking. 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.

Reminder:

1. **Cold Room or cold storage to be supplied by vendor**
 Fresh food must be kept in cool storage. **Please ensure your cold storage is sufficient for all fresh food/ drinks and meet the requirement of City of Perth Environmental Health Guideline.**
 ** If it is a detached Cold Room, please indicate its length _____ width _____ height _____
 Additional space will be required.
2. **Hand wash unit to be supplied by vendor**
 A hand wash unit is compulsory for food preparation/cooking on site. **Please ensure your hand wash unit meet the requirement of City of Perth Environmental Health Guideline.**
3. **Food and beverage Vendors must comply with all hygiene and food safety requirements as set out by the City of Perth.**
 - All goods, furniture, equipment, cold room/storage, hand wash unit except gas cylinders must be kept within your marquee/s.
 - Vendors to supply own table coverings that provide impervious, smooth, and easily cleanable surface.

Note: lightweight plastic bags and single-use plastic items are banned

In order to provide an environmental friendly event, please reduce non-recyclable waste. We suggest you to **use compostable** packaging, containers and cutlery.

Yes, I agree to these terms and conditions. **Initial:** _____ (must be ticked ✓ and Initial)

C: EQUIPMENT AND POWER REQUIRED: Yes No

If yes, please list all equipment requiring power that will be used and the approximate amp/wattage.

Note:

- *Food trucks or vehicles are responsible for your own lighting; please also include lighting equipment in the table below*
- *The Chung Wah Association relies on the accuracy of this information to be able to provide sufficient power to all stalls. We do not take responsibility if additional undeclared equipment causes an overload and interrupts power supply to your stall.*
- *A site check will be conducted on all stalls on the day to ensure that only listed equipment is used. Please inform The Chung Wah Association ASAP at least two weeks before the day of the event if there are any changes to your equipment list.*
- *Power supply to your stall may be disconnected if you are found to use equipment that is not originally listed.*
- *ONLY single phase electrical equipment is supported.*



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Equipment	Quantity	Amp/Wattage	Remarks / Notes

D: SPECIAL STALL REQUESTS

Note: The event organizer will endeavor to accommodate requests where possible but cannot guarantee that all requests will be met.

STALL OPTIONS:

OPTION 1: STANDARD MARQUEE SUPPLIED BY ORGANISER (Limited to 2 of 3m x 3m marquees per stall)			
Particulars: <input type="checkbox"/> Commercial Rate \$470.00 <input type="checkbox"/> Concession Rate \$400.00	Quantity	Unit Cost (incl GST)	Total Cost (incl GST)
Every 3m x 3m x 2.5m Marquee complete with: <ul style="list-style-type: none"> • 1x trestle table (additional \$22 each) • 2x chairs (additional \$11 each) • 1x light (additional \$11 each) • 2x power points (additional \$11 each) – no extension cord provided 			
Other charges:			
Additional: <input type="checkbox"/> table <input type="checkbox"/> chair <input type="checkbox"/> light <input type="checkbox"/> Power Point			
TOTAL AMOUNT			

OPTION 2: FOOD VAN TRAILER OWN MARQUEE (Limited to 2 of 3m x 3m marquees per stall)	
Particulars: Cost to be determined in accordance to the measurement <i>(Please provide a picture of your vehicle/marquee for consideration)</i>	Total Cost (incl GST)
<input type="checkbox"/> Van: Length: _____ Width: _____ Height: _____ Door open to back: _____ Serving side: <input type="checkbox"/> Driver side <input type="checkbox"/> Passenger side <input type="checkbox"/> Trailer: Length: _____ Width: _____ Height: _____ Door open to back: _____ A-bar length: _____ Serving side: <input type="checkbox"/> Driver Side <input type="checkbox"/> Passenger side <input type="checkbox"/> Marquee: Length: _____ Width: _____ Height: _____	
Reminder: failing to disclose exact dimension, you will not be allowed to trade and will be required to leave immediately.	
Power Point x2 provided (Note: No extension cords provided) If additional power point required based on equipment list, a surcharge may be applicable.	
TOTAL AMOUNT	



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DECLARATION: The applicant must make this declaration.

I/We agree and acknowledge and accept the following conditions: -

- * To abide by all the terms and conditions set by the Chung Wah Association;
- * The acceptance of stall application is at the discretion of the Chung Wah Association; and the result will be advised in writing;
- * Stall booking will only be confirmed after all fees are paid within 1 week of the acceptance notice;
- * Stall allocation will be determined at the discretion of the Chung Wah Association
- * All fees paid upon confirmation are non-refundable and non-transferable **unless** event cancellation as advised by the Health Department/State Government;
- * To follow COVID19 Event Safety Plan if required to.

Signature of Applicant: _____ Name: _____ Date: _____

APPLICANT'S CHECKLIST: please ensure the following are provided with your application:

- Completed stall application form (**Word doc and PDF accepted only. DO NOT send photograph of the application form**)
- Business/Organisation Registration – ALL APPLICANTS
- City of Perth Temp Food Vendor Permit – ALL FOOD/BEVERAGE APPLICANTS
- Public Liability Insurance Cover – All APPLICANTS
- Picture of vendor's own marquee, van and or trailer if applicable

Please email your completed form and document to **Lesley Wong, Event Coordinator**

Email: eventcw@chungwah.org.au Tel: 9328 8657 | 0450 160 128

PAYMENT METHOD (payment to be made within 1 week of acceptance)

Cash

Credit Card (**will incur 2% surcharge**)

Credit Card Number: _____ Expiry Date: _____

Cardholder Name: _____

Direct online Transfer to: BSB: 086-006 Account Number: 971714911

Account Name: Chung Wah Association Inc

Please Quote Our Reference **No:** _____

Please email a copy of the transmission receipt to

eventcw@chungwah.org.au

OFFICE USE ONLY:

Invoice No: _____ Date: _____

Official Receipt No: _____ Date: _____

Processed by: _____

Remarks/Notes: