

## ORGANISATION Expression of Interest

### Organisational details

Name of service/organisation: \_\_\_\_\_

Contact name: \_\_\_\_\_

Work phone/mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Will young people be working on your stall/activity? Yes  No

Do you have public liability insurance? Yes  No

Do you/your staff hold a Working with Vulnerable People Card? Yes  No

### What would you like to provide at Market in the Carpark?

Market stall  *Please describe in detail your products and approximate cost*

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Food stall  Food van  *Please describe in detail the type of food and prices*

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Entertainment  Activity  Other

*Please describe in detail the type of entertainment and how long your set/activity goes for*

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### What are your site/stall/activity requirements?

What equipment can you provide (eg. trestle table/marquee/chairs)?

*(A limited number of 3x3 marquees, trestle tables and chairs may be provided if required)*

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Will you require power? Yes  No

How much space will you need (eg. 3m x 3m)? \_\_\_\_\_

How many people will be working on the stall/activity? \_\_\_\_\_

# Market in the Carpark Twilight Festival

Friday 3<sup>rd</sup> April 2020 | 3:30 – 7:00pm | Glenorchy CBD

## Guidelines

**Set up/pack down:** All activities and stalls must be set up by 3:15pm. If you cannot set up by that time, or need to leave before 6:30pm, please advise:

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**Food permits:** Food permits are not required if food is offered for FREE. Permits are required by all commercial food vendors.

All safe food handling requirements must be followed. Please visit the Glenorchy City Council website [here](#) for more information and free online training. Find information on how to label packaged food [here](#).

**Are you aware of safe food handling requirements?** Yes  No

**Public liability insurance requirements:** Certificate of Currency – All organisations must have their own public liability insurance. This should be in the amount of ten million dollars.

**No static pamphlet stalls:** All services are to provide interactive activities for Market patrons.

## Agreement

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

If you are under 18 please include the contact details and signature of a parent or guardian below.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact details (phone/email):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please return form by Friday 13<sup>th</sup> March 2020**

**Email:** [laurel.cuff@gcc.tas.gov.au](mailto:laurel.cuff@gcc.tas.gov.au)

**Drop in:** Glenorchy City Council, 374 Main Road Glenorchy

**Post:** PO Box 103 Glenorchy 7010

For more information contact Laurel at Glenorchy City Council on 6216 6491 or the above email address (work days: Tue, Wed & Thu).

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