***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:**

**STALL DETAILS –** *Please provide a FULL description of products that will be available, including any demonstrations to be provided.*

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

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

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

 Space for your Stall/Marquee \_\_\_\_\_\_\_ x\_\_\_\_\_\_

**Stallholders must provide their own shade structure, furniture, power and equipment required.**

**STALLHOLDER 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)**

Payments will be required in the following ways; in person: via Cheque, Cash or Credit Card, or by Post: via Cheque only.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** | **DATE** | **TIME** | **VENUE** |
| Christmas Markets | 5 December 2020 | 5:00pm – 9:00pm | DeLacy Reserve, Maylands |
| Summer Markets | 20 February 2021 | 5:00pm – 9:00pm | R A Cook Reserve, Bedford |

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

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 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 at stalls and barricading if required). I understand that the City of Bayswater is under no obligation to supply individual stallholders with 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.**