

ART IN THE PARK

FOOD/DRINK SITE BOOKING REQUEST FORM

Being held on **Sunday 16th February 2020**, 10am-4pm in the Government Gardens.

Please complete and return by 3pm, Friday 1st February 2020.

Contact Details:

Name: _____

Contact Number: _____

Email Address: _____

Your Postal Address: _____

Social Links (if applicable)

Facebook: _____

Instagram: _____

Website: _____

Other: _____

Ready-to-eat artisan foods (high quality, distinctive product in small quantities, usually made by hand and using traditional methods) and locally grown/made artisan goods such as jams and sweets (operating under applicable health laws) will be permitted on a case-by-case basis and will be allocated sites together in one area. Takeaway/coffee/hot food stalls are charged at a different rate to account for provision of bins etc.

You will need to be registered with your local authority, eg. Council, and you will need to have a mobile/market stall licence with Rotorua Lakes Council. For more information please see:

<https://www.rotorualakescouncil.nz/our-services/permitsfoodliquorlicensing/food/Pages/Market-Stalls>

Proof of registration and licence will need to be provided to The Arts Village prior to the event.

Food/Drink stalls will need to be completely self-contained; there are no power or water connections available on site.

Tell us about what you intend to sell at Art in the Park:

Site Booking Request:

See the attached map for site locations; all sites are approximately 3m by 3m
Sites 62-81 are reserved for food/drink Sites, 1-61 are allocated for artist sites.
If your requested site is already booked, we will contact you to offer alternatives.

Requested Site #: _____

☐ Takeaway/Coffee/Hot Food (\$50 per site)

☐ Artisan Jams/Sweets etc. (\$40 per site)

Total Cost: _____

Please note we require payment for sites at the time of booking.

If you have not been a part of Art in the Park before, please contact our office to confirm your acceptance as a site holder before making your booking.

To book your site, please return this form with payment to:

The Arts Village

1240 Hinemaru St, Rotorua, 3010

office@artsvillage.org.nz

Come in during our office opening hours, Monday to Friday 9.30am to 3.30pm, or Saturday 10am-2pm. (Office closed 23rd December to 2nd January)

We accept payment via EFTPOS, Visa, Mastercard, Cheque and Cash. (if paying by cash please bring exact change)

You can also pay via internet banking:

Our details are:

Kiwibank: 38 9016 0140025 00

Account Name: Rotorua Arts Village Trust

Please include "your name" and "AIP" as a reference.

Setting Up and Packing Down

Sites can be set up from 8am onwards, and must be set up and ready by 10am at the latest. The event ends at 4pm and no earlier; sites must stay set up until this time, even if all stock is sold.

Cancellations:

Cancelled bookings up to and including February 1st 2020 will receive a 50% refund.

Any cancellations made after this date by the stall holder will not receive a refund.

If the event is cancelled due to adverse weather or other circumstances out of our control, due to costs already incurred unfortunately we will not be able to provide refunds.

Please note there is no postponement date for this event.

By signing, you declare that all of the information you have given is accurate, and you have read and understood the terms of participating in this event.

Sign: _____

Date: _____

Any Questions?

07 348 9008

office@artsvillage.org.nz

1240 Hinemaru Street, Rotorua

www.artsvillage.org.nz

ART IN THE PARK - STALLHOLDER MAP

