

HARDEN KITE FESTIVAL

Saturday 9th October 2021 10am – 4pm

Harden Racecourse, Burley Griffin Way Harden NSW 2587

Harden Kite Festival Stalls contact person: Lucy Targett Mobile 0448 255714

2021 MARKET STALL APPLICATION FORM

Applications close 30th August 2021

\$30 Standard site 5m x 3m no power

Contact Name:

Business Name:

Address:

Phone:

Email:

Website:

Facebook/Instagram:

Description of product/s to be sold:

How many persons will be attending with stall:

Any Special Requirements (There may be an additional charge)

Answer the below Questions (HIGHLIGHT ONE ANSWER)

- | | | |
|---|-----|----|
| 1. What payment method of Site fees you prefer? | | |
| 2. Are you a non-profit? | YES | NO |
| 3. Are you a local from Hilltops Council? | YES | NO |
| 4. A copy of current Public Liability 20 million Insurance Certificate of Currency is attached? | YES | NO |
| 5. A copy of Registration COVID-19 Safety Plan is attached? | YES | NO |
| COVID-19 Safety Officer's full name: | | |
| COVID-19 Safety Officer's contact number: | | |
| COVID-19 Safety Officer's email: | | |

I have read and agree to the COVID-19 Safety Plan and requirements from Harden Kite Festival Committee.	YES	NO
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T H A N K Y O U for submission of your application.

We appreciate it and look forward to a wonderful 2021 Harden Kite Festival.

OFFICE USE ONLY Payment Method : _____ Payment Date : _____ Stall Number : _____

Requirements and Information for Market Stallholders

Harden Kite Festival COVID-19 Safety Plan

Below are the requirements and details for the market stallholders of what must be implemented as part of each stallholders COVID-19 safety plan.

Wellbeing of users/visitors

- If the stall operator/owner or staff are unwell (fever, cough or sore throat), they are not permitted to attend the event. If they become unwell on the day, they must return home immediately and inform management.
- Provide volunteers with information on COVID-19, including when/where to get tested,
- physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Ensure COVID-19 safety plans are in place and readily available at site should police/ COVID-19 Marshalls request to view

Physical Distancing

- Support 1.5m physical distancing where possible.
- Avoid congestion of people in specific areas where possible.
- Consider barriers or other controls to ensure stallholder and visitors at interaction points stay at a safe distance or are separated by a barrier such as rope or table.
- If possible, create a separate entry and exits points in the stall, with signage to indicate directions.
- Consider having strategies in place to manage gatherings that may occur.
- Encourage stallholders to stay at stalls.

Hygiene and Clearing

- Adopt good hygiene practices.
- Ensure you have sanitiser and disinfectant wipes. Spray available.
- Clean frequently used items/areas e.g. tables or fundraising buckets.
- Clean before and after use with detergent / disinfectant
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask stallholders to wear gloves and wash hands thoroughly before and after their shift with soap and water.
- If items to be viewed, encourage visual inspection where practical and provide hand sanitiser for visitors / customers to use before and after handling objects. Wipe down objects accordingly after use.
- Consider removing printable pamphlets and instead use digital channels e.g collate emails to send information.
- Encourage and promote cashless payment options like Square/Shop&Go/Tap&Go/EFTPOS systems, to limit cash transactions with customers.

Record Keeping

- Ask stallholders and volunteers to keep a record of the name, contact number and entry time for all staff, attendees, and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar, including a spreadsheet.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Ensure you keep a copy of all stallholder persons e.g. Date, Time and volunteers who were involved. This is to ensure compliance with the public health order.
- If a child attending, please ensure parents/guardians have provided the above contact details and include full name of the child.
- Make stallholders, volunteers and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

NSW Health may make contact in relation to a positive case, if this occurs please cooperate. If made aware of a case please contact SafeWork NSW on 13 10 50 to update them of this situation.

Bookings

Applications must be received by 10th September, 2021, via email hardenkite@gmail.com. There may be stall applications not accepted for reasons of duplication & limited numbers.

Applications will be processed and bookings confirmed upon receipt of;

- Completed application form
- Public liability insurance certificate of currency for \$20 million
- COVID-19 safety plan
- COVID-19 officer's details (full name, email and contact number)

To understand the role of a COVID Officer head to:

<https://www.safeworkaustralia.gov.au/officer-duties-covid-19>

For assistance with COVID-19 Safety plans head to <https://www.nsw.gov.au/covid-19/covid-safe/retail-and-auctions>

Site Fees

Site fees are payable upon confirmation of bookings, prior to the event.

Site fees may be paid by cash, cheque or electronic payment, payable to Hilltops Council.

Tax receipts will be issued to all stall holders.

Electronic payment details:

Account Name - Hilltops Council Harden General Account

BSB – 062 630

Account Number – 10232686

Reference: HKF and your business name.

Site fees are not refundable due to inclement weather conditions or cancellation by the stall holder within 5 days of the festival. However, site fees will be fully refunded in the unlikely event of the festival being cancelled.

Festival Day

Stalls can be setup from 6am and must be ready to commence trade by 10am. There is no vehicle movement within the market stall area between 10am and 4pm. Pack up is from 4pm.

Stallholders must supply their own equipment i.e. tables, chairs, shade structures. If a shade structure is used, it must be properly secured. For a windy day, ensure adequate sand bags.

Stall furniture, equipment, marquee guy ropes, vehicles (if part of the stall), etc must be completely contained within and not extend outside the stall site area.

Stallholders are to dispose of all their own waste material into the bins provided around the market stall area.

Each stallholder will have a pre-allocated site determined by the committee.

Questions & Queries

Please contact :

Lucy Targett
Mobile 0448 255714
Email hardenkite@gmail.com

Postal address: Harden Kite Festival Committee. PO Box 50 Harden NSW 2587
Web: www.hardenkitefestival.org Facebook/Instagram: Harden Kite Festival