## Home Produce Labels template

This Home Produce Labels template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

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**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

All food items prepared for stalls must be securely packaged in airtight wrapping and clearly labelled with the following information.

|  |  |
| --- | --- |
| Product name |  |
| Ingredients  (please list all ingredients) |  |
| Date made |  |
| Storage instructions  (e.g. refrigerate after opening; use within 2 days of opening; do not freeze) |  |
| Allergy information  (e.g. contains gluten, sesame, peanuts, eggs, milk, fish, soy) |  |
| Made for  (name of event) |  |
| Made by  (your name) |  |