



Newcastle Entertainment Centre

Food & Beverage Sampling Application Form

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Catering Department, Newcastle Entertainment Centre

Phone: +61 2 49212100

Email: Shane.Horner@nec.net.au

CONTACT DETAILS

Name:	<input type="text"/>	Company:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>
Name of event:	<input type="text"/>	Event dates:	<input type="text"/>
Location of event:	<input type="text"/>	Stand name:	<input type="text"/>
		Stand no:	<input type="text"/>

PURPOSE

What food or beverage items are being sampled?

Why are these items being sampled and how are they relevant to your business?

What quantity of items will be distributed per day?

What are the sample sizes of the items to be distributed?

Is cooking required for any of the food and beverage being served? If so, please complete Cooking Permit Form.

MANDATORY REQUIREMENTS

- Items to be sampled must be directly related to the exhibitor's core business.
- Food portions are to be served as bite-size pieces or in maximum 50gm portions.
- Beverage portions are limited to:
 - Non-alcoholic (60ml or less)
 - Liquor spirit (Includes Cocktails) (20ml or less)
 - Wine & beer (50ml or less)
- All persons serving alcohol samples must hold a current NSW competency card, a copy of which must be supplied to the event organiser and Newcastle Entertainment Centre (NEC) prior to tenancy.
- No sale of any alcohol is to occur whilst at NEC under any circumstances. Credit Card details may be obtained from a member of the public, however these details must be hand written and no Credit Card or EFTPOS transaction is to occur whilst on the NEC site.
- Mandatory Liquor & Gaming NSW signage is to be clearly displayed on each stand serving alcohol.
- City of Newcastle safety regulations that cover all distribution of food & beverage products apply to all events held at NEC. Organisers are required to register their event with the Newcastle City Council. This can be done via mail@ncc.nsw.gov.au. Please provide proof of registration with the Newcastle City Council to NEC.

PERMIT AGREEMENT (to be completed by person responsible for the work to be performed)

NEC representatives undertake regular compliance checks and you may be asked to provide evidence in relation to the above requirements. If at any time, an activity or operation is considered non-compliant, unsafe or placing persons or the environment at risk, NEC representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Understand that at any stage before or after this permit is approved, NEC may add or remove any restrictions to the use or application of this permit, in its sole and absolute opinion.

I hereby agree to meet the above mentioned requirements.

Signed:

Date:



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NEC USE ONLY

NEC AUTHORISATION

Permit issued by:

Comments:

Signed: _____ Date: _____

NEC COORDINATOR VALIDATION

Reviewed by:

Comments:

Signed: _____ Date: _____