**EXPRESSIONS OF INTEREST - FOOD VENDOR - PERTH FESTIVAL 2020**

The University of Western Australia through the Perth Festival is responsible for presenting the Perth Festival 2020. The Festival will include a number of venues and events at which the Festival will require food and beverage service.

Perth Festival invites you to complete and submit the application below (Part 1) for selection as a food vendor for the Festival on the terms and conditions set out below (Part 2). Collectively, these form the contract. Successful applicants will be bound by the terms of the contract. By signing and submitting the application you acknowledge that you have read and understood and agree to be bound by and comply with the contract if successful.

Completed applications along with all supporting documentation including insurance and certificates must be submitted by email to **catering@perthfestival.com.au** by 1 December.

Perth Festival will select applicants in its absolute discretion and its decision will be final. The Festival will advise successful applicants in writing by 10 January but the contract will not be finalised until you have paid Perth Festival the Location Fee.

If Perth Festival cancels the Event, they will refund the Location Fee. If you cancel the engagement during the period of 7 days before the Event, or fail to attend at the Venue on the date or at the time the services are required, you will forfeit the Location Fee.

Perth Festival looks forward to working with you. If you have any questions regarding the engagement, please contact:

Alexandra Hayes (08) 6488 8619.

Yours Sincerely

Alexandra Hayes

Production Administrator

**Part 1 - Stallholder application form**

|  |  |
| --- | --- |
| **APPLICANT** NAME |  |
| **VENUE** | Chevron City of Light  Highway to Hell  Chamber Music Weekend  Literature & Ideas Weekend |
| **DATE/S APPLYING FOR** |  |
| **SERVICES OFFERED** | *Please list items available for sale* |
| **TYPE OF SET UP** | Choose an item. |
| **EFTPOS FACILITIES** | Choose an item. |

**INSURANCE**: Please attach your certificates of currency for:

* public liability insurance - not less than $20 million cover;
* accident and personal injury insurance not less than $10 million;
* Local Government Food Business Registration.

Please also attach your total fire ban exemption approval

|  |  |
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| **FOOD VENDOR REQUIREMENTS** | |
| **Space required** |  |
| **Power requirements** |  |
| **Do you require access to water?** | Choose an item. |

Space will be allocated based on requirements and availability. No additional requests will be accommodated on the day of the Event.

Signature:

Name (print):

For and on behalf of

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

By signing and submitting the application the applicant acknowledges:

* That it has read and understood and agrees to be bound by and comply with, the contract if successful; and
* That no contract will be formed until the applicant has paid the Location Fee to Perth Festival.

**Part 2 – terms and conditions**

The University of Western Australia through the Perth Festival hereby engages you (Vendor) to provide the Services at the Venue for the Event during the Season as set out below and otherwise on the terms and conditions for UWA purchase orders (<http://www.finserv.uwa.edu.au/sp/policy/TCs_POs/services>) as attached.

1. The Vendor will make available food and beverages as agreed with Perth Festival (with respect to range and price) for purchase by:
   1. Festival patrons; and
   2. (at discount of 15%) by Perth Festival staff members and artists on production of appropriate identification.
2. The Vendor may NOT pack up or vacate the allocated site until expiry of the Service Time on any Service Date, and as advised by the site manager.
3. The Vendor must provide all equipment, marquee, tables, flooring, cooking equipment, lighting, signage, on-site handwashing and utensil washing facilities unless otherwise agreed.
4. All marquees or structures must be weighted down with water/sand weights, no guy ropes or other tie down points are permitted.
5. Site lighting will be provided however the Vendor is responsible for supplying internal marquee lighting.
6. The Vendor must use sustainable or bio degradable packaging, utensils, napkins and take all reasonable measures to reduce the amount of wastage generated from food consumption.
7. The Vendor is responsible for leaving its allocated site and surrounding areas clean and tidy. Displays, signs and other promotional material may only be installed in or on the Vendor’s allocated space. The Vendor must comply with Perth Festival’s requirements including maintaining pathways free of obstructions.
8. Damage to the Venue arising from the negligence or breach of these conditions or regulatory requirements by the Vendor is the responsibility of the Vendor. Costs of repair or remediation will be invoiced to and paid by the Vendor.
9. The Vendor must maintain all insurances as advised in the application for the duration of the Season.
10. This engagement does not create an exclusive relationship between Perth Festival and the Vendor in respect of the services.
11. The Vendor must provide Perth Festival with 7 days’ written notice of termination. Failure to do so will result in forfeiture of the Location Fee.

*Attachment – UWA standard purchase order terms and conditions*