

2020 Burdekin Community Christmas Carols

Food/Drink Stall Holder Information

1. Event Details

Event Date:	Sunday 13 th December, 2020
Event Times:	5.30pm – 8.30pm
Venue:	Home Hill State High School Oval 80 - 92 First Street, Home Hill
Bump in:	Sunday 13 December, 3.00pm – 5.00pm
Bump out:	Sunday 13 December 2020, 8.30pm – 9.30pm
Event Coordinators:	Tammy Quagliata/Melissah Lammon Community Development Officers, Burdekin Shire Council Phone - 4783 9832 Email – commdev@burdekin.qld.gov.au

2. Stall Details

	Standard Site Size	Standard Site Fee	Not For Profit Fee
Food and/or Beverage Stall	4m x 4m	\$55.00 (GST Inc.)	NIL
Food and/or Beverage Stalls	Preference will be given to: <ul style="list-style-type: none"> • Stalls that source and promote local products • Stall with the ability to cater for an ongoing large crowd (1000+) 		
Power:	All sites will be required to provide their own power source. If you require power, please bring a silent generator to power your site.		
Water:	Potable water is on site however it is not easily accessible to stallholders. It is recommended that you please bring your own water supply.		
Shade Tent:	All stallholders should bring their own marquee with suitable weights.		

Stall Locations	A site plan will be provided to all stall holders 5 days prior to the event. It is proposed that food vendors will be located on Park Street, adjacent to Anzac Park where the event is being held.
Site Cost	Please refer to Stall Details noted above.
Payments	Full payment of site fees must be completed no later than 23rd November 2020. <ul style="list-style-type: none"> • Cheques should be made payable to Burdekin Shire Council. • If an alternative payment option is required, please contact Burdekin Shire Council by phoning 07 4783 9800.
Public Liability	Stallholders must provide evidence of insurance cover by providing a Certificate of Currency with their initial application. A Certificate of Currency should also be available on site at the stalls.

Parking	No on-site parking is available unless the vehicle is the stall. Vendors can park in the designated event car parks.
Health and Safety	All food and beverage stallholders must lodge a Temporary Food Stall Permit Application with Burdekin Shire Council unless they are a mobile food van. All food permits/licences will need to be displayed on event day.
Fire Extinguishers	A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.
Equipment	Stallholders are responsible for providing appropriate cover and all equipment to fit within their site space.
Waste Disposal	<p>Burdekin Shire Council will supply wheelie bins for public rubbish. The Council will be responsible for ensuring the bins are emptied throughout the event.</p> <p>Stallholders are responsible for their own disposal of operations rubbish including cooking oil, fats and cardboard. These items MUST NOT be disposed of using the general refuse facilities.</p>
Cleaning	Stallholders will be responsible for cleaning their own site. All equipment, décor, items and rubbish is to be removed during Bump Out.
Weather Contingency	In the event of inclement weather, the event will be moved under the Multi-Purpose Shelter at Home Hill High School and food stalls may/may not be required at the event. Notice will be given to all stall holders by midday on the day of the event. Stall fees will only be refunded if the event is cancelled prior to commencing.
Security	It is the responsibility of the stallholders to secure their own site, equipment, stock and personal belongings during bump in, before the event (if stallholders bump in early), during the event and during bump out.
Signage	Stallholders should provide their own printed signage to be installed within their allocated site area.
Stallholder Conduct	<p>Appropriate behaviour is expected of the stallholder, your personnel, agents or contractors at all times.</p> <p>Stallholders are requested to act in the best interest of the event at all times, to adhere to professional and proper consumer trade regulations and to adhere to the required presentation guidelines.</p>
No Smoking Area	The whole site is a smoke free area.
First Aid	Stallholders should be prepared with a small first aid kit.
Canvassing	Stallholders must not canvass patrons or distribute promotional material anywhere in the venue, other than from within your stall.