



Site application

Postal Address
PO Box 82
Gatton QLD 4343

Marketing, Communication & Engagement
Ph: 1300 005 872
Fax: 07 5462 3269

Internet
www.lockyervalley.qld.gov.au
E: lockyerevents@lvrc.qld.gov.au

Applicant details:

Form fields for Applicant details including Company/organisation, Contact name, Postal address, Suburb, Postcode, Email address, Daytime contact number, and Information about company/organisation.

Event details:

Form fields for Event details including Date (Saturday 14 September 2019), Venue (Laidley Recreation Reserve, Patrick Street, Laidley), and Time (9am - 3pm).

Is your organisation a not-for-profit organisation based in the Lockyer Valley Region: [] Yes [] No
Would you like to receive information about upcoming events staged by Lockyer Valley Regional Council: [] Yes [] No
If yes, how would you like to be notified: [] Email [] Post

Customer summary:

This application form must be received by the Lockyer Valley Regional Council, Marketing, Communication and Engagement at the address above by 5.00pm on Monday 5 August 2019.

- List of terms and conditions for the application, including assessment criteria, submission timing, council focus on eco-friendly practices, site allocation finality, confirmation pack, and public liability insurance requirements.

Please ensure you read this application thoroughly and complete all required information.

By signing and returning this completed application form, you confirm that you have read, understood and agree to abide to the terms and conditions attached, including setup and dismantling constraints. You agree to absolve, hold harmless and indemnify the council and their officers or assigns, from any claims, actions, suits or demands from any incident, accident, injury or damage to any person, property or other caused or alleged to have been caused or sustained from our activity or the use of any equipment or property associated with your activity. You understand that by completing this application form, it does not guarantee the applicant a site.

Signature and Date fields, and Name of signatory field.

Privacy statement

Lockyer Valley Regional Council is collecting your personal information for the purpose of assessing your application for a temporary site and if requested, to provide you with information about upcoming events. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Company/organisation:

Site type:

Please choose the preferred site type below. See attached maps for locations. Event organisers will endeavour to accept the preferred site choice, however due to event constraints, sites will be allocated to best benefit the event plans and event patrons. All fees listed include GST.

Please Note: - there is no power at the event venue. Should you require power, please consider bringing your own generator.

Market stall site

Operation date and time: Saturday 14 September 2019
9am – 2pm
Site fee: Commercial - \$33; Not for Profit - Free
Number of sites available: 20 (3mx3m)
What council provides: *Site space only - power is not available at this venue*
Maximum site size: 6m Frontage 3m Depth

Food and/or beverage site

Operation date and time: Saturday 14 September 2019
9am – 2pm
Site fee: Commercial - \$33; Not for Profit - Free
Number of sites available: 4
What council provides: *Site space only - power is not available at this venue*
Maximum site size: 8m Frontage x 4m Depth

Rides/Activities site

Operation date and time: Saturday 14 September 2019
9am – 2pm
Site fee: TBC
Number of sites available: TBC
What council provides: *Site space only - power is not available at this venue*
Maximum site size: TBC

Site details – Food, beverage and market site:

Items to be sold and price:

All items to be sold at the event must be listed to be eligible for a site. If more space is required, please attach a separate page outlining items for sale.

Item	Price

Environmental

Council events have an environmentally friendly focus and council will highly consider those vendors whose operations support these practices. Please describe your use of environmentally friendly packaging and utensils and other methods you undertake to reduce your impact on the environment.

Company/organisation:

Electrical requirements

- **There is no power is available at the venue.** Consideration will be given to stalls requiring power but it is preferred that each stallholder provides their own generator.
- All items requiring electricity and the amount of power the items require to operate in watts must be listed.
- It is the responsibility of the site holder to provide all extension leads required to operate the site.
- All leads are to be tagged and tested prior to the event.
- Event organisers cannot guarantee to meet the electrical requirements listed on this application.
- Confirmation of the electrical requirements provided will be stated in the confirmation letter.
- Electricity may be limited so food and beverage sites will be given preference over any other sites.
- If more space is required, please attach a separate page detailing items.

Electrical equipment	Watts
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

How many 10amp outlets do you usually operate with?

How many 15amp outlets do you usually operate with?

How many 3phase outlets do you usually operate with?

Site size required

The exact site size required including height, width and length **including draw bar**, must be listed. The site size required will determine the allocated site.

What do you operate from? Marquee Van

If selling from a trailer, is the drawbar on the left or right hand side of the serving window, looking out? Left Right

Frontage: Depth: Height:

List all items to be setup in the area required (i.e. caravan, coldroom, marquee etc.)

Site details – Ride/activity site:

A risk assessment for each ride must be attached for each ride to be eligible.

Name of ride/activity:

Age group the ride/activity is aimed at:

Number of patrons per session:

Duration of session:

Cost to council to offer free to patrons for the duration of the event:

Site size required

The exact site size required including height, width and length including draw bar, must be listed. The site size required will determine the allocated site.

Frontage: Depth: Height:

Electrical requirements

- Council is **unable** to provide power for rides or activities.
- Generators will need to be provided by you, the supplier, to power the rides/activities.
- Any safety fencing required will need to be provided and included in the quotation.
- It is the responsibility of the site holder to provide all extension leads required to operate the site.
- All leads are to be tagged and tested prior to the event.

Terms and conditions:

1. To register for a site at this event, this application form must be completed, signed and returned to the Lockyer Valley Regional Council, Marketing, Communication and Engagement, PO Box 82, Gatton Qld 4343; email lockyerevents@lvrc.qld.gov.au by **5.00pm** on **Monday 5 August 2019**.
2. All applications will be assessed on product type, uniqueness, stall size and appearance, power requirements, professionalism, environmental friendliness, and previous experience.
3. Allocation of the site will be awarded to the applicant that in the opinion of the event organisers will best benefit the event plans and event patrons.
4. The location for all stall holders is subject to change, with any change communicated to stallholders no less than 4 weeks prior to the event commencement date.
5. The applicant agrees to operate their stall for the duration of the operational times listed on this form unless alternative operating hours have been negotiated with event organisers.
6. All sites are to be erected and functional at least 30 minutes prior to the operation time as stated on the application form or as confirmed in the site confirmation letter.
7. Dismantling may only commence after the operation time has ceased, as stated on the application form or as confirmed in the site confirmation letter.
8. For safety reasons, vehicle access in the event site will only be permitted outside of event operating times. Vehicles requiring access to the event site outside of operating times must consult with Event organisers prior and must abide by rules set.
9. The allocated area is to be used solely for the purpose specified herein. No sub-letting will be permitted without the written permission of council. Gambling and/or disposing of any article by lot or chance is strictly prohibited, unless authorised by event organisers. No selling, canvassing, hawking or distribution of printed or other matter will be permitted outside the area contracted.
10. Council shall have the power to enter upon the site and remove any article, sign, picture or printed matter or stop any undue noise created by a site holder, which, in their opinion may be a cause of offence to the public.
11. Site holders shall leave their allocated area in a clean and tidy state, removing any litter, spills, by-products or equipment from their activities. Should the site require further cleaning or removal of equipment at the conclusion of the event, this expense may be passed onto the site holder. All food sites operating on the ground must provide adequate floor covering to contain any spills that clearly covers the dimensions of the allocated area.
12. Participants must only use equipment in good sound condition, including tables and chairs for public use, and if required, equipment must display any registration certificate in accordance with regulations governing the activity. All guards and safety shields on equipment must be used at all times.
13. All electrical leads and equipment must be tagged and tested and have current tags showing at all times. Any lead that does not have an up to date tag will be 'tagged out' by the event organisers on the day of operation.
14. Under the *Fire Safety Regulations of 2008*, where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a stall uses oils or fats it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site.
15. All leads, hoses or other trip hazards must be suitably covered to prevent any trip hazards
16. **No spikes or retaining pegs may be used in any area** within the event site due to underground electrical and irrigation pipes, unless permission received from event organisers.
17. All marquees must be adequately weighted to ensure no movement due to heavy wind etc. All weights are to be clearly marked and visible to the public to prevent hazards.
18. Warning signs are to be posted on all hazards.
19. Any fences or barriers must conform to safety standards and be secure for the intended use.
20. Any required protective clothing for the activity must be worn at all times.
21. No hazardous substances are permitted on site unless prior clearance is obtained from event organisers. If approved, all chemicals must have the appropriate material safety data sheets available and stored in appropriate containers using acceptable decanting equipment.
22. All emergency entry/exit points must remain clear and unobstructed at all times.
23. All site holders must be aware of the location of First Aid as shown on the site map and all emergency procedures for the venue. These will be provided at the event, during setup and prior to event commencement.
24. Any incidents of loss, damage or injury must be reported to the event organisers located at the Information marquee immediately.
25. It is a state regulation that any person, in a paid or voluntary capacity who works with children, requires a Queensland Government Blue Card. Further information can be obtained by visiting www.bluecard.qld.gov.au or by calling 1800 113 611.
26. Food must only be prepared in accordance with the council's food standards.
27. Site area is to be kept clean and tidy at all times during the event.
28. The use of glassware is totally prohibited at all sites.
29. All equipment brought into the event is to be the full responsibility of the site holder including, signage, marquees, lighting, extension cords, tables and chairs unless otherwise stated in this application or confirmation letter.
30. Use of amplifiers or loud speakers, including cassette players by site holders is prohibited except with prior written consent from the event organisers. Site holders are not permitted to employ, contract or programme any performer or performance without prior permission from the event organisers.
31. Council shall not be held liable for the loss or damage to the site holder's property while at any site as outlined in this application form for any reason whatsoever involving the negligence of council or its employees, representatives or said agents.
32. Should council find it necessary or expedient to cancel or postpone the event, this contract shall cease to operate upon notice to that effect signed by the council being served to the site holder either in person or by mail and shall not be liable to the site holder for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation or at all.
33. Council reserve the right to cancel this contract and to retain all monies paid in relation thereto if there is in the opinion of the council any infringement of any of the foregoing conditions and/or if the site holder does not occupy the said space at the commencement of and during the period of the event.
34. Smoking at this event is only permitted in designated smoking areas. Stallholders are not permitted to smoke at their allocated site.
35. By signing the application form, you authorise Lockyer Valley Regional Council to use any photograph/videotaping taken of your site, including images of your products and staff, for any publicity purposes including publications, promotional flyers, news articles, websites, newsletters and magazines.