

EVENT STALLHOLDER EXPRESSION OF INTEREST FORM

Stallholder Details:

Business/Stall Name:

Contact Person Name:

Contact Number: Email:

What services are you providing?:

Are you selling food or drinks*: Yes No *Please note: Sale of Alcohol is prohibited

Department of Health Food Business Certificate Number(if applicable):
(Please attach a copy of the certificate)

* All Food Stalls will be required to display their certificate during the event.
If you do not have this certificate you can obtain one by contacting Environment Health on 08 8922 7377.

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

If so please specify dimensions of space you require*:
* Larger stall sites are subject to space availability.

Do you require power?: Yes No

If power is required, please specify the number of outlets: 10amp 15amp Other (please specify)

It is the stall holders 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?:

COVID-19 EVENT SAFETY:

It is a requirement of Katherine Town Council's COVID-19 Event Safety Plan that any stallholders trading at a Council event or function hold a NT COVID-19 General Business Certificate of Commitment.
Katherine Town Council reserves the right to decline your involvement in any such event or function if it is determined that your business is not meeting COVID-19 Event Safety requirements.

Do you hold a NT COVID-19 General Business Certificate of Commitment: Yes No
(Please attach a copy)

*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.

COVID-19 EVENT SAFETY PLAN:

Physical Distancing:

Will you provide education on adhering to physical distancing to staff and/or volunteers? Yes No

Will you provide clear signage at your stall, to remind customers about physical distancing? Yes No

Will you provide markings on the floor 1.5m apart in areas where people are required to form a queue? Yes No

Have you planned measures to manage entry and exit points to your stall so that people do not group in these areas(if applicable)? Yes No

Hygiene:

Will you be providing hand sanitiser for both staff and customers at your stall? Yes No

Have you provided education on COVID-19 hygiene protocols and practices, including cleaning, to your staff and/or volunteers? Yes No

Will you have adequate supplies of cleaning and disinfecting products? Yes No

Have you identified high touch surfaces and increased your regular cleaning schedule? Yes No

Have you considered ways to minimise handling of shared items to avoid the risk of contamination? (e.g. money handling, exchanging of food and drink items etc.) Yes No

Please list how you will minimise handling of shared items:

(example: eftpos only payments, no cash handling)

Staff/Volunteers:

Have you provided education or information about COVID-19 transmission and symptoms to your staff and/or volunteers? Yes No

Do you have protocols for staff to not attend work if unwell? Yes No

Have you provided direction to your staff and/or volunteers to seek medical advice if they have symptoms of COVID-19? Yes No

Emergency Management Plan, Council COVIDSafe Plan & Site Induction:

Katherine Town Council will provide you with a copy of the Event Emergency Management Plan and the Council COVIDSafe Plan. It is a requirement that you acknowledge you have read and agree to the plans.

As part of the plan, it is a requirement that you participate in a site induction at least 1 week before the event. The site induction date will be advised by the Community Support Officer.

Declaration:

I (full name) of (business/organisation/club name)

agree to adhere to all conditions outlined in this form.

Signature of Business Owner or Site Manager : Date: