***PLEASE PRINT CLEARLY AND RETURN TO*** ***mail@bayswater.wa.gov.au***

**Name of Company:**

**Are you a Community Group or Not for Profit Organisation?**

Please tick 'yes' or 'no'

**YES NO**

**Contact Person:**

**Address:**

**Phone (Home)** **(Work)**

**(Mobile)** **Fax:**

**E-mail:**

**GREEN AND CLEAN: -** *Does your business reflect or contribute towards the City's goal of being ‘Green & Clean'? \*Do you recycle? Do you use recyclable products?*

**The City of Bayswater supports the movement to stop using plastic products (single-use plastic) at its community events. The City is therefore seeking to engage vendors who support this movement and look for environmentaly friendly alternatives to plastic products such as cutlery, straws, plates and bottled water.**

Please list the bio- degradable disposable products you use (non-single use plastics):

**Site Space required:** ***(In metres):***

*(Please be reasonable with your request according to your stall size)*

 Marquee \_\_\_\_\_\_\_ x\_\_\_\_\_\_

 Vending Vehicle\_\_\_\_\_\_\_ x\_\_\_\_\_\_

**ACCESS AND INCLUSION:**

Are your staff trained to be aware of people with disability and respond effectively to individual customer needs?

Have you provided matting to support people using wheelchairs to access the site if on grass?

Does the stall set up allow for people using wheelchairs to view food selection?

Do you have clear printed menus and prices with large font, either on signage or available for people to read?

**Please select the events you are interested in:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** | **DATE** | **TIME** | **VENUE** |
| Christmas Markets | 5 December 2020 | 5:00PM – 9:00PM | De Lacy ReserveMaylands |
| Carols by Candlelight | 19 December 2020 | 5:00PM – 9:00PM | Halliday ParkBayswater |
| Jazz in the Park | 16 January 2021 | 5:00PM – 9:00PM | Crimea ParkMorley |
| Bayswater Concert | 6 February 2021 | 6:00pm – 9:00pm | Pat O’Hara ReserveMorley |
| Summer Markets | 20 February 2020 | 5:00pm – 9:00pm | RA Cooke ReserveBedford |
| Movie in the Park | 6 March 2021 | 5:00pm – 9:00pm | Wotton ReserveBayswater |
| Evening in the Park | 20 March 2021 | 5:00pm – 9:00pm | Bert Wright ParkBayswater |

**FOOD VENDORS PLEASE ATTACH YOUR MENU INCLUDING PRICES TO THE APPLICATION**

**FEES CAN VARY FOR EACH EVENT FROM $0 - $100 (INC. GST)**

**(This fee will ONLY be required upon acceptance of application by the City of Bayswater)**

**Payment can be made in person at the Civic Centre**

**I,** *(Name)*   **have read and understood the following:**

I understand that if I am successful It is recommended that you or your staff have completed food-hygiene training. Please be aware that the City of Bayswater offers free online training called ***I'm Alert*** which can be accessed at [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

I will supply when requested **a copy** of my Public Liability Insurance Certificate of Currency.

I understand that if I wish to change/substitute or cancel any part of what I as a group/company originally offered above, I will contact the Events Team immediately.

I understand that all electrical equipment **MUST** be tagged in accordance to electrical standards. This includes: extension cords, urns and all sound equipment etc.

I understand that the submission of this Expression of Interest form does not guarantee my stall a position at City of Bayswater events.

I understand that I attend this event at my own financial risk. The City is not liable for any losses incurred as a result of cancellation or postponement of planned events.

I understand that my staff and I are expected to behave responsibly and treat everyone at City of Bayswater events, including staff, with respect and courtesy.

I understand that the City of Bayswater reserves the right to select vendors for each event and all decisions made by the City are final.

I verify that the information provided in this form is true and correct at the time of completion.

I understand that full payment for the stall will **ONLY** be required within 14 days **AFTER** I have received my letter of offer from the City. I am not required to make payment before this.

I am willing to invoice the City post event for meals purchased for staff and volunteers. (This will not effect your application if you are unable to)

I understand that I am responsible for complying with hygiene and distancing requirements imposed by City of Bayswater and/or WA Health Department (including provision of hand sanitiser and barricading if required). I understand that the City of Bayswater is under no obligation to supply these items.

**PLEASE RETURN THIS FORM TO**

**Fax: 9272 0665 Post: PO Box 467 Morley WA 6943**

**EMAIL: mail@bayswater.wa.gov.au**

**Any further questions regarding the above should be directed to:**

**EVENTS TEAM** **events@bayswater.wa.gov.au** **9272 0622.**