

## ART IN THE PARK FOOD/DRINK SITE BOOKING REQUEST FORM

Being held on **Sunday 9th February 2025**, 9am-2pm in the Government Gardens, Rotorua. Please complete and return by 3pm, Friday 31st January 2025.

### Contact Details:

Contact Name \_\_\_\_\_

Stall/ Artist Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your Postal Address: \_\_\_\_\_

### Social Links (if applicable)

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Website: \_\_\_\_\_

Other: \_\_\_\_\_

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 10th November 2024
- Applications Close: Friday, 31st January 2025
- Market Date: Sunday 9th February 2025, 9am to 2pm

### IMPORTANT INFORMATION

- 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 7am onwards and must be set up and ready by 9am at the latest. The event ends at 2pm 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 please make your own wet weather preparations. In the case of severe weather conditions a decision to cancel will be made by The Arts Village team, and will be posted on our social media and websites by 3pm on the 18th of September. We will email all stallholders, and a sign notifying the cancellation will be put up at The Arts Village front door.

**Due to the costs associated with this event, there is a No refund policy for cancelation.**

**POSTPONEMENT**

Postponement day for Art in the Park is on Sunday, **16th February 2025, 9am-2pm** and will be held at The Arts Village.

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

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**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.

**Food and Beverage sites cost \$80 per stall site.**

**Requested Site:** # \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

**Please note we require payment and all relevant licences and certificates for sites at the time of 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

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**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 2025.

**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](mailto:office@artsvillage.org.nz)

07 348 9008