



Events Terms and Conditions

Applications

1. City Officers will notify applicants of the outcome of their application and any applicable payment requirements within five (5) business days after the application closing date via email or phone.
2. All stallholders will be informed in writing via email of their stall site locations, bump in time and location at least one (1) week prior to the City of Kalgoorlie-Boulder event. All stall allocations are final.
3. The City of Kalgoorlie-Boulder reserves the right to cancel participation of any stall at any given time should these terms and conditions not be adhered to.

Stall Payment, Cancellation and Refunds

1. All food vendors are subject to an applicable stall fee, as outlined in the event fee schedule.
2. Debtor forms will be sent out to all new stallholders. These forms must be completed and returned to the City's Events team within five (5) business days. Failure to return the completed forms may result in your stall allocation being withdrawn, reallocated to another Stallholder and/or delay payment.
3. Once your stall offer has been accepted and payment has been received, should you cancel two (2) or more weeks prior to the event date for which you have been accepted, you will be entitled to a 100% refund of your stall fee. To be refunded you will be required to complete all forms requested by the City, including a creditor form (if you aren't already in the system for payment).
4. Cancellations received within two (2) weeks or less, prior to the specified event date for which you have been accepted, are non-refundable.
5. Stallholders who have not paid their fees by the due date of two (2) weeks prior to the event will have their stall allocation removed or given to someone on the waitlist. If you decline your stall offer, no fees apply.
6. Notification of non-attendance is required with an explanation provided, in writing, as to the reason. Failure to appear at the event will be deemed as a may affect your eligibility to participate in future City events with the City, and no refund of monies will be made.
7. If for any reasons the event is cancelled, the City of Kalgoorlie-Boulder will contact all stall holders via phone or e-mail of event cancellation with as much notice as possible and stalls will receive a full refund. To be refunded successfully, a creditor form is to be completed (if you are not already in the system for payment).

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Traffic Management

1. During bump-in and bump-out stallholders must comply with the strict event traffic flow and parking allocation. The traffic flow map and site map will be provided one week prior to event. You may only enter at the allocated entry point, following the one-way traffic flow and must exit at the allocated exit point. There are no exemptions to this as it is for patron safety. Please remember that there may be pedestrians in the event area during set up.
2. All vehicles must drive at or below 5km/hr with hazard lights through the event site at all times.
3. Stallholders are required to unload their supplies at their allocated bump-in location and immediately move their vehicle to the event parking.
4. No vehicles are permitted to remain onsite unless approved by City Officers.
5. Stallholders must follow directions of event staff at all times to ensure safety.
6. Strictly no vehicle movement is permitted after the deadline has passed. Failure to abide by this rule may result in being blacklisted and possible exclusion from future City of Kalgoorlie-Boulder events.

Stall Presentation and Expectation

1. Stallholders must come prepared for all weather conditions.
2. The allocation of your bay may be outdoors on roads and/or paved footpaths; therefore, you are unable to 'peg in' marquees and there is no protection from weather.
3. All erected infrastructure, including but not limited to marquees and tents, must be securely weighed or anchored down in accordance with Work, Health and Safety (WHS) regulations. Failure to comply may result in the removal of improperly secured structures and trading.
4. We strongly encourage Stallholders to bring the following items:
 1. Lighting for when it gets dark.
 2. Large bin & cleaning materials for spillages on road/paving.
 3. Ground cover sheet big enough to cover ground of workspace (Compulsory for food service)
 4. Tables and chairs

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5. Power leads (minimum 30 metres)
6. Signage etc
5. Stallholders are required to be ready to trade 30 minutes prior to event start time.
6. Stalls are required to remain open until the advertised event end time. Trading beyond this time is not permitted.
7. Stallholders must not sell, display, promote or distribute any items that may be considered dangerous, weapon-like, or threatening in appearance, including but not limited to swords, replica weapons, toy guns, imitation firearms, knives or similar items.
8. Event Staff reserve the right to inspect and assess any items being sold or displayed. Where an item is considered inappropriate, unsafe, or likely to cause concern to event attendees, Event Staff may require the item to be immediately removed from sale or display.
9. Failure to comply with a direction from Event Staff may result in the Stallholder being required to immediately cease trading, without refund or compensation.
10. Stallholder displays and materials must stay within their assigned stall space. Failure to do so may result to further action.
11. All stallholders are responsible for the removal of their own rubbish and must leave their allocated space in the condition it was found prior to bump-in.
12. Damage caused to sites by vendors may result in a charge for repairs from the City.
13. For any safety concerns during the event, please contact Event Staff as soon as possible.

Food Vendors

Environmental Health

1. All food vendors must supply a copy of their Food Safety Supervisor certificate and Food Handler certificate for all staff to Events team no later than two (2) weeks prior to event day.
2. Food stall holders shall comply with all requirements set by the Food Standard Code (FSANZ) and Food Act 2008 and instructions given by the City's Environmental Health Officers.

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3. Food shall be prepared and processed in accordance with the Food Standard Code (FSANZ) and Food Act 2008 and as directed by the City's Environmental Health Officers.
4. The City's Environmental Health Officers may contact you and request further information and will perform an onsite inspection on event day.
5. Stall areas must be thoroughly cleaned before leaving the event site.
6. Hand sanitiser must be made available to all customers.

For full information please see Temporary Food Stalls/Premises document [HERE](#)

Electrical Safety and Requirements

1. All electricity requirements must be stated on the application form.
2. Any equipment not declared will result in an invoice for the additional power requirements may incur an additional charge for payment prior to participation in any future city events.
3. Please note that each connection must be used by one item only
E.g. one plug per connection point - no multi cores / power boards / double adapters.
This is to ensure that there is no interruption to the power supply.
4. Stall holders are encouraged to bring their own generator. Generators should not contribute unduly to noise or vibration levels.
5. All generators, electrical items, cabling, switches, fuses etc must be tested and tagged prior to the event.
6. Stalls will be inspected on the event day by a licensed Electrical Compliance Electrician. Equipment that has not been tested and tagged may not be permitted for use or be charged a fee.
7. All electrical equipment must comply with relevant legislation and follow all instructions given by the City's Environmental Health Officers and Events Team.
8. The City of Kalgoorlie-Boulder is not responsible for any damage to electrical equipment.

Water Use

1. Stallholders must let the Event Team know before the event if they require access to water or plan to use water on site.



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2. Any water use that has not been declared may result in an invoice being issued to the Stallholder. This must be paid before the Stallholder can participate in future City events.
3. Stallholders must not use City water supplies without approval from the Event Team.

Late Arrivals, No-Shows and Site Access

1. Stallholders must arrive and access the event site during the bump-in times and through the entry points advised by the Event Team.
2. Late arrivals, failure to attend without notice, or failure to follow site access procedures may result in a penalty being issued. Any penalty must be paid before the Stallholder is permitted to participate in future City events.
3. The Event Team may refuse site access or require a Stallholder to cease trading where late arrival or non-compliance impacts event operations, traffic management, public safety or other stallholders.

Regulations and Insurance

1. Stallholders must hold their own Public Liability Insurance with a minimum cover of \$20 million, which must include cover for the event date(s) and all staff or volunteers operating the stall. If you do not currently hold Public Liability Insurance, information on obtaining suitable cover is available through providers such as My Market Insurance or Local Community Insurance.
2. Smoking, vaping and alcohol consumption is not permitted at the event.
3. Stallholders must behave respectfully and comply with all reasonable directions given by City Officers, Event Staff, Security, Contractors, Volunteers and Emergency Services Personnel. Failure to comply may result in immediate stall closure and may receive a blackmark against your name.
4. You must not engage in conduct that is disruptive or inconsistent with the purpose of the City of Kalgoorlie-Boulder's event. This includes, but is not limited to, harassment, online bullying, or knowingly making false or defamatory statements about the City of Kalgoorlie-Boulder, its events, staff, volunteers, contractors or other Stallholders. Failure to comply may affect eligibility to participate in future City events.

Compliance

1. Stallholders will return all required documentation and permits to the Events Team by the set deadline.



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2. Stallholders shall comply with all instructions given by City Officers.
3. The City of Kalgoorlie-Boulder is not responsible for any theft, loss or damages to persons, money, or goods as a result of participating in the event, or if vendor is not deemed viable to trade due to lack of compliance.

Privacy and Responsible Information Sharing

1. By submitting an application to participate in a City of Kalgoorlie-Boulder event, you acknowledge that the City will collect, use, store and disclose your personal information for the purposes of assessing your application, administering your participation, communicating with you about the event, meeting legislative and recordkeeping obligations, and carrying out the City's functions.
2. Your personal information may be disclosed to relevant City employees, contractors, service providers, emergency services, government agencies or other authorised entities where necessary to administer the event, comply with legal obligations, or as otherwise authorised or required by law.
3. The City manages personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA), the Local Government Act 1995 (WA), the State Records Act 2000 (WA) and other applicable legislation. If you choose not to provide the requested information, the City may be unable to assess your application or facilitate your participation in the event.

I have read, understood and agree to these Terms and Conditions and acknowledge my responsibilities as a Stallholder participating in City of Kalgoorlie-Boulder events.