

ART IN THE PARK FOOD/DRINK SITE BOOKING REQUEST FORM

Being held on **Sunday 11th February 2024**, 10am-3pm in the Government Gardens, Rotorua. Please complete and return by 3pm, Friday 2nd February 2024.

Contact Details:

Contact Name _____

Stall/ Artist Name: _____

Contact Number: _____ Mobile: _____

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. Proof of registration and licence will need to be provided to The Arts Village prior to the event. For more information please see:

<https://www.rotorualakescouncil.nz/our-services/permitsfoodliquorlicensing/food/food-at-events>

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

IMPORTANT DATES:

- Applications Open: Friday 8th December 2023
- Applications Close: Friday, 2nd February 2024
- Market Date: Sunday 11th February 2024, 10am to 3pm

Tell us about what you intend to sell at Art in the Park (eg. *Beef Burgers, Chips, etc*)

Site Booking Request:

All sites are approximately 3m by 3m. **Sites 1-11 are reserved for food stalls**, sites 12-83 are allocated artist stalls. 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.

PAYMENT:

Please note we require payment for sites at the time of booking. We accept payment via EFTPOS, Visa, Mastercard, and Cash at our reception.

You may come in during our office opening hours, **Tuesday- Friday 9am to 4:30pm, or Saturday 10am- 2pm** (Office closed 23rd Dec to 2nd Jan).

You can also pay via internet banking, our details are:

Kiwibank Account number: 38 9016 0140025 00

Account Name: Rotorua Arts Village Trust

Please include your name and "AIP" as a reference

ART IN THE PARK 2024 STALLHOLDER MAP



- All stall sites are outside, the size fits a standard 3 x 3 metre gazebo.
- Stallholders must provide their own tables, chairs, gazebos, tablecloths, display, etc, and anything else they need for their stall.
- No parking is allowed on the grass.
- All sites will be marked in squares indicated by chalk markings on the grass, with site numbers pegged in front and centre of the stalls.
- The market site is in a park; there are trees, hard and soft ground, and gardens. While we do our best to stay true to the map, there may be some variance on the day.

Please note: The market is smoke-free and no pets are allowed on site (except registered service dogs).

SET UP AND PACK 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 3pm and no earlier; sites must stay set up until this time, even if all stock is sold.

CANCELLATIONS:

We are weather dependent as this is an outdoor market. Our team will do their best to ensure the market can go ahead on the date we advertise. In the case of wet weather, the market will still go ahead but there are no inside stalls available, stallholders will need to make their own wet weather preparations and decision on attending.

In the event of very bad weather (heavy rain/storm/high winds/flooding/fire/earthquake) the market will be cancelled by decision made by the Arts Village team. In this case, the decision will be made no later than 3pm the day before and will be posted on our Facebook page, Instagram, and our website. We will email all stallholders, and a sign notifying the cancellation will be put up at The Arts Village front door.

Unfortunately due to the costs already associated with this event, a no-refund policy will apply for cancellations.

POSTPONEMENT

Postponement day for Art in the Park is on **Saturday, 17th February 2024, 10am-3pm** and will be held at The Arts Village.

STALLHOLDER AGREEMENT

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.

I/We also agree to take responsibility for my/our own health & safety while attending the Art in the Park 2024.

Full Name: _____

Signature: _____ **Date:** ____/____/____

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

The Arts Village

1240 Hinemaru St, Rotorua, 3010

office@artsvillage.org.nz

07 348 9008

www.artsvillage.org.nz