



PERTH CHUNG WAH
CULTURAL FESTIVAL
珀斯中华文化节

The Chung Wah Association Inc. PERTH CHUNG WAH CULTURAL FESTIVAL 2024

30 November – 8 December 2024

Burswood Park



Chung Wah Association

Ref No. _____

24PCWCF _____

STALL APPLICATION FORM

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

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

Applications close Monday 21th October

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

For questions about the application process, contact **Gaik TAN**, Event 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. Food Business Certificate of Registration
Businesses MUST provide Food Business Certificate of Registration and the locality in which it is registered.

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 fires 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 of your application fee.

4. Cool Room
Fresh food must be kept in cool storage. **Please note** that vendors supplying their own cool storage must ensure it is sufficient for all fresh food and drinks.

5. Hand wash unit



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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 set out by the Town of Vic Park.

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

EQUIPMENT AND POWER REQUIRED:

Yes No

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

Note:

- For all food trucks or vehicles, you will be responsible for your stall's lighting; please also include lighting equipment in the table below
- The Chung Wah Association relies on the accuracy of this information to provide sufficient power to all stalls. We do not take responsibility if additional undeclared equipment causes an overload and interrupts the 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 event day, if there are any changes to your equipment list.
- The 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.

Equipment	Quantity	Amp/Wattage	Remarks / Notes

Special requests for your stall:

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

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		\$490.00	
Community Stall delivering cultural activities		FREE*	
Additional table		\$22.00	
Additional chair		\$11.00	



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1 cool room \$295			
½ cool room \$150			
¼ cool room \$75			
Portable Hand Wash Unit		\$66.00	
MISC			
TOTAL AMOUNT			

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 applications 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: 24PCWCF** _____
- Please email a copy of the transmission receipt to event@chungwah.org.au

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

- Completed stall application form
- Business/Organisation Registration – ALL APPLICANTS
- Food Business Certificate of Registration – indicating the locality in which it is registered
- Public Liability Insurance Cover – All APPLICANTS
- Picture of marquee or food stall & size if applicable

Please email your completed form to **Chung Wah Association Inc.** for processing.

Email: event@chungwah.org.au Tel: 9328 8657

OFFICE USE ONLY:

Official Receipt No: _____ Date: _____ Processed by: _____

Remarks/Notes: