



Spring Fling Street Festival  
 The Centre: Connecting Community in North and West Melbourne Inc.  
 58 Errol Street, North Melbourne, Victoria, 3051  
 Phone: (03) 9328 1126 Fax: (03) 9328 4812  
 For more information E- info@springfling.org.au

**YOUR DETAILS**

<b>Contact Person:</b>	<b>Position:</b>
<b>Organisation:</b>	<b>ABN:</b>
<b>Address:</b>	<b>P/Code:</b>
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	<b>Fax:</b>
<b>Web Address:</b>	
Please give a brief description of your stall and products;	

**EXCITING NEWS!!! The City of Melbourne has renewed their support of the Spring Fling street festival.**

**Stall Options and Permits:**

	Price inc GST	
<b>A) Local Not For Profit Organisation Stall</b> Errol St Shop frontage (limited number) 2m x 2m area within the event site - no equipment	<b>\$55.00 =</b>	<input type="checkbox"/>
<b>B) Local Business Stall</b> Errol St Shop Frontage (Limited number) 2m x 2m area within the event site - no equipment	<b>\$110.00 =</b>	<input type="checkbox"/>
<b>C) Marquee Stall</b> Marque 3x3m, trestle table, 2 x chairs (Fee includes cost of tent, weights, labour, table and chairs)	<b>\$270.00 =</b>	<input type="checkbox"/>
<b>D) Umbrella Stall</b> Umbrella 2.7diameter, trestle table, 2 x chairs (Fee includes cost of umbrella, weights, labour, table and chairs)	<b>\$130.00 =</b>	<input type="checkbox"/>
<b>E) Existing Errol St Trader - contribution</b> (Fee includes, marketing, extra bins, event cleaner, street sweep and security)	<b>\$100.00 =</b>	<input type="checkbox"/>
<b>F) Temporary Food Permit – weekly fee</b> Annual fee = \$230 (An information pack can be sent out)	<b>\$130.00 =</b>	<input type="checkbox"/>
<b>G) Temporary Liquor License (major event)</b>	<b>\$122.10 =</b>	<input type="checkbox"/>

**Additional Equipment:**

Trestle Table x1.8m	\$18.00 =	<input type="checkbox"/>
White plastic chair x1	\$4.00 =	<input type="checkbox"/>
20L Urn	\$50.00 =	<input type="checkbox"/>
Barbeque and 9kg gas bottle (1x fence panel per barbeque required)	\$135.00 =	<input type="checkbox"/>
Display board (1.2m x 1.8m)	\$33.00 =	<input type="checkbox"/>
10amp power supply x 1	\$90.00 =	<input type="checkbox"/>

<b>TOTAL</b>	<b>\$</b>
Cheque payable to The Centre.	<input type="checkbox"/>
Please also attach a copy of your certificate of currency.	<input type="checkbox"/>

All Stall Applications are subject to final approval by the 2012 Festival Team. By completing this section you agree to the terms and conditions outlined below on this application. Please note, due to risk assessment and safety all infrastructure including but not limited to umbrellas and marquees must be install by an industry event supplier. All other festival suppliers must gain approval in writing and upon sighting their PLI and JSA's four weeks prior to Spring Fling.



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**Interactive stallholders**

Where possible the Festival team would like to ensure stallholders provide free interactive activities or decorate their stalls.

For promotional purposes do you plan to offer free activities/entertainment for the general public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please describe the free activities/entertainment for our promotional purposes.		
Would you like more information about participating in the Adventures activity around the festival site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Accessibility**

Will you ensure accessible service for people with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Food/Beverage stallholders must also complete this section.**

Do you plan to apply for a temporary liquor license to serve/sell alcohol on the event day or to extend your existing liquor trading area? If yes, please complete the temporary trading permit and submit with this form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to prepare and/or sell food or non-alcoholic beverages on the event day?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is your Business/Organisation currently registered with the City of Melbourne health department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to set-up outdoor cooking equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you donate 10 x \$5 food/beverage vouchers for Festival Volunteers and Partners? N.B the festival will produce the food vouchers and your answer to this question does not influence the Festival Team's decision about your application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**STALLHOLDERS TERMS AND CONDITIONS**

Prior to the event you will receive a Stall Holder Confirmation Pack containing relevant information. If your application is unsuccessful, The Centre will refund in full any associated payments received. Notification of non-attendance is required. No refunds will be given for non-attendance. The Centre accepts no responsibility for adverse weather and no refunds will be given for this reason. A Certificate of Currency for your Public Liability Insurance must be included with your payment. The Centre holds priority sites to the residents and groups/organisations of North Melbourne, West Melbourne, Docklands and Kensington. Please note you cannot on-sell festival sites under any circumstance and applications without full payment and Certificate of Currency will not be accepted. Please ensure that your prices are kept to a minimum to help ensure an inclusive Festival. Wherever possible please make your stall interactive. Stallholders are responsible to return their site clean and tidy. All electrical plugs on any appliance or lead must have a current tag of electrical safety. Workplaces must adhere to all relevant work cover, council and occupational health and safety standards. Caterers must provide minimum fire protection of 4.5 kg dry powder extinguisher and a fire blanket. The following items must not be used polystyrene, plastic cutlery, plastic straws, sauce sachets. The following packaging products are acceptable: paper plates, paper bags, paper serviettes, paper straws, wooden cutlery, corn starch cutlery, noodle boxes, paper cups, paper clams, wooden stirrers, plastic bottles, tetra packs, cans, waxed cups. The Festival has a NO GLASS policy – please find alternatives.

**PAYMENT DETAILS AND AUTHORISATION**

- Payment is required on return of this form. Cash, Cheques can be made payable to The Centre.  
 Credit Card Payments:  
 Visa  MasterCard  
 Card No \_\_\_\_\_, Expiry Date: \_\_\_\_\_  
 Name of Card Holder: \_\_\_\_\_  
 Signature of cardholder: \_\_\_\_\_ Date: \_\_\_\_\_
- Tax invoices can be made available upon request.
- You must attach a copy of your certificate of currency to this form.

Authorised by: \_\_\_\_\_ (please print your name here)  
 \_\_\_\_\_ (please sign your name here) / / 2012 (Date)

Thank you.

**Office use only**

Entered
Approved <input type="checkbox"/> Declined <input type="checkbox"/>
Paid in full <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> EFT <input type="checkbox"/>
PLI <input type="checkbox"/>
Comment
Site number