OFFICE USE ONLY

Reference No: ......................

Received: \_\_\_/\_\_\_/\_\_\_ Entered: \_\_\_\_/\_\_\_\_/\_\_\_

SUCCESSFUL UNSUCCESSFUL

Set time: \_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_

Letter: \_\_\_/\_\_/\_\_\_\_ Rec: ......................

**CABOOLTURE MULTICULTURAL FESTIVAL**

**Terms and Conditions**

For all groups/stall holders wishing to participate at the Caboolture Multicultural Festival, please read the following instructions carefully.

**Completing the APPLICATION FORM**

**ONLY use black or blue ballpoint pen**

**PRINT or TYPE all responses in the space provided on the attached application form**

**TERMS AND CONDITIONS**

**1. Space** allocated for each site is 3m x 3m (single) and 6m x 3m (double) see diagram S1. Limited sites are available. If you require more room, please contact Festival Organisers. Set up must be completed by 9.am. Vehicle access is not available after 8.am. The Festival runs from 10 am to 4 pm. Stalls must not be removed before 4 pm.

Front = 6m

Double

Back 3m

Front = 3m

Single

Back 3m

**S1:**

**2. Site Fees:**

|  |  |  |
| --- | --- | --- |
| **Stall Type:** | **Single 3x3m** | **Double 6x3m** |
| **Information:** | **$30** | **Free** |
| **Market:** | **$50** | **$100** |
| **Food:** | **$135** | **$250** |
| **Marquee each:** | **$100** | **$230** |
| **Power:** | **$50** |  |
| **Table & 2 chairs Set each:** | **$20** |  |

**Payment** is required within 30 days of application being approved – see details of how to pay attached.

**3. Access to electrical power**. Supply of power is limited. Temporary electrical installation and distribution is conducted by the festivals nominated electrician. Stallholders are required to pay for electrical requirements. Connection of tested and tagged equipment and leads only will be accepted. Any faults caused by the stallholder underestimation shall be charged to the stallholder.

**IT IS PREFERABLE THAT STALL HOLDERS PROVIDE THEIR OWN POWER.**

**4. Sites will be allocated** at the discretion of the Festival Committee.Stallholders will be notified of their position and will be provided with a site map by early September.

**5. Public Liability Insurance.** Stallholders are required to have a current public and product liability insurance for the day of the event. Proof of insurance (certificate of currency or letter from your insurer or broker) is to be submitted with your application form, or return the completed Indemnity form provided**.**

**You will not be able to participate without current valid insurance or completed Indemnity Form.** The Caboolture Multicultural Festival Organisers accepts no responsibility for any loss or damage to any property of the stallholder brought to the festival, or injury to any person associated with the stallholder.

**6**. **Food stalls holders** - you will require a food licence if you sell unpackaged food. All food stall holders are to ensure that you comply with the [Food Act 2006](http://www.lgtoolbox.qld.gov.au/MoretonBayRC/EH/FoodBusinessTemporary/Pages/Overview.aspx)  and the Australian [food standards code.](http://www.foodstandards.gov.au/)

**7. Raffle ticket sales** are limited to the stall site of sponsoring organizations.

**8. Items** that the Festival committee may deem detrimental to the smooth and safe running of the event cannot be brought or sold on site. Any group or individual who brings such items or offers them for sale will be asked to withdraw these items.

**9. Social Media and Marketing**. The stallholder consents to the Festival committee making any images and recordings of the stallholder and their stall during and after the festival, for the promotion and reporting of the Multicultural Festival and future festivals.

**10. Refund Policy**

**Cancellation prior to event by stall holders:**

* More than 4 weeks written notice prior to Event, 50% of fees will be refunded.
* Less than 4 weeks written notice prior to Event, fees will **not** be refunded.
* Fees will NOT be refunded due to bad weather unless Festival is cancelled.

**Cancellation by Festival Organisers**

* In the event of the Caboolture Multicultural Festival being cancelled by the festival organisers, a full refund will be made.

**Closing date for applications for stalls is 30 July 2014**

**I have read and understood**

* **the terms and conditions set out above by the Multicultural Association of Caboolture Shire for the Caboolture Multicultural Festival**
* **MACS Privacy statement**

**I will make payment within 30 days of receiving confirmation that my application is successful.**

**I attach the required Certificate of Currency for Public Liability (or signed Indemnity form) and Food Handling licence (if required).**

**I understand that returning this application does not guarantee selection.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Signature of representative Date**

**CABOOLTURE MULTICULTURAL FESTIVAL**

**INDEMNITY FORM**

In consideration of Multicultural Association of Caboolture Shire Inc. agreeing to allow me/us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) to participate by way of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (description of activity eg workshop, entertainment item, food, craft or information stall) in the Caboolture Multicultural Festival,

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) hereby agree to indemnify the Multicultural Association of Caboolture Shire Inc., the Hosts and Organisers from and in respect of all actions, suits, claims, or demands of any kind of whatsoever nature arising out of or relating to the granting by Caboolture Shire Council access and use of land or property owned by Council in respect of any activities undertaken by me/us including any sale, display or otherwise of goods or services by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) or our employees, invitees or any other party involved or associated with me/us for the proposed activities undertaken by me/us for the duration of the event and or access to the property.

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) acknowledge that the Multicultural Association of Caboolture Shire Inc. has not intimated or accepted any responsibility for any proposed use or activity to be undertaken by me/us, our employees, invitees or our guests and that I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) will forever indemnify the Multicultural Association of Caboolture Shire Inc. against any loss, damage or injury to any person or property arising out of or relating to the use occupation or otherwise from our activities or our presence at the event.

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party) agree to accept and take the Council owned property and land made available to it and be subject to the same responsibilities to which I/We would be subject in respect of persons or property as if, during the term I/We were the owner and occupier of the freehold of the property. I/We will satisfy ourselves to the adequacy, suitability and safety of the property and surrounds made available and hereby indemnify and will hereafter keep the Multicultural Association of Caboolture Shire Inc. its employees, invitees and all other parties associated with this organisation and the event indemnified in that regard.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Name and signature)*

**Authority to Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Authorised company representative if a company or inc body)*

**Dated this** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **2014**

***PHOTOGRAPH AUTHORITY***

***GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

I have read and fully understand the terms and conditions and I authorise MACS and the Caboolture Multicultural Festival Organisers to take and use photographs, video or sound recordings of me/the person under 18 years of age and any other reproductions of my/the person under 18 years likenesses, either in full or in part, in conjunction with any wording or drawings, in publications, production or presentations during and after the festival for promotion and future promotion.

|  |  |
| --- | --- |
| ***Name*** |  |
| ***Address*** |  |
| ***Phone*** |  |
| ***Signature*** |  |
| **Where the participant is under 18 years of age** |
| ***Parent/Guardian Name*** |  |
| ***Parent/Guardian Signature*** |  |

|  |  |
| --- | --- |
| ***Name*** |  |
| ***Address*** |  |
| ***Phone*** |  |
| ***Signature*** |  |
| **Where the participant is under 18 years of age** |
| ***Parent/Guardian Name*** |  |
| ***Parent/Guardian Signature*** |  |

|  |  |
| --- | --- |
| ***Name*** |  |
| ***Address*** |  |
| ***Phone*** |  |
| ***Signature*** |  |
| **Where the participant is under 18 years of age** |
| ***Parent/Guardian Name*** |  |
| ***Parent/Guardian Signature*** |  |

***Payment details***

**(Payment within 30 days of application being approved)**

**Name: ………………………………………………………………………………….**

**I enclose a cheque for $ ………………………………… (amount)**

**Or**

**I have made payment of ……………………………… (amount) on ………………………………... (DATE)**

|  |
| --- |
| **Bank: Westpac****BSB: 034 611****A/c No: 164472****Acc Name: Multicultural Association of Caboolture Shire Inc.****Reference: “Your Stall Name”** |

**The reference is ………………………………………………..…………………….. (STALL NAME)**

**Signed: ……………………………………………………………………………………..**

**Name: …………………………………………………………………………………………**

**Closing date for applications is 30 July 2014**

**Enquiries to**

**Caboolture Multicultural Festival Committee**

**c/o PO Box 583**

**Caboolture, Qld. 4510**

**OR**

**Email:** **macscaboolture****@hotmail.com**

**Allocation of sites may be subject to change on the day of festival.**