



# RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946  
Ph. (07) 895-8188 Fax. (07) 895-3256

## APPLICATION FOR REGISTRATION OF FOOD STALLS FOR EVENTS, FAIRS AND FESTIVALS

*Office Use Only*

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Name of event/fair/festival: \_\_\_\_\_

Organiser of the event: \_\_\_\_\_

Contact details of organiser: \_\_\_\_\_

Place where event/fair/festival will be held: \_\_\_\_\_

Date when event/fair/festival will be held: \_\_\_\_\_

Information about the reason for the event/fair/festival: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

### **Ruapehu District Council requires the following information from event/fair/festival organisers prior to the event taking place:**

1. List of proposed stallholders, including details on which hold the following licences:
  - Mobile licence
  - Ruapehu District Council licence
  - Other Territorial Authority licence
  - Charity group without licence
2. Proposal detailing the equipment that will be supplied by the organisers:
  - Marquee/tents/gazebo
  - Hand-wash facilities
  - Toilet facilities (the location of the nearest public facilities if available for use)
  - Refrigeration storage for the food (in addition to any drinks storage)
  - Possible contingency plans should the power supply on the day be inadequate e.g. gas-powered, generator, etc.
  - Refuse disposal (rubbish) arrangements.
3. Completed and signed application form from each stallholder.
4. Layout plan showing the location of each stall, relative to the facilities to be provided by the organiser.
5. Permission from the landowner to use the area for the event/fair/festival.
6. Confirmation that street closure permission has been obtained (if appropriate).



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## EVENT FOOD STALL APPLICATION

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**STALLHOLDERS to complete this form for each stall and attach copy to the main application form.**

Name of event/fair/festival: \_\_\_\_\_

Name of stall: \_\_\_\_\_

Name of person operating the stall: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Food to be sold: \_\_\_\_\_

Where will the food be prepared: \_\_\_\_\_

Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974? \_\_\_\_\_

Where and how will the food be stored prior to delivery to the festival site? \_\_\_\_\_

How will the food be transported to the site? (Refrigerated? Insulated containers?) \_\_\_\_\_

What food preparation will be done at the festival? \_\_\_\_\_

What access to hand-washing and toilet facilities do you have? \_\_\_\_\_

How will you store the food during the festival? \_\_\_\_\_

What cooking equipment will you have as part of your stall? \_\_\_\_\_

Are you bringing a thermometer to the event for food temperature control? \_\_\_\_\_

How will you protect food from contamination from dust, birds and customers? \_\_\_\_\_

Have you had any training in the safe handling of food? \_\_\_\_\_



## CHECKLIST FOR EVENT ORGANISING

The following information has been designed to assist you with the key elements of your event.

The checklist includes many aspects of event management that you may need to consider when organising your activity. We hope you find this checklist useful in your planning.

### Starting out

- Event theme and concept
- Aims and objectives
- Identifying key audience
- Getting people involved
- Date and venue
- Wet weather plan

### Money: How to get it and how to manage it

- Sponsorship
- Funding
- Budget

### Operational requirements

- Permission for the use of the venue
- Resource Consent
- Road closures
- Parking
- Food stalls and licences
- Liquor licenses
- Permit to have a fire
- Extending shop trading hours
- Amusement device licences/fireworks
- Fire hydrant access permits
- Temporary building permits and indemnity
- Public Liability Insurance
- Damage bonds
- Health and safety plan
- Consultation with affected parties
- Noise control
- Liaison with NZ police and other services
- Waste Management and clean up

### Event equipment and facilities

- Road closure equipment
- Event vehicle access to venue
- Security
- Lost children
- Signage
- Tents and marquees
- Tables and chairs
- Decorations and special effects
- Toilets
- Amusements
- Rubbish bins
- Communication
- Electricity and lighting
- Water supply
- First Aid and Lifesavers
- Catering



**Programming performance and activities**

- Ideas for activities and entertainment
- Programming activities

**Site management and equipment**

- Public address systems
- Lighting
- Stage power
- Stage health and safety
- General information sheets: for performers, volunteers, officials, stall holders, etc
- Specific information sheets: specific to different people participating in the event
- Stage manager
- Source compare
- Productions meeting
- Final details letter

**Getting the word out**

Various media

- Marketing/communications plan
- Media releases
- Media kits
- Photographs
- Newsletters, flyers, advertising leaflets
- Mail outs, letterbox drops
- Event programme
- Distribution points for brochures and leaflets
- Paid radio and newspaper advertising

**Promotional activity**

- Letterhead
- Sponsors promotion
- Word of mouth
- Presentations, launches, sandwich boards
- Community launch
- Community notice boards
- Street banners and pole banners
- Street parades
- Pre-event activities

**Documentation and evaluation**

- Press clippings
- Photographs and slides
- Video taping and video
- Radio and TV recording
- Surveys
- Sound recordings
- Post event evaluation meeting
- Putting together an analysis report
- Economic impact
- Thank you letters to sponsors



**STALLHOLDER: Please keep this page for your reference**

***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 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 (e.g. 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. Keep a good supply of protective gloves available.
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. They also need access to hot water for hand-washing and cleaning utensils.
17. All rubbish generated at your food stall must be kept tidy in bins with plastic liners and removed from the site at the end of the day or as they get full.



**STALLHOLDER: Please sign and send this page to the event organiser along with your stall application.**

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