**Expression of Interest**

**Community Groups at Rest & Lunch Stops**

As our riders move from town to town, there are a number of nominated rest stops and a designated lunch stop each day. Community Groups are invited to join us at these sites and use the opportunity for fundraising.

However, as these stops have to service more than 4000 riders in a given period, it is essential that we have sufficient information about each group so that we can manage available space and provide a safe environment for all.

Please ensure you have read all the following information carefully and sufficiently completed the application form prior to submitting your information. Applications must be submitted to Fiona Neuwirth by Friday 15th September 2016:

Email: fionan@bicyclenetwork.com.au

Postal Address: Attention: Fiona Neuwirth

Bicycle Network

 Level 4, 246 Bourke Street

 Melbourne VIC 3000

Designated Rest Stops and Lunch Stop

Each of our designated stops are chosen in careful consultation with Victoria Police to ensure that they are able to hold a large number of riders without negatively impacting other road-users.

Rest stops are generally located every 20-25km and the lunch stop normally lies anywhere between 45km and 60km from the start point.

Information on the rest stops and lunch stops can be found on our website once details of the route are released.

On-Route Fundraising Opportunities

Fundraising at rest stops and the lunch stop will ensure you have significant exposure to our riders. However, prior to submitting your application, please consider the following points:

* Be the Early Bird – our route opens at 6.30am and we encourage community groups to set-up early so you are ready when the first of the riders come through.
* What we provide – at the rest stops, we provide fresh drinking water and toilets to our riders. At the lunch stop, we provide our riders with lunch (sandwich/roll, fruit and a snack), water and toilets.
* Work within regulations – all groups are required to obtain any relevant permits (food handling, competitions / raffles, etc.), observe all council by-laws and observe electrical and gas safety regulations. Additionally, electrical items must be tested and tagged.
* Be creative – a raffle, cold drinks, local produce stand or petting zoo can be just as successful as a sausage sizzle.
* Be flexible – there are many variables that influence the success of fundraising activities, including weather, ride length and difficulty, etc. Avoid purchasing any stock that is perishable and cannot be returned if unsold.
* Other vendors – at some stops, there will be a coffee vendor that travels along with us as part of the event. However, there is no exclusivity awarded to any vendors or community groups, with the exception of our bike Mechanic.
* Advertising – advertising opportunities are available in our daily ‘newspaper’. Please indicate on the form below if you wish to have your activity included in the daily edition. Additionally, if you have the resources, it’s a good idea to place signs at intervals along the route (at least 1km before the stop) advising the riders what you’ll have available – get them thinking early! But please do not obstruct any existing signage or roadside infrastructure.
* Vehicles – any vehicles required at rest stops as part of a fundraising activity must not exceed 10kmph and must drive with their hazard lights on. Vehicle movements during the peak arrival periods for riders will be severely restricted. There may not be adequate space available on-site for parking so you may be redirected to park elsewhere in between bump-in and bump-out.
* Utilities – community groups must supply their own power and water.
* Keep it green – please consider the disposable materials and packaging you use, and be mindful that you are responsible for disposing of the waste you generate. Please recycle where possible.
* Please be patient – be mindful that other vendors and contractors will be setting-up at the same time that you are. You may be asked to wait whilst other vehicles are moved into the area. Please cooperate with any directions given to you by Event Staff.

Application for Community Groups to Fundraise

at a Rest Stop or Lunch Stop

**Day No. \_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[ ]  Lunch Stop**

**[ ]  Rest Stop** (please indicate which is your preferred) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Organisation/Club/Business/Individual:**

**Proposed Activity:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact Person:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(This person must be available on the day you plan to be on site)*

**Contact Details:**

**(B/H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Contact Person:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Details:**

**(B/H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Site Size:***When selecting site size please ensure you consider all of your infrastructure and equipment as this site will be the only space allocated to you and needs to accommodate all equipment including marquees, barbeques, tow bar etc. There will be a separate area for parking.*

[ ]  3mx3m [ ]  6mx3m[ ]  Other \_\_\_\_\_\_\_\_\_

 **Infrastructure / Equipment you plan to bring on-site including sizes (e.g. pop-up marquee, trestle tables, BBQ, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vehicle access required:**

**Yes** **[ ]**

**No** **[ ]**

*Please note: private vehicles will not be permitted on-site. Please outline above if a vehicle is required as part of your infrastructure.*

**Food Permit**If you are planning to serve food or beverage, including packaged foods and beverage, please provide us with a copy of your food permit. You can obtain a permit at <https://streatrader.health.vic.gov.au.>

 **[ ]** I have attached my food permit to this application

 **[ ]** I will provide my food permit via email by Friday 16 September 2016, and understand failure to do so will mean I will be unable to serve food and beverage on site.

 **[ ]  All electrical equipment I bring on site will be tested and tagged**
 Any equipment not tested and tagged will not be able to be used at the event.

**[ ]  Please advertise my activity in daily event newspaper**

\*Please attach a short (100 word) description of your organization to be included in the daily newspaper.