

Christmas at the Cathedral 2026

Marketplace Application - Gift Stalls

Event Information

The Catholic Archdiocese of Sydney is staging Christmas at the Cathedral, a twilight festival at St Mary's which draws families, children, community groups, tourists and the general public to the Cathedral Forecourt to experience the Christmas spirit with market stalls food and drink options, Christmas wares, packaged Christmas delicacies and entertainment for the children, culminating in the illumination of the Cathedral façade.

The event is an outdoor event which proceeds rain, hail or shine, staged in the forecourt of St Mary's Cathedral on College St, Sydney and will run for 10 consecutive nights from **16 December to 25 December 2026** inclusive.

Key Dates and Timings:

- 15 / 16 December 2026: Bump in, set up
- 16 December 2026: COS Health Inspection and commence trade at 5:30pm
- 16-25 December 2026: Event
- 25 December 2026: Event followed by pack down and removal of all items in stall
- 28 December 2026 @ 7am: Removal of any remaining items – MUST be cleared by 8am

Operational Hours:

- 5:30pm – 10:30pm Daily 16-25 December 2026

Considerations:

The event is an outdoor event in the forecourt which will proceed in all weather.

Attendance:

The event is a free event open to anyone who wishes to attend. It draws the Catholic community, general public passing through the space and any general public who wish to see the illumination. It is attended by people of all ages from babies, young families to elderly.

Event Contact

Chaline Taylor

Event Producer

The Epic Team Pty Limited

E: chaline.taylor@epicteam.com.au

Stallholder Fee

A Stallholder Fee is charged at \$2,900 + GST for the entire event period, being 10 nights. This amount will be charged upon acceptance of your application.

A Tax invoice will be sent to you with your confirmation and acceptance of proposal.

Failure to make payment within 5 business days of the Tax Invoice will forfeit your place.

Provisions:

The following is included in your Stallholder Fee:

- A 3x3m marquee, with 3 walls and a roof (plus a 4th wall to seal up the marquee each evening)
- Lighting inside marquee
- 2x Trestle tables and 2x chairs plus event branded tablecloth covers
- Printed stall name sign at the top of the stall
- Access to power for approved appliances (as included on your application form)
- Access to Coolroom (shared between all stallholders)
- Access to secured storage area (shared between all stallholders - whilst all effort is made to maintain security, items are left at stallholder risk)
- Application form for you to obtain the City of Sydney Temporary Food Stall licence (if applicable)
- Overnight security within the space (not dedicated to storage area but within the event space)

NOTE: Some stalls will have a Power Distribution board inside their stall. Access to the Power Distribution boards may be required from time to time during the event by the Electrician.

Stall Display and Decoration

The visual look and presentation of the Marketplace at the event is of high importance.

Stallholders must agree and comply with the following conditions in relation to the presentation of their stall:

1. Branding (if any) to be positioned on inner back wall of marquee
2. Stall to be set up with attention to visual presentation
3. The Event Organiser will provide a consistent element in each stall – this may be a tablecloth or stall banner affixed to the front – the inclusion of this in the stall presentation is non-negotiable

Product and Pricing

Stallholders are required to include their menu / product list and prices in the application. Acceptance of the application includes acceptance of the menu / product list and prices and must remain the same for the event.

If you plan to charge a credit card surcharge, please add this as a line item in your price list and what rate you will charge.

Please note: Public Holiday Surcharges will not be accepted.

Parking

Parking is not provided. The two closest parking stations are:

- Wilson Parking Cathedral St: <https://www.wilsonparking.com.au/parking-locations/new-south-wales/sydney-cbd/cathedral-street-car-park/>
- Wilson Parking The Domain: <https://www.wilsonparking.com.au/parking-locations/new-south-wales/sydney-cbd/the-domain-car-park/>

Other Considerations if Successful

Should your application be successful, you will be required to provide the following:

- All equipment, display units and stands and crockery (if applicable) required to trade – any electrical equipment must be tested and tagged
- Staff to work on the stall
- Fire extinguisher for your stall, clearly labelled with your company name
- Extension leads of 15m length – 1x lead for each item requiring power – must be tested and tagged

Food and beverage stalls are also required to provide the following:

- Evidence of registration as a temporary food stall with City of Sydney (the unique registration number for your approved application)
- Cooking equipment, all tested and tagged – any untagged equipment will be removed for safety reasons
- All equipment required by the City of Sydney to comply with regulations – see ‘Requirements for the operation of a Temporary Food Stall’ including handwashing facilities and liquid disposal
- Please read the “[Requirements for the operation of a Temporary Food Stall](#)” document carefully as this outlines the requirements which must be met when operating a food stall within the City of Sydney. You are required to provide all items required in this document and meet all the requirements as outlined, including obtaining the license from the City of Sydney.
- All stalls will be inspected on the event day by a City of Sydney Health Inspector. Failure of the inspection due to failure to comply with the requirements will result in you being required to pack down and depart the event site.

Application Assessment Schedule

Applications will be assessed on the following schedule:

| Application Period | Applications Received By | Assessment Period | Response to Applicant |
|--------------------|--------------------------|-------------------|-----------------------|
| 1 | 4 – 12 June 2026 | 13 – 16 June 2026 | 16 – 18 June 2026 |
| 2 | 16 June – 7 July 2026 | 8 – 14 July 2026 | 15 – 17 July 2026 |

Applications will close on Wednesday 3 July 2026, or when Marketplace is full.

CHRISTMAS AT THE CATHEDRAL 2026

STALLHOLDER TERMS AND CONDITIONS

Definitions

| | |
|--------------------------------------|---|
| Event Name: | Christmas at the Cathedral |
| Event Dates: | 16 – 25 December 2026 |
| Event Location: | St Mary's Cathedral Forecourt, College St, Sydney NSW |
| Quantity Of Trading Days: | 10 |
| Stallholder Fee: | \$2,900.00 ex GST |
| Contracted Rate Per Night: | \$290.00 ex GST |
| Operational Hours: | 5:30pm – 10:30pm AEDT |
| Stallholder Arrival Time: | 5:00pm AEDT |
| Daily Pack Up Time: | 10:30pm AEDT |
| Marketplace Stall Inclusions: | <ul style="list-style-type: none">• A 3x3m marquee, with 3 walls and a roof (plus a 4th wall to seal up the marquee each evening)• Lighting inside marquee• 2x Trestle tables and 2x chairs plus event branded tablecloth covers• Printed stall name sign at the top of the stall• Access to power for approved appliances (as included on your application form)• Access to Coolroom (shared between all Stallholders)• Access to secured storage area (shared between all Stallholders - whilst all effort is made to maintain security, items are left at Stallholder risk)• Application form for you to obtain the City of Sydney Temporary Food Stall licence (if applicable)• Overnight security within the space (not dedicated to storage area but within the event space) |

NOTE: Some stalls may have a Power Distribution board inside their stall. Access to the Power Distribution boards may be required from time to time during the event by the Electrician.

Insurance and Compliance Document Due Dates:

| Document | Due Date and Time |
|--|----------------------------------|
| Certificate of Currency and Products Liability Policy supporting claims to the value of \$20m | 3:00pm Tuesday 28 July 2026 |
| Evidence of Registration and Satisfactory Food Hygiene Inspection Report from your council | 3:00pm Tuesday 22 September 2026 |
| Evidence of registration with City of Sydney Council (Local Council), including the Local Council unique registration number | 3:00pm Tuesday 22 September 2026 |

Cancellation Schedule:

| Period of Notice before Event Date | Refund Amount |
|---|----------------------|
| On or before 12 August 2026 | 80% |
| 13 August 2026 to 13 October 2026 | 50% |
| 14 October 2026 to 12 November 2026 | 20% |
| On or after 13 November 2026 | 0% |

Application Assessment Schedule:

| Application Period | Applications Received By | Assessment Period | Response to Applicant |
|---------------------------|---------------------------------|--------------------------|------------------------------|
| 1 | 4 – 12 June 2026 | 13 – 16 June 2026 | 16 – 18 June 2026 |
| 2 | 16 June – 7 July 2026 | 8 – 14 July 2026 | 15 – 17 July 2026 |

Application Closing Date:

Period 1: Friday 12 June 2026

Period 2: Tuesday 7 July 2026

1. Christmas at the Cathedral (The Event) will be staged on the forecourt of St Mary's Cathedral, College St, Sydney, NSW from 5:30pm to 10:30pm on December 16 to December 25 2026.
2. The Event Organiser (The Epic Team Pty Limited) has been engaged by The Event Owner (Catholic Archdiocese of Sydney) to engage and manage Stallholders at The Event.
3. The Event Owner and the Event Organiser have invited applications from interested Stallholders for participation in the Event. Prospective Stallholders must submit their application in writing to the Event Organiser in the form required by the Event Organiser by the Application Closing Date. Acceptance (or otherwise) of any application is at the sole discretion of the Event Organiser and the Event Owner. Acceptance of a Stallholder's application is strictly on the terms contained in this document.
4. This agreement is non-transferrable. Stallholders are not permitted to on-sell or give away their stall to anyone else nor share their stall with anyone else not listed on this application.
5. The agreement between the parties for the Stallholder's participation in the event is contained solely in these terms and conditions.

Price and Payment

6. Payment of Stallholder Fee must be made within 5 business days of receiving invoice. Failure to pay within 5 business days will result in your application being cancelled and your stall being offered to an alternative Stallholder.

Allocation of Stalls

7. Stallholders will be allocated a location for setup and trade at the event and will be informed of their stall placements once booking application form, payment, Certificate of Currency and Public and Products Liability Policy supporting claims to the value of \$20m (or \$10m may be accepted by assessed exception only) and evidence of registration with City of Sydney (if applicable), including the City of Sydney (Local Council) unique registration number (if applicable) have been received and processed.
8. The Event Organiser has the right to re-allocate stalls to a different location or change the event layout at any time.

Stallholder Obligations and Responsibilities

9. Stallholders are required to set up all their required equipment and service areas within their Marketplace Stall. No additional space is provided behind the stalls. No trading from vehicles will be permitted.
10. All Stallholders must arrive by the Stallholder Arrival Time so as to be ready to trade.
11. Stallholders are required to be in attendance and trade on the Event Dates during the Operational Hours.
12. Stallholders must not cease trade or pack up prior to the Daily Pack Up Time.
13. Any Stallholder who is delayed and unable to arrive by the Stallholder Arrival Time, must contact The Event Organiser on 0432 021 023 or email chaline.taylor@epicteam.com.au to advise of their delay 15 minutes prior to the Stallholder Arrival Time. Both the phone number above and emails are monitored on event days.
14. No Stallholder should behave in an improper manner or use language that is threatening or abusive to any other person.
15. Stallholders must provide the ability for cashless payments as well as cash.
16. Stallholders must include any Merchant Fees in their application for approval by the Event Organiser. Merchant Fees must be clearly displayed and visible on product price lists. Public Holiday surcharges will not be accepted.
17. Stallholders are responsible for their own property, merchandise and money. It is the responsibility of the Stallholder to ensure that their staff are trained in cash handling procedures. Under no circumstances will the Event Organiser, the Event Owner or the Local Council be liable for loss or damage including but not

limited to merchandise, equipment or revenue as a direct or indirect result of Stallholders poor management.

18. Stallholders must only sell the goods they have detailed in their application at the prices detailed in the application. Any change in the product mix or pricing must be proposed to the Event Organiser for approval ahead of time. The Event Organiser is under no obligation to approve the proposed change.
19. A shared storage area and coolroom will be provided to all Stallholders for the duration of the event. Stallholders leave any items in the storage area and/or coolroom at their own risk. The Event Organiser and The Event Owner will not be liable for any items left at the Stallholder's risk.
20. Stallholders must provide a safe working environment in and around their space during setup times and Operational Hours in accordance with the Work Health & Safety Act NSW 2011 and associated regulations. Any electrical equipment that is used by the Stallholder MUST be tested and tagged. Any electrical equipment found not tested and tagged or compliant will be removed and usage will not be permitted.
21. Stallholders must ensure that all staff operating the stall on the evening have knowledge of their products and ingredients (including but not limited to the inclusion of nuts, gluten, eggs, shellfish and dairy products) as required by the relevant health laws.
22. Smoking (including vaping) is not permitted at any time within 50 meters of the Event Location.
23. If using a gas bottle, Stallholders must ensure that all gas bottles have a gas fuse on them and are stored upright, safely and securely within the Stallholder's area. If gas bottles do not comply, they will be removed from the event site at the expense of the Stallholder.
24. Stallholders must ensure that signs are visible at the stall stating 'Please inform staff if you have a food allergy'. Products will not be permitted to be sold if containing any allergens without a sign being displayed.
25. Stallholders must provide a fire extinguisher of adequate nature and place in a convenient and accessible area.
26. If applicable, Stallholders must wear the uniform provided to them at all times at The Event and during Operational Hours.
27. Stallholders must adhere to the bump-in and bump-out schedule. The Event Organiser is not responsible for providing access to the site in the event of arriving late, including access through road closures external to the event site.
28. Stallholders must be set up and contain all their equipment and materials inside the marquee. Both side walls and rear wall of the marquee are to remain closed at all times during Operational Hours.
29. The Stallholder acknowledges and agrees that The Event Organiser or The Event Owner make no warranty or representation in relation to or in connection with the Stallholder's participation at The Event. Without limiting the generality of this clause, the Stallholder acknowledges and agrees that The Event Organiser or The Event Owner has made no warranty or representation in relation to or in connection with:
 - a) the prospects of the Stallholder for selling products at The Event;
 - b) the Stallholder's access to people attending The Event or the access those people have to the Stallholder;
 - c) the existence or extent of any advertising or promotional activity or material that may or may not be published or undertaken by The Event Organiser or The Event Owner.

Right of Termination

30. The Event Owner has sole discretion to terminate this agreement without refund due to any breach of the terms and conditions of this agreement.
31. The Event Owner reserves the right to terminate the agreement without refund and re-allocate the Marketplace Stall and all inclusions to another Stallholder (new or existing) should the Stallholder, on any day, fail to attend and trade at the event for the full Operational Hours. The Stallholder will be notified of

the termination and will have access to their stall between 10am and 2pm on the day detailed in the notification to vacate the stall. Failure to vacate will result in the items being removed from the stall and The Event Owner and The Event Organiser will not be liable for any loss or damage to the Stallholder's items.

32. Notwithstanding clauses 30 and 31 above, The Event Owner reserves the right to terminate the agreement at any time by refunding the Stallholder Fee less the Contracted Rate Per Night for any nights that the Stallholder has already traded.

Indemnity and Liability

33. Stallholders agree to indemnify the Event Organiser, the Event Owner and the Local Council against any claim whatsoever arising from the Stallholder's activities at the Event.
34. The Event Organiser and/or The Event Owner will not be liable to any Stallholder for the refund of the Stallholder Fee due to reduced trade caused by any factor including weather conditions.
35. In the event the Event is cancelled by the Event Organiser, the Event Organiser will refund to the Stallholder the Contracted Rate Per Night for each evening the Event is cancelled. Refunds will be made within 45 days from the conclusion of the event.
36. For the avoidance of doubt, in the circumstances contemplated in clauses 32 and 35, the Event Owner will not be liable to the Stallholder for loss of any kind.
37. Stallholders agree to limit the liability of the Event Organiser, the Event Owner and the Local Council in relation to any claim whatsoever arising from the Stallholder's participation in The Event to the Stallholder Fee. For the avoidance of doubt, such liability includes but is not limited to liability arising from the Event Organiser's failure to supply or the malfunction of any space, goods, services and/or equipment ordered from the Event Organiser.

Insurance and Compliance

38. Stallholders must provide to the Event Organiser a copy of their Certificate of Currency and Products Liability Policy supporting claims to the value of \$20m no later than 3:00pm Tuesday 28 July 2026.

Cancellation

39. The Stallholder may terminate the agreement of participation with the Event Organiser at any time before the event and will receive a refund of stall fees according to the Cancellation Schedule.

Food Requirements

If the Stallholder is selling food of any type, then the following additional clauses apply:

40. Stallholders agree to read and comply with Council's Health Conditions, the Food Standards Code called up by the Food Act 2003 and the Australia New Zealand Food Standards Code at all times when operating and trading. Failure to comply with this clause may result in fines. The Event Organiser and Event Owner reserve the right to terminate this agreement and remove the right to trade in the instance of compliance failure. In this instance, the Event Organiser and Event Owner will not be liable to the Stallholder for loss of any kind.
41. This event is a glass and alcohol-free event and Stallholders are not permitted to serve or distribute alcohol or serve food or beverage in any glass or ceramic container of any kind, including but not limited to glass drink bottles. Any glass or alcohol brought on to the event site will be confiscated by security and not returned. No compensation will be provided.
42. Stallholders must provide to the Event Organiser Evidence of Registration and Satisfactory Food Hygiene Inspection Report from your council if you are preparing your food outside of the Local Council area. This must be provided to the Event Organiser no later than 3:00pm Tuesday 22 September 2026.
43. Stallholders must provide to the Event Organiser evidence of their registration Local Council, including the Local Council unique registration number for either an annual licence or event registration no later than 3:00pm Tuesday 22 September 2026.

Christmas at the Cathedral 2026 Application Checklist

The following must be included in your application:

| | |
|--|--------------------------|
| <p>Cover Letter</p> <p>Include:</p> <ul style="list-style-type: none"> ○ the type of product, food and/or drink you propose to serve and how it fits with the family-friendly, festive environment ○ detail of dietary requirements catered for (if applicable) ○ detail the packaging on which your product / food is served and if it is recyclable ○ How your stall fits with and will benefit the event | <input type="checkbox"/> |
| <p>Application Form</p> <p>The completed Application Form</p> | <input type="checkbox"/> |
| <p>Food Hygiene Inspection Report (if applicable – for Stallholders serving food items)</p> <p>If the location of the food preparation area is outside of the City of Sydney Council area, you must provide with your proposal evidence of registration and satisfactory food hygiene inspection report from your local council. This report must not be older than 6 months.</p> | <input type="checkbox"/> |
| <p>Product and Public Liability Insurance</p> <p>This must support claims to the value of \$20m minimum – if your policy is lower, please contact The Epic Team to discuss.</p> | <input type="checkbox"/> |
| <p>Products and Pricing</p> <p>Please provide a full list of the menu / product items and pricing – this pricing must remain fixed for the event and can not be changed.</p> <p>If you plan to charge a credit card surcharge, please add this as a line item in your menu and what rate you will charge.</p> <p>Please note: Public Holiday Surcharges will not be accepted.</p> <p>Please indicate if and what any discounts will be extended to the Event and Operational staff working at the event each evening. This is OPTIONAL and your response does not affect the outcome of the decision on your application.</p> | <input type="checkbox"/> |
| <p>Appliances requiring Power</p> <p>Please provide a full list of the equipment you propose to use that require power.</p> <p>Please include:</p> <ul style="list-style-type: none"> ● Item Description ● How many watts the item draws <p>Don't forget to include items such as POS machine, phone charger, fan etc.</p> <p>Items not included at application stage may not be approved for use at the event. Applications will not be accepted where correct power details are not provided.</p> | <input type="checkbox"/> |

Christmas at the Cathedral 2026 Application Form

Return the completed form to the below email to: chaline.taylor@epicteam.com.au

| CONTACT AND INVOICING DETAILS | | | |
|-------------------------------|-------------|------------|------------|
| Title: | First Name: | Last Name: | |
| Company/ Stall Name: | | ABN: | |
| Postal address: | | | |
| City/ Suburb: | | State: | Post Code: |
| Phone: | Fax: | Mobile: | |
| Email: | | | |

Please provide an email address where possible as this is the preferred method of communication.

| STALL FASCIA SIGN | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Please provide your preferred Stall Name – this will be affixed above your service station (max 20 characters The Epic Team will confirm the approved stall name with the Stallholder prior to print. | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

| CITY OF SYDNEY EVENT REGISTRATION LICENCE NUMBER | |
|--|--|
| Please tick one of the following boxes and complete accordingly: | |
| <input type="checkbox"/> | I already have a valid City of Sydney Event Registration Licence Number which is valid through to 26 December 2026 Licence Number: (please provide) _____ |
| <input type="checkbox"/> | I do not have a City of Sydney Event Registration Licence Number and agree to apply for one immediately and provide the number to Event Organiser no later than 22 September 2026. |

| ü | STALLHOLDER FEE - INVOICE AMOUNT |
|-----------------------|------------------------------------|
| TOTAL AMOUNT PAYABLE: | \$3,190.00 inclusive of GST |

| ü | TERMS AND CONDITIONS |
|---|--|
| <p>Please tick all boxes below and sign the declaration. By signing, you are agreeing to the terms and conditions which commence on page 4 above.</p> <p><i>Applications will not be accepted unless this application form is complete, all boxes below are ticked and the application is signed and provided with other documentation as outlined in the "Application Checklist" on page Error! Bookmark not defined..</i></p> | |
| <input type="checkbox"/> | I have read and agree to abide by the Stallholder Terms and Conditions for The Event. |
| <input type="checkbox"/> | I have attached evidence of my registration and satisfactory food hygiene inspection report from my local council. This report must not be older than 6 months. |
| <p>Signed:</p> <p>Print Full Name:</p> | |

