

# Application Form

## FOOD & BEVERAGE SAMPLING & SALES



**Important: Please download and open this form using Adobe Acrobat or Reader to ensure this form can be submitted properly. Alternatively, please send completed form to the details below.**

Please complete and submit this form no later than 14 days prior to the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

**Event Services Assistant, Te Pae Christchurch Convention Centre**

**Phone:** +64 3 266 1440

**Email:** [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

## Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event		Stand Name*	
Event Dates		Stand Number*	

\* If applicable

## Activity Details

What food or beverage items are being sampled?	
Why are these items being sampled and how do they relate to your core business?	
What quantity of items will be distributed per day?	
What are the sampling sizes of the items being distributed (in gm or ml measurements)?	
Will any food or beverage items be sold? If so what items and quantities? Please note additional conditions apply if food or beverage items will be sold.	
Is cooking required for any of the food and/or beverage being served? If so, please complete a Cooking Application form.	

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### Mandatory Requirements

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

**Please tick the boxes to confirm these requirements will be met:**

- Items to be sampled will be directly related to the exhibitor's core business and served as bite-size pieces or in maximum 50gm portions.
- Details of the ingredients in food and beverage products will be available including the presence of any allergens.
- All beverage portions will be limited to:
  - Non-alcoholic beverage (100ml or less)
  - Liquor spirit (20ml or less)
  - Wine and beer (50ml or less).
- Christchurch City Council Food Safety regulations that cover all distribution of food and beverage products must be adhered to at all events held at Te Pae Christchurch Convention Centre.
- Stands will have a Christchurch City Council Notice of Registration to align with food safety regulations for anyone supplying or offering food or beverage.

#### **Food:**

- All food will be packaged and stored in the correct manner prior and during the event.
- The Te Pae Christchurch Executive Chef and/or their team will inspect all food and storage solutions before sale to ensure it is suitable for sale and will make the final decision on if food is suitable for sale and able to be sold.
- No food sold will be consumed by customers on Te Pae Christchurch premises.

#### **Alcohol:**

- When alcohol is being served, portions will be no larger than the advised portion sizes at all times.
- Te Pae Christchurch's Responsible Service of Alcohol Policy will apply at all times and will be managed by the Te Pae Christchurch Duty Manager whose decisions are final.
- No person under the age of 18 years old, or who is showing signs of intoxication will be served alcohol.
- If alcohol is being sold, a Special Licence for Events from the Christchurch City Council allowing the sale of alcohol will be obtained by the stand holder and all conditions of the licence will be complied with at all times.

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- If alcohol is being sold, the stand Holder will have a licenced Duty Manager and a Special Licence for Events. Details of licences will be displayed at the stand. A copy of the licences will also be sent to Te Pae Christchurch with this application.
- Alcohol purchased at the stand by customers will not be consumed on Te Pae Christchurch Convention Centre premises.

## Required Documentation

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents to [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) along with your contact details as stated in the 'Contact Details' section of this document.

**Please tick the boxes to indicate you have provided the following information:**

- Christchurch City Council registration to sell food or beverage to the public
- Copy of Duty Manager's Licence and Special License for Events granted by Christchurch City Council (if selling Alcohol)
- Cooking Application form completed (if applicable)

## Terms & Conditions

**(To be completed by the person responsible for the work to be performed)**

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

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### Declaration

- I declare that I have read and understood this application and have completed this form to the best of my knowledge.

<b>Date:</b>	
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**Submit**

### Te Pae Christchurch Convention Centre use only

### Authorisation

<b>Authorised by:</b>	
<b>Comments:</b>	
<b>Signed:</b>	
<b>Date:</b>	

### Authorisation from Culinary Department

<b>Authorisation:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<b>Comments:</b>		
<b>Signed:</b>		
<b>Name:</b>		
<b>Date:</b>		