



ISLAND BAY FESTIVAL

A DAY IN THE BAY

Sunday 14th February 2010

- Island Bay Festival is held on closed roads The Esplanade and Reef Street. A Day in the Bay features a concert stage, music, performers, entertainers, street performers, a kids area, rides, food, displays, craft and market stalls. Activities will be held on the beach and in Shorland Park. The blessing of the boats will take place mid-afternoon, during which time the musical entertainment will take a break. The Marine Education Centre will be holding an open day in conjunction with the festival. Portaloos and public toilets are available and entry is free.
- Cancelled if wet, no refunds. Call from 6am on Festival day only (027 327 7723). Stall bookings must be received and paid by February 5th, late bookings cash only and 25% extra. Unpaid bookings will not be allowed entrance on the day. Stalls will be issued in order of payments received in full. Food stalls will be grouped and must be WCC licenced and provide a proper rubbish bin with liners for public use. Stalls must take away own rubbish, although flat, clean paper and cardboard will be accepted and recycled with us, along with bottles and cans.
- Silent generators only, fully fenced and safe. Generators must not exceed 60db. Noisy generators will not be allowed on site. NO vehicles on site unless it fits completely in your paid space.
- Open to the public 10am-5pm, set-up access from 8am.
- Island Bay businesses, local community groups and registered charities are entitled to 20% off stall site fee.

MARKET STALL APPLICATION

Contact name:

Business name:

Products sold:

Address:

Email(s):

Cellphone:

Other phone(s):

Amount enclosed: \$.....

Will you be selling food? YES NO (please tick)

n.b. WCC requires the Festival to register all food stalls. Please fill out food stall information page and send in with application.

OFFICIAL USE ONLY

Date recieved

Reciept no.

Application no.

Data Entered

Paid

Confirmed



SITE FEES

		R'cvd by Feb 5 th 201	R'cvd after Feb 5 th 2010 (cash only)	Number Required
Stall	2x2m	\$60	\$75	<input type="checkbox"/>
	3x3m	\$80	\$100	<input type="checkbox"/>
	5x5m	\$100	\$125	<input type="checkbox"/>
Food stall sites	small	\$100	\$125	<input type="checkbox"/>
	lg/caravan	\$125	\$155	<input type="checkbox"/>
Community no sales	2x1m	free	\$20	<input type="checkbox"/>

➤ If you have ordered multiple sites would you like them adjacent to one another?

YES NO (please tick)

➤ Please note that the above prices are for standard sites. We will be creating a few premium sites within the Shorland Park area during the bands in the park. POA

Would you like to be considered for one? YES NO (please tick)

➤ Restricted power will be provided by the Festival on the day (cost TBC)

Are you interested in this? YES NO (please tick)

n.b. interest must be registered by 25 January 2010

If YES what purpose will the power be used for? (note required amp if known)

.....

PAYMENT

BY POST

Please make cheques payable to:

Island Bay Enhancement Trust

On the back please include:

Your Name

Your (0?) + Phone Number

Post to: Stall Booking, Island Bay Festival

223 Clyde street,

Island Bay, Wellington 6023

BY ONLINE BANKING

ANZ 01 0537 0032723 00

Island Bay Enhancement Trust Account

Particulars: **Your name**

Code: **Stall**

Reference: **Your (0?) + Phone Number**



FOR FOOD STALLS ONLY

1. Name of festival/fair: ISLAND BAY FESTIVAL – A DAY IN THE BAY
2. Name of person operating the stall:
3. Name of stall:
4. Contact phone numbers:
5. Food to be sold:
.....
6. Where will the food be prepared?.....
.....
7. Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974?
YES **NO** (please tick)
8. Where and how will food be stored prior to delivery at the Festival site?
.....
.....
9. How will it be transported to site? (Refrigerated? Insulated containers?)
.....
.....
10. What food preparation will be done at the Festival?
.....
.....
11. What access to hand washing and toilet facilities do you have?
.....
.....
12. How will you store the food during the Festival?
.....
.....
13. What cooking equipment do you use as part of your stall?
.....
.....
14. How will you protect food from contamination from dust, birds and customers?
.....
.....
15. Have you had any training in the safe handling of food?
YES **NO** (please tick)



FOOD STALL GUIDELINES FOR FAIRS/FESTIVALS ETC

(Please sign and post one copy to us and print one copy for yourself)

Pre-event preparation and set up

1. It is preferable that all food is prepared at registered food premises, such as restaurants and other food shops etc. Preparation of food in a domestic kitchen (such as your own home) is not recommended.
2. Food must be purchased and prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated at a temperature of 4°C or below.
3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at 4°C or below, or hot-stored at 60°C or above. It is recommended that you use a thermometer to check the temperature of the food to ensure it meets those requirements
4. Food must be stored at least 450mm above the ground. You may need to bring a separate table for storage of boxes with food in them, etc.
5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (eg BBQs) must have access to a fire extinguisher or fire blanket.

During the event

6. Preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.
7. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.
8. People handling food must take care to regularly wash their hands. The following are to be available at the food stall:
 - supply of running water, collection bucket for dirty water, liquid soap and paper towels; and
 - a good supply of protective gloves.
9. People preparing and cooking food should not handle money.
10. Containers of food must be covered to prevent any contamination from dust, flies, birds, animals, etc and uncovered only for the minimum amount of time needed for cooking and sale.
11. Cooked food, or vegetables eaten raw (lettuce, grated carrot etc) must not come into contact with raw meats or any surfaces or utensils used to prepare raw meats.
12. Ensure you have enough cooking utensils (tongs, spoons, knives etc). It is advisable to bring more than you think you may need so that you have spares if some get contaminated, dropped onto the ground, etc.
13. Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (at or above 60°C) or cold (at or below 4°C). It is recommended you use a thermometer to ensure this is the case.
14. Ensure you have enough ice to keep food cold in chilly bins, etc. It is advisable to have someone who is able to obtain more ice as and when required to keep the food cold.
15. Only single service containers are permitted for the use of public (disposable plates, cups, knives, forks, etc).
16. Stallholders are required to have ready access to toilets, and to running water for the washing of hands and cleaning of utensils.
17. All rubbish generated at your food stall must be kept tidily in bins with plastic liners and removed from the site at the end of the day or as they get full.

I have read and understood these guidelines

Name:

Date:

Signed: