



Queensland Country Credit Union Riverway Night Markets

2008

FOOD STALL GUIDELINES

Food Stall Holders: General Information

The Riverway Night Markets takes pride in the quality and variety of foods available at the markets.

As part of your application could you please describe your stall in detail. All stalls must adhere to the Food and Hygiene specifications supplied.

The Townsville City Council aims to provide the community with a varied array of foods, representative of both local and international communities. Stall selection is based on quality, variety and presentation. Environmentally friendly vendors will be given preference.

Reasons for non acceptance are mainly for:

- Duplication
- Inability to meet health and hygiene regulations
- Not holding a current license for a Temporary Food Stall with the Townsville City Council.

Selections of food stalls are final and no correspondence will be entered into.

Guidelines

Selection Criteria

1. Preference is given to local community and private enterprise groups. If you are not a local concern preference is given to those groups who buy locally and who support the local community of Townsville.
2. All food suppliers must meet Townsville Health food stall operations guidelines.
3. Promptness of site fee payment and lodgement of relevant forms.
4. Quality of menu and food presentation
5. Level of experience and professionalism
6. Stall Presentation

Please note that some quality applications may be rejected. No correspondence will be entered into.

Prepacked Foods

Including foods such as cakes, biscuits, confectionery and jams that are wrapped, sealed or packaged. Foods such as these can be sold subject to the following:

Prepared in registered food premises. (Proof of such registration is to be forwarded to the Townsville City Council Health Department, 21 days prior to the commencement of the market).

Home kitchens requirements are available from the Council's Health Department.

Written approval from the owner of the licensed kitchen will be necessary, consisting of a signed form stating that the food is fit for human consumption, and has been prepared in their licensed premises.

Vehicles

Vehicles are allowed on site for setup and pull down periods only. All vehicles, unless being used as a food van, must be off site one hour prior to the commencement of the Markets. This being 4:30pm on the fourth Friday of each month.

Trading Hours

Stall holders will be allowed to operate for the duration of the Markets on market day.
5:30pm to 9:30pm.

Cancellation

Cancellation of food site booking within seven days for festival will incur a penalty of retention of 50% of the site fee by Townsville City Council.

Veto

The festival management reserves the right to enter any food stall site and remove any signage, picture, poster, written material or any other item considered inappropriate or offensive to the festival organisers.

Pre-recorded Amplified Music

Use of any form of pre amplified music is strictly forbidden at the markets.

Garbage, sullage & recycling

Food Stall holders are encouraged to minimise waste and use recyclable products for serving. The Markets will supply bins for general waste, recyclable products at the back of each stall.

All food stalls will be responsible for keeping their designated areas clean and tidy.

All food stalls will be required to remove and dispose of all sullage in a responsible, legal and environmentally sound manner.

Fire Extinguisher

Each stall must provide a fire extinguisher. Each extinguisher must have a current test tag fitted. Contact the Queensland Fire Service for information.

Cleaning Fluids

Only biodegradable ecologically sound detergents and cleaning fluids will be permitted for use.

Insurance

All food stall operators who have Public Liability Insurance must forward a copy of that insurance cover note along with the Food Stall Application form. Those applicants who do not possess Public Liability insurance from must submit a "Risk Assessment Form" so that council may assess whether to include the applicant under council's insurance cover.

Site Fees

Fee Schedule excluding GST

- \$120 per market

*** Please be aware all food stall suppliers will need to be registered as a Temporary Food Stall Supplier with Townsville City Council. A Temporary Food Stall permit costs \$135 annually – 12 month license to operate in Townsville.**

The Festival will supply

- Site
- Power Supply
- Recycling and garbage bins and service
- Marketing of event
- Entertainment and production for markets

Electricity Requirements

Temporary electrical installation and distribution on site is supplied by Council.

It is important that you list all your electrical equipment on the participation form.

Connection of tagged and tested appliances only will be accepted. Electrical leads that are not tagged will be confiscated. Tagging and testing can be done through registered electricians.

Any faults or power failures caused due to consumer underestimation shall be charged to the consumer. Be careful not to underestimate your power requirements.

To ensure the event safety, compliance with the following requirements is compulsory:

- No double adaptors are to be used (power boards are acceptable).
- All electrical equipment must be tagged and tested.

Your honesty and efficiency will help the electrical department run smoothly.

Requirements for Gas Installation

Below are the requirements for gas installation at the Riverway Night Markets as set out by the Gas Installation Code AG501, AG601, AS1432 and AS1596. Gas inspectors will be on site during the event and will immediately shut down any operation that does not meet the requirements of the Code.

- No gas cylinder with a capacity above 9 kg is to be installed in a tent or building.
- Gas appliances are to have A.G.A. ALPGA approval.
- Gas cylinders are to be located in a clearly accessible location with no hindrance to the inspector.
- Appliances are not to be near flammable materials or vapours.
- All fittings must meet A.G.A. ALPGA requirements.
- Ring burners must have a fire resistant material under them at least 6mm thick.
- In case of a gas leak, close the gas bottle down immediately and contact the Gas Department. DO NOT USE A MATCH. Test for leak, if you must, with a soapy water solution only.
- All sites and equipment will be inspected.
- The type of gas equipment, regulators, hoses, and pipe work must be listed with your application.

Please ensure the application form is completed and returned to Council

Fax – 4727 9057

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