



# PHILIPPINE COMMUNITY COUNCIL OF NEW SOUTH WALES, Inc.

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## PHILIPPINE CHRISTMAS 'PASKO' FESTIVAL 2024

w: [paskophilippines.com](http://paskophilippines.com) | fb: [fb.com/philippinepaskofestival](https://fb.com/philippinepaskofestival)

Saturday & Sunday 16 - 17 November 2024

Tumbalong Park, Darling Harbour, Sydney NSW

### Pasko Stalls: Conditions for Stall Hire & Selection Criteria

1. Interested parties are required to submit a Stallholder Application form (Refer to Annexure "A") which must be fully completed. (Screenshots of applications completed by hand will not be accepted).
2. Completed application forms duly signed by the business proprietor or authorized officers of the company lodging the application together with copies of business permit and public liability insurance must be submitted by email to the following email addresses not later than **30 September 2024**.

**Cesar Bartolome, Pasko Festival Chairperson 2024** [cfbart69@gmail.com](mailto:cfbart69@gmail.com)

3. PCC NSW reserves the right to refuse any stallholder application.
4. Stallholder Applications shall be assessed based on product mix, price range and compliance with stall hire requirements.
5. Applicants shall be advised of the status of their applications by email on or before **11 October 2024**.
6. Approved Applicants must pay in full the stall hire fees by **15 October 2024** via bank transfer to the bank account PCC-NSW at:

**St George Bank**

**BSB No. 112-879 Account No: 487747711**

**(Reference: Stall Name)**

7. A public liability insurance and health permit from the Sydney City Council must be submitted to PCC-NSW together with the application or not later than **30 September 2024**.

8. **Stalls and Hiring Fees:**

- **Stall A - Non-food Stall:** single fete stall, 3m x 3m including 2 wooden bench tops, chairs, and roof tops.  
Stall Hire Cost for 2 days - **\$2,750.00 (GST inclusive)**
- **Stall B - Food Stall:** double fete stall, 3m x 6m service area, 3m x 3m food serving space including 3 wooden bench tops, chairs, and roof tops. Hot water, hand wash basin, medium mobile cool room to be shared by 2 food stalls,  
Stall Hire Cost for 2 days - **\$5,500.00 (GST inclusive)**

9. In the event of cancellation, stallholders shall be refunded certain percentage of the stall hire fee to cover administrative costs calculated from the date of cancellation advise as follows:

10% of stall hire fee for cancellation received less than 10 calendar days before the event date; 30% for less than 20 calendar days; 40% for less than 30 calendar days; and 50% for more than 30 calendar days.

10. The Conditions and Guidelines for the Use of Stalls for Events in Darling Harbour managed by Place Management NSW (Annexure "B") shall form part of the terms and conditions for stall hire and shall bind the stallholder for the duration of the Philippine Christmas (Pasko) Festival.

I accept all the terms and conditions as stipulated above.

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Business Name

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Stallholder Signature over Printed Name

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Date

# ANNEXURE "A"

## PHILIPPINE CHRISTMAS "PASKO" FESTIVAL 2024

w: paskophilippines.com | fb: fb.com/philippinepaskofestival

### STALLHOLDER APPLICATION

APPLICANT DETAILS	
NAME:	
ADDRESS	
CONTACT PERSON	
STALL TYPE	
NAME TO APPEAR ON STALL SIGNAGE	
CONTACT INFORMATION	
HOME PHONE	
BUSINESS	
MOBILE	
SPECIAL TERMS AND CONDITIONS OF STALL HIRE	

List of items to be sold & event retail price		
#	PRODUCT NAME	RETAIL PRICE
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$

List of items to be displayed & distributed (eg. Brochures, promotional materials, etc.)	
1.	5.
2.	6.
3.	7.
4.	8.

List of items that require power (eg. 2 x fry pans, 1 x rice cooker, 1 x TV)		
1)	4)	7)
2)	5)	8)
3)	6)	9)

1. The Philippine Community Council of New South Wales Inc (PCC-NSW) through the Philippine Christmas 'Pasko' Festival 2024 Organising Committee reserves the right to refuse any stallholder application or cancel an approved application for failure to comply with any term or condition of stall hire.
2. The Conditions and Guidelines for the Use of Stalls for Events in Darling Harbour managed by Place Management NSW (Anexure "B") form part of the stall hire agreement and binds the stallholder and stallholder's employees and agents for the duration of the Pasko Festival 2024.
3. A public liability insurance and health permit from the Sydney City Council must be secured by the stallholder and submitted to PCC-NSW on or before 30 September 2024.
4. PCC-NSW shall not be held liable in case the Event is not held due to force majeure (such as acts of God, war, civil disturbance, riots, strikes, epidemic, interruption or delay of any public authority bureau, or any cause whatsoever beyond its control).
5. The stallholder shall indemnify PCC-NSW and its officers and the organizing committee for any loss or liability arising from the acts or omissions of the stallholder, its employees or agents.

**We/I confirm that we/I have read and understood the above special terms and conditions and the conditions & guidelines for the use of stalls for events in Darling Harbour ("Terms and Conditions"). By signing this document, we/I agree to abide by these Terms & Conditions if this stallholder application is approved by PCC-NSW and this approved Application and the Terms and Conditions incorporated therein shall constitute the Agreement for the stall hire between PCC-NSW and the applicant/hirer**

	Date
Proprietor/Company Name	
Application received on	
<b>FOOD STALLS ONLY</b>	<input type="checkbox"/> Copy of current Business Permit
<b>Mandatory</b>	<input type="checkbox"/> Copy of current Liability Insurance
<b>Documentation</b>	<input type="checkbox"/> Copy of Temporary Health Permit
<b>submitted</b>	from the City of Sydney
Comments	

\_\_\_\_\_  
Stallholder Name

\_\_\_\_\_  
Stallholder Signature

**APPLICATION APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Philippine Christmas (Pasko) Festival Chairperson

For and on behalf of the Philippine Community Council of NSW

## **POWER SPECIFICATIONS FOR THE PASKO FESTIVAL STALLHOLDERS**

It is extremely important that all stall holders provide an accurate list or specification of power requirements for items they will be using within their stall. Providing accurate information will assist stall holders to receive the power they have requested and avoid electrical problems over the course of the event. It will also avoid the festival having to pay for additional generators and electrical services that may not be required.

The following pages are designed to assist in providing an accurate power specification that covers the majority of standard items used on community festivals. If a stall holder has an item not shown in these pages they should seek further information from festival organizers.

This information is relevant to electrical items that are designed and manufactured to run off standard Australian power and have not been modified after manufacture. All electrical equipment must be fit for purpose and tested and tagged.

Below is the spreadsheet from the stall holder application form.

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG

Stall equipment: -this is a simple description of each item eg – coffee machine

Quantity: -how many of each item do you have?

Elec or gas: -is the item powered by electricity or is it gas, such as a gas barbeque

Plug type: -if the item uses electrical power what type of plug does it have?

Watts(W) for items: -if an item has a 10AMP plug how many watts does it use?

THE FOLLOWING TWO PAGES SHOW HOW TO IDENTIFY WHAT TYPE OF PLUG AN ITEM HAS, HOW TO WORK OUT THE WATTS FOR AN ITEM WITH A 10AMP PLUG AND HOW TO FILL IN THE STALL HOLDER FORM

## ELECTRICAL ITEMS WITH 10AMP PLUG

10-amp items and plugs are the most common type and are the same as those found in homes and offices.

They can either be a double insulated device with two pins (Figure A) or a single insulated device with an earth pin (Figure B)

Figure A



Figure B



## ELECTRICAL ITEMS WITH 15AMP PLUG

15-amp plugs have a larger earth pin as shown below. The top two active and neutral pins are the same size as a 10-amp plug

15 Amp plug



15 Amp plug



Larger earth pin

## ELECTRICAL ITEMS WITH 20AMP PLUG

20-amp plugs have a larger earth active and neutral pin as shown below

20 Amp plug



Each pin is larger



20 Amp plug with collar

## HOW TO WORK OUT THE WATTS(W) OF AN ITEM WITH A 10AMP PLUG

For items that have either type of 10 Amp plug you should also provide the watts (W) if possible.

This information is often provided on the back, side or underside of the item. For example below is a Panasonic Blu - Ray player (Figure A). On the back of the player is an information panel (Figure B)

Figure A



Figure B



The watts are shown on the panel as W – so in this case the item uses 32W.

If the item does not have an information panel or does not clearly show watts, you should simply write “Not known”.

**YOU DO NOT NEED TO PROVIDE WATTS FOR ITEMS WITH A 15AMP OR 20AMP PLUG**

## EXAMPLE POWER SPECIFICATION FOR FOODSTALL

Using the example of a food stall that will have a coffee machine, a grinder, a blu ray player, a television screen, two cash registers and a gas barbeque how would the form look when completed?

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG	
Coffee Machine	1	Elec	20A		← Coffee machine has 20A plug so watts are not required
Grinder	1	Elec	10A	400 Watts	
Blu Ray player	1	Elec	10A	32 Watts	
Television Screen	1	Elec	10A	450 Watts	
Cash Register	2	Elec	10A	Not known	← Information on watts (W) is not shown on the Cash Register so is "Not known"
Barbeque	1	Gas			

Simple Description of items

Number of each item

Is it gas or electric?  
What type of plug does the item have if electric?

Information on watts (W) is not shown on the Cash Register so is "Not known"

## **Stall Holder Conditions of Use**

### **Conditions and Guidelines for**

#### **Place Management NSW (PM NSW)**

#### **VEHICLE ACCESS AND PARKING**

Stallholders will be permitted vehicle access to the pavement surrounding Tumbalong Park on the day of the event. Entry is via Liverpool St

#### **Bump in**

- **6:15am – 8:45am on event day**

#### **Bump out**

- **At the discretion of the Site co-ordinator**

Drivers must observe the following conditions:

- Drivers must be escorted on and off site
- Drivers are to follow the specific instructions given by PM NSW staff.
- Vehicles must be driven with hazard lights flashing
- Driving speed is walking pace and no faster than 5 km p/hr
- All vehicles must be removed from the site **no later than 9.00am** on the day of the event.

### **Driving on the grass is strictly prohibited**

#### **Deliveries after 9:00am**

Vehicle access onto site is not permitted after 09:00 and all deliveries must be carried onto site.

#### **Parking**

PM NSW does not provide parking. Details of parking stations can be found at <http://www.darlingharbour.com/getting-here/>

### **FOOD STALLS**

- All cooking must take place under cover in the designated food compound
- Stallholders are not permitted to erect their own temporary structures, including, but not limited to pagodas, shade structures or umbrellas.

Stallholders must ensure that they have a Temporary Food Permit issued by the City of Sydney Council. All conditions must be strictly adhered to and stallholders should be aware that food inspectors regularly attend events.

All food on display must not be openly accessible to the public and must be:

- Wrapped / packaged; or
- Completely enclosed in a suitable display cabinet (e.g. bain marie); or
- Protected from the public by a physical barrier such as a perspex glass sneeze guard or clear plastic siding to the stall.

### **Equipment provided at the venue by your event organiser:**

- Serving stall or area
- Designated cooking compound or stall providing a covered area for you to cook in
- Refrigeration
- Hand wash basins
- Waste water and waste oil barrels
- Waste bins
- Power (see below)
- Water

### **Food stall holders must provide:**

- All cooking equipment
- All serving equipment
- Protective barriers to prevent public access to food
- Disposable floor covering to protect grass and flooring from oil
- Washing up tubs and liquid as required
- Food temperature thermometer
- Fire Fighting equipment

### **NON FOOD STALLS**

- All activity and merchandise must be set up within your designated stall. Set up is not permitted outside your stall without prior approval from the PM NSW
- Stallholders are not permitted to erect their own temporary structures, including, but limited to pagodas, shade structures or umbrellas

### **WASTE AND CLEAN UP**

The clean up of the stall area is the responsibility of each stallholder. All rubbish must be placed in bins provided. All waste water and oil must be placed in the barrels provided. All rubbish, signage, packaging and equipment must be removed from stalls at the end of the event.



## **SALE AND DISTRIBUTION OF ITEMS**

Items are only permitted to be sold or distributed if they are deemed to be pertinent to the event. PM NSW reserves the right to refuse permission for the sale and/or distribution of any items.

## **POWER**

- All power requirements must be clearly listed on the stallholder application form
- Additional power requirements not specified on the application form may not be available on the event day
- All electrical equipment must be tested and tagged in accordance with the Australian Standard
- Leads and appliances that are not tagged will not be permitted to be used during the event
- Stallholders are not permitted to access power without authorisation from the Electrician or PM NSW staff
- No generators are to be used without authorisation by the PM NSW.

## **GAS EQUIPMENT**

All gas equipment including gas cylinders must be in good working order, within expiry dates and stored in accordance with safety data sheets. Gas cylinders must be stored in a secure manner. Gas bottles and connections will undergo a safety check on-site. If the bottles and connections are not compliant and safe you will not be able to use the equipment.

## **RISK**

The applicant accepts all risks during its use of the open space and is required to indemnify PM NSW.

## **SIGNAGE**

The following types of signage are permitted:

- Menus
- Product information sheets

**No third-party advertisements or signage is permitted.**

## **GENERAL CONDITIONS**

- No stakes, pegs, poles or the like may be inserted into the ground
- Balloons are not permitted
- Stickers are not permitted
- Glitter / confetti is not permitted
- Third party promotions, merchandise, advertising or competitions are not permitted without prior approval from PM NSW
- Distribution of flyers, brochures or business cards from outside the stall is not permitted you are not permitted to walk around the park or the precinct and hand these out
- All instructions issued by PM NSW staff and the Rangers must be strictly adhered to
- Access for emergency vehicles must be maintained and kept clear at all times
- PM NSW reserves the right to decline applications for stalls and takes no responsibility for any third party commitments entered into by the applicant if an application is declined
- Sale of alcoholic beverages of any kind is not permitted without prior approval from the PM NSW.

## **CONSEQUENCE OF NEGLIGENCE**

All applicants and associated personnel / employees shall not with intent, cause, instigate or engage in any action/behaviour, prior, during or after the event or at any time while in the Darling Harbour precinct as or in connection with this booking that may warrant a claim of negligence against PM NSW. Any action/behaviour resulting in a claim will be evaluated by PM NSW and at its discretion may deem such action/behaviour as negligence by the applicant. PM NSW reserves the right to refuse an application.