



Mangawhai Lions Food & Wine Festival

Saturday 15 March 2025

Liquor Vendor Application Form

Please complete and return to: Chris Dixon

Email: chris@dixon.kiwi.nz

All prices below are exclusive of GST

Please describe all products to be sold on the day:

We require alcohol % of each drink, also alcohol free options and any low alcohol options.

Beer, Cider and Wine ONLY, NO Spirits

Please provide a blurb for promotional purposes and an image of your set up
(send as a separate attachment)

SITE REQUIREMENTS: please indicate meterage required

3 METRES—Minimum \$200 (3m x 3m site) includes 4 complimentary staff tickets	\$
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6 METRES—\$400 (6m x 3m site) includes 6 complimentary staff tickets	\$
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9 METRES—\$600 (9m x 3m site) includes 8 complimentary staff tickets	\$
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Event Staff: No vendor staff to consume alcohol on site. Vendors will be clearly identified by a vendor wristband which must be worn throughout the event.

We require	# extra tickets for extra staff onsite @ \$30 per ticket	\$
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TOTAL	\$
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NO registration is confirmed until full payment has been received!

NAME:

SIGNATURE:

Payment to: Mangawhai Lions Club Project A/C

Particulars: Vendor Name/Trading Name

Account Details : Westpac: 03-0481-0041208-01

UNDERTAKINGS: We acknowledge and accept the undertakings and responsibilities of both parties as noted in "Notes to Vendors"

Trading Name:

Vendor Name:

Vendor Email:

Vendor Contact No:

Liquor vendors MUST apply for their own special license. Please see the attached form.

Duty Manager Name:

Please att. Duty Managers Certificate
(MUST be valid as at 15 March 2025)



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Alcohol Sales Agreement

ALCOHOL SALES PERIOD

Alcohol will be sold between 2:00pm and 6.30 pm Saturday 15 March 2025.

From 2.00 pm until 4.30 pm each patron will be able to purchase a maximum of 2 drinks at each sale.

From 4.30 pm to 6.30 pm this reduces to a single drink at each sale.

This assists in slowing alcohol consumption and allowing more sales interactions with the serving staff, providing more opportunities to advocate safe alcohol consumption.

LOW ALCOHOL

Zero, low and mid percentage beer and wine will be available so people can enjoy a drink with a lower chance of intoxication.

NON ALCOHOLIC DRINKS

All alcohol vendors must have water available at their stalls. We also encourage the sale of sodas.

NO bottles or cans to be given to patrons, drinks may ONLY be served in festival plastic tumblers.

All vendors, including alcohol, food vendors and vendors selling non-alcoholic or low alcoholic drinks, will be listed on the event website and in the event programme so that all options are made clear before the event.

Water will be freely available provided by the festival organisers.

You must also provide free water at your stall (this is a KDC requirement of your special license).

SIGNAGE

You will be provided with 3 signs that must be displayed on your stall. These are as follows:

Bar Rules

Alcohol sales commence at 2:00 pm and stop at 6.30 pm

This event closes at 7:00pm

No partial or full glasses may be taken off the site

You must be over 18 years, have a wrist band and festival glass for service

Intoxicated patrons will not be served

R18 Photo ID, NZ Drivers Licence, Passport or 18+ Card acceptable

All alcohol must be poured into the festival glass.

Two (2) serves
per person
2:30pm – 4:30 pm

One (1) serve
per person
4:30pm to 6:30pm

Single Pours ONLY

Bar Closes at 6:30pm

Drink Responsibly
Eat Well
Be Nice
Have a Great Time

Duty Manager :



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AGE CHECK

This is an R18 event, and all patrons will be ID checked at the gate. However, if you are concerned, please ID check anyone you feel might be underage and inform the festival alcohol manager if you detect anyone underage.

All patrons will be issued with a wrist band. This signifies the patron can purchase alcohol.

Wrist bands may be removed by security staff, the Event Duty Manager, or first aid staff, if a patron has become intoxicated or behaves in a manner that results in alcohol service being terminated.

You will be provided with the contact mobile number for the Event Duty Manager to directly report any issues.

Your Responsibilities include but are not limited to the following:

- * Provide a signed Alcohol Sales Agreement .
- * Duty Manager Certificate x 1.
- * Special License (once received from KDC).
- * Provide free water (KDC requirement).
- * Display the signs provided.
- * Perform your duty manager roles and inform the Event Duty Manager of any intoxicated persons or concerning issues.
- * All staff must be over 18 years old.
- Attend one of the briefings prior to the event.
 - 14 March 12.00 pm
 - 15 March 12.00 pm

These will take place under the decking area of the Domain Clubrooms. Attendance is compulsory.

* No vendor staff to consume alcohol on site. Vendors will be clearly identified by a vendor wristband which must be worn throughout the event.

I agree to abide by the requirements and practices outlined in this plan.

Duty Manager:	
Name:	
Signature:	
Business:	
Date:	



Mangawhai Lions Food & Wine Festival

Notes to Vendors

Firstly, thank you for wishing to be a part of this amazing event! We have put many processes in place to help with us running a professional, smooth event while ensuring we are abiding by all our Health and Safety permits. We appreciate market conditions are difficult at present so we have kept our site costs low. ALL profits from this event will go to support our local community, so if you've had a profitable day we would welcome a koha to increase the charitable funds!

The venue is the Mangawhai Domain, 75 Moir St, Mangawhai.

Vendor gates open at 11.00 am and will close at 1.00 pm

SET UP TIME : 11.00 am to 1.00 pm

EVENT OPEN : 2.00 pm to 7.00 pm

PACK DOWN : 7.00 pm

You will be met by a Lions team member at the vendors entry gate, who will sign you in and advise you where to set up. Due to the time frame and limited access space, there can be NO deviating from where you will be asked to set up.

Please come 100% self-sufficient with everything you need for the event:

NO power connections or generators provided. Please note all generators are to be isolated away from foot traffic and thoroughfare. Peg/Cable covers must be used to ensure all generators cables are safe and pegged to the ground.

Liquor vendors MUST apply for their own Special License. Please see the attached "Liquor License Application" NOTE : ALL alcohol vendors MUST supply FREE water and non alcoholic options as a condition of the liquor license.

No liquor waste bottles or packaging is to go into the event rubbish bins. Please take away with you, failure to do so will result in not being able to return to following years shows.

Cans ONLY may be recycled in the Lions recycle trailer.

NO bottles or cans to be given to patrons drinks may ONLY be served in festival plastic tumblers.

Ice will be available to purchase at cost on site—details to follow .

Safety is Paramount! THERE IS A MAXIMUM OF ONLY ONE VEHICLE PER SITE and it must observe the 5kph speed limit at all times. Please park your vehicle directly behind your own site throughout the day. Once the event begins there are NO vehicle movements permitted on the site . There is parking for all other vehicles at the main public carpark at the rear of the Domain.

NOTE: NO vehicles are to leave the grounds before 7.15 pm.

Mangawhai Lions Club will not take responsibility for bad weather, low attendance, or any other adverse eventuality which may impact on the financial success of the day, for any party.

All profits derived by the Mangawhai Lions Club, after all expenses have been paid , will go to the sponsored Charity(s) stated.

NO DOGS ALLOWED except working dogs (blind/deaf/disabled)