

KATHERINE TOWN COUNCIL EXPRESSION OF INTEREST - EVENT STALLHOLDER

Stallholder Details:

Business/Stall Name:

Contact Person Name:

Contact Number:

Email:

What services are you providing?

*If you are a commercial food operator please provide Department of Health Food Business Certificate Number and attach a copy of your certificate:

If you do not have this certificate you can obtain one by contacting Environment Health on 08 8922 7377.

***Sale of Alcohol is prohibited**

*** All commercial food operators will be required to display their certificate during the event.**

Stall site sizes are 3m x 3m, do you require more space for your stall?: Yes No

Please specify dimensions of space you require*:

*** Larger stall sites are subject to space availability.**

NOTE: It is the stallholders responsibility to supply all equipment for stalls eg. Marquee, tables, chairs, etc.

Do you require power?: Yes No

If power is required, please specify the type of outlets: 10amp 15amp Other
Please specify

It is the stallholders responsibility to supply all necessary power cords and extension leads. All leads must be identified as current TAGGED & TESTED. All cords and trip hazards must be taped down or appropriately signed.

Do you require access to running water?: Yes No

Do you have your current Public Liability Insurance (minimum \$10,000,000)?: Yes No

If yes please include a copy. If no, you will need to obtain once-off event coverage.

How many staff will be in attendance at your stall for the event?:

Do you hold a NT COVID-19 General Business Certificate of Commitment?: Yes No

*All stalls will be required to display their NT COVID-19 Certificate of Commitment during the event.

If no, please go to <https://coronavirus.nt.gov.au/business-and-work> and complete the checklist for 'General business, community and organisations'. This needs to be completed at least 4 weeks prior to the event to ensure you receive your Certificate of Commitment from Environment Health in time for the event.

KATHERINE TOWN COUNCIL

CAROLS BY CANDLELIGHT - TERMS & CONDITIONS

1. Selections of Groups - Performers

All Expressions of Interest (EOI) will be evaluated using the following criteria:

- Locality of performance (preference will be given to those that reside within the Katherine Community)
- New acts to the Katherine Town Council Carols by Candlelight
- Variety of performances
- Relevance to the event
- Compliance at previous events

2. Backing Music / Sound Check - Performers

If you are not using the house band to back your performance and you require music tracks, you are to compile all tracks onto a USB and submit this to the Katherine Town Council Carols by Candlelight Committee, no later than two weeks prior to the event.

Sound check will be undertaken on the day of Carols. Times will be confirmed around 2 weeks prior to the event.

3. Stallholders

It is the stallholders responsibility to provide all equipment for stalls. This includes but is not limited to Marquess, tables, chairs, power cords (access to power must be requested on the Expression of Interest Stall Holder form).

4. Single Use Plastic

Katherine Town Council is committed to reducing the waste that is produced and improving the environmental impact by going plastic free at Council facilities, leases, hires and events. Council has developed a Single Use Plastic Toolkit which can be found on our website www.katherine.nt.gov.au

5. First Aid

St John's Ambulance will be in attendance at this event to provide first aid services. All accidents and incidents must also be reported to a Katherine Town Council Staff member during the event.

6. Smoking Policy

The Katherine Town Council Carols by Candlelight will be a smoke-free event. Smoking is only permitted in the designated Smoking area.

7. Alcohol and Drug Policy

All those in attendance shall not consume, use, be under the influence of or have in their possession any alcohol or illegal drugs anywhere within the Katherine Town Council Carols by Candlelight event site. Those that do will be asked to leave immediately. Security will be present at this event.

8. Weather

In the event of wet weather, the event will continue operating, providing it is safe to do so. The event may be cancelled and the event site closed by the Event Coordinator, if the weather becomes dangerous and it is no longer safe to operate.

9. Marketing & Promotion

Katherine Town Council may use photographs/details in Carols by Candlelight marketing and promotional campaigns in the future. If you do not wish for your photographs/details to be used in the future, please advise in writing to records@ktc.nt.gov.au. Please provide a copy of your logo(if applicable).

10. Cancellation Policy

The Katherine Town Council reserves the right to cancel the event at any time.

11. Privacy Act Statement

The Katherine Town Council uses the information provided by you in your submitted EOI for the primary purpose of processing, assessing and determining the occupancy of space at the 2021 Katherine Town Council Carols by Candlelight. Any information given pursuant to the documents lodged could be deemed personal information and accordingly is governed by Privacy Legislation. Any information lodged with the Katherine Town Council will remain confidential always, except for disclosure which you may have consented to or which is otherwise required by law.

COVID-19 TERMS & CONDITIONS:

COVID-19 Event Safety

A copy of the Event COVID-19 Safety Plan will be provided to you and it is your responsibility to abide by the principles within which could include the following:

Physical Distancing

Providing education on adhering to physical distancing to staff, volunteers and/or performers.

Practicing physical distancing by keeping 1.5 metres between you and a person not known to you and keeping close contact to under 15 minutes.

Hygiene

Practicing hand hygiene by washing your hands or using hand sanitiser frequently.

Providing education on COVID-19 hygiene protocols and practices, including cleaning, to staff, volunteers and/or performers(if applicable).

Consider ways to minimise handling of shared items to avoid the risk of contamination (e.g. equipment, money handling, exchanging of food and drinks etc.).

Educating staff, volunteers and/or performers

Providing education or information about COVID-19 transmission and symptoms to staff, volunteers and/or performers.

Having protocols for staff, volunteers and/or performers to not attend the event if unwell.

Providing direction to staff, volunteers and/or performers to seek medical advice if they have symptoms of COVID-19.

Territory Check In App

You are required to check in using the Territoty Check In App, QR codes will be displayed throughout the venue. The Territory Check In App also allows you to check in friends and family, who might not have their own device, using your app.

If you are unable to use the Territory Check In App, you will be required to manually check-in with a staff member or through using a pen and paper system.

Declaration:

I (full name) of (Business/Stallholder name)
have read and agree to comply with Katherine Town Council Carols by Candlelight Terms & Conditions & COVID-19
Terms & Conditions outlined above.

Signature: Date: