Djerriwarrh Festival 2023

Community Stall Application Form

Saturday 11 November 2023

Melton

|  |
| --- |
| **Community Stalls are reserved for community organisations, charities, not-for-profit, Service Clubs and other organisations that benefit the community.**  *These stalls are not market stalls that sell products. Market stall vendors are encouraged to apply via Urban Markets at* [*https://www.urbanmarkets.com.au/*](https://www.urbanmarkets.com.au/)*.*  We encourage all stallholders to apply however there is no guarantee that you will be successful due to high interest and event site limitations.  Previous involvement as a stallholder does not guarantee a future spot. |

Please read the attached terms and conditions carefully. If you have any questions or require further information, phone the Events & Culture team on 9747 7200.

**Applications close strictly at 5pm, Friday 18 August 2023**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.Your Details | | | | | | | | | |
| Applicant’s name |  | | | | | | | | |
| Business or Group Name |  | | | | ABN | | |  | |
| Business address |  | | | | | | | | |
|  |  | | | | | | | Postcode |  |
| Phone number |  | | | Mobile number | | | |  | |
| Email address |  | | | Web site | | | |  | |
| Event day contact person |  | | | Mobile number | | | |  | |
| 2.Stall Details | | | | | | | | | |
| **Stallholders are required to supply their own equipment i.e. marquee/shade structure, tables, chairs, tarpaulins etc. All structures MUST be weighted by a minimum 25kg weight on each leg.** | | | | | | | | | |
| Number of sites required |  | (1 site = 3m x 3m in size) | | | | | | | |
|  |  | | | | | | | | |
| Length -each stall |  | Width -each stall | | | | |  | | |
|  |  | | | | | | | | |
| Total Frontage Length (if more than one site is required) | | | | | | |  | | |
|  |  | | | | | |  | | |
| Type of structure to be used |  | | If other, please specify | | | |  | | |
| Is vehicle access required?  Note: Only one car is permitted on-site access during bump in and is to be relocated to designated parking area with no movement during event hours. | | | | | | Yes  No | | | |
| Please provide a complete description of the activities you expect to carry out at your stall, including any items or materials you’ll be distributing at the event. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please return completed form to: | | |  |
| **Mail:**  Melton City Council  PO Box 21  Melton VIC 3337 | **Email:** events@melton.vic.gov.au | **Phone:**  03 9747 7200  **Fax:**  03 9743 9970 |

|  |  |
| --- | --- |
| 2.Stall Details (continued) | |
| Are you wanting to conduct a lottery or raffle at our event?  If yes, organisations are required to provide a copy of their Declaration as a Community of Charitable Organisation from the VCGLR and a letter from your organisation advising how the funds will be used to service the Melton City Council community. | Yes  No |
| Are you wanting to fundraise at our event using a shake/donation tin?  If yes. Organisations are required to provide proof of registration through myCav (Consumer Affairs Victoria). Refer to legislation on [Fundraising in Victoria | ACNC](https://www.acnc.gov.au/fundraising-victoria) for further information. | Yes  No |
| Are you wanting to fundraise at our event using a sausage sizzle?  If yes. Organisations are required to provide proof of registration through myCav (Consumer Affairs Victoria). In addition, please provide your menu and pricing. | Yes  No |
| Are you a local organisation?  If you are not within the municipality, please provide supporting documentation outlining the services your organisation provides to the Melton City Council community and how your stall will benefit our community. | Yes  No |
| 3.Supporting Documentation | | | |
| Please complete the following checklist and ensure that you provide all the required supporting documentation with your completed application form.  **Checklist (please tick):**  Please attach the following documentation to your completed application form:  A photo of your set-up  A copy of your public liability insurance Certificate of Currency not less than $10 million – valid up to and including the event date.  You acknowledge that you have read and will comply with the documents listed in Section 4. Melton City Council Upholding of Child Safe Standards.  *If applicable:*  For raffles – Declaration as a Community of Charitable Organisation from VCGLR and letter from organisation.  For fundraising (shake/donation tin – Registration through MyCav website.  For fundraising (food) – Registration through MyCav website, menu and pricing.  For organisations outside of our municipality, supporting documentation on benefit to our community. | | |
| 4.Melton City Council Upholding of Child Safe Standards | | | |
| Melton City Council have adopted a Child Safe Policy and Procedure. As part of this policy we need all contractors and event vendors to agree to the terms of the Child Safe Code of Conduct.  You will need to familiarise yourself with the document below.   * Child Safe Policy and Procedure   By signing the principal’s indemnity below, you acknowledge that you have read and will comply with these documents.  These documents can be found at <https://www.melton.vic.gov.au/Out-n-About/Events/Get-involved-in-Council-events> | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.Further information: Info Stalls | | | |
| We will create an Information area at the festival where local groups, clubs, organisations, or individuals will have an opportunity to showcase their services to the Melton City Council community. Organisations not within the municipality are also invited to apply and must provide supporting documentation outlining the services they provide to the Melton City Council community.  Note: Info stalls conducting lotteries or raffles on the day for fundraising purposes must provide a letter from their organisation advising how the funds will be used to service the Melton City Council community.  (If you require further clarification, please contact the Events & Culture team on 9747 7200).  In order to provide an effective and sustainable solution for setting up the display of the info stalls, when completing the application forms please consider:   1. Trading hours will be 12.00pm to 5.00pm, stall holders are not permitted to pack up during this time. Vehicle access is strictly prohibited between 11.00am – 5.00pm. 2. All info stalls are to be well presented and tidy at all times. 3. Each info stall sites is approximately 3 x 3 metre in size. 4. Info stall holders are required to supply their own equipment i.e. marquee/shade structure, tables, chairs, tarpaulins etc. 5. All shade structures and canopies are to be weighed down by a minimum 25kg weights on each leg of the structure. Pegging into ground is permitted with permission from the events team. 6. All items and stock must remain within the boundaries of your site at all times. 7. Info stalls if not located within the municipality are required to provide a supporting letter outlining how the group/club services and puts funds back into the Melton City Council community. 8. Info stalls will be situated on grass or gravelled surfaces. 9. No power or water is available for use by info stall holders. | | | |
| 6.Principal’s Indemnity | | | |
| The applicant agrees to abide by all terms and conditions attached and to indemnify and keep indemnified the Principal, its servants and agents, from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever that may be brought or made or claimed against them, or arising from my performance or purported performance of its obligations and directly related to the negligent acts, errors or omission by the applicant and their involvement with Melton City Council Festivals. | | | |
| Signature of applicant | | | Date |
|  | |  |  |
|  | | | |
| **Privacy Statement:** The personal information requested on this form is being collected by Melton City Council for the purpose of coordinating the Events. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Melton City Council’s Customer Engagement Unit on 9747 7200. | | | |
|  |  | | |
| 7.Terms and Conditions | | | |

1. Please note that Djerriwarrh Festival will be held following the COVIDSafe guidelines and recommendations which are current at the time. As these guidelines are constantly changing, we will touch base with you closer to the event with any requirements and/or documentation we need to follow. This may include, but is not limited to, mask, check in and vaccination requirements.
2. Info stall sites will be available for local community groups, clubs, not-for-profit organisations, or individuals who wish to promote services they provide to the municipality.
3. Local businesses may apply at a fee of $88.00 including GST with acceptance subject to availability/site room.
4. Trading hours will be confirmed for each major event and may be subject to change.
5. All applications are subject to a selection process with applications closing at a designated date and time. Successful applicants will be notified shortly after. Unsuccessful applicants will also be notified within this time.
6. Organisations that are not situated within the municipality will have to provide a letter outlining how their service covers Melton City Council community.
7. Regarding fees, a commercial food vendor is an individual and/or business, which sell goods regularly or occasionally and uses generated profits for personal or business gain.  A community food vendor is an organisation selling goods who uses profits or proceeds generated for charitable fundraising purposes.
8. It is the info stallholder’s responsibility to provide all equipment & facilities necessary.
9. Info stalls may be situated on a grassed or gravelled area with each info stall sites being 3m x 3m in size.
10. All items and info stalls must be well presented and must remain within the boundaries of your site.
11. Info stall holders must at all times comply with all laws, regulations and requirements of local government and other statutory authorities.
12. The info stall holder must not transfer, sub-let, assign or in any other manner or form dispose of its space leased for the Festival. Noinfo stall holder will be permitted to operate within the festival precinct without prior arrangement with Melton City Council.
13. Melton City Council will not accept any responsibility for the safety of any article or product of any kind brought by the info stall holder to the Melton City Council event.
14. The info stall holder hereby indemnifies Melton City Council and holds Melton City Council harmless in respect to all costs, claims, demands and expenses to which the festival may in any way be subjected to as a result of any loss or injury to any person or company including members of the public, the staff or authorities, the festival or stallholders, employees, servants, agents and invitees howsoever caused as a result of any act, neglect or default by the stall holder. Info stall holders with staff must have the appropriate Work Cover policies in place.
15. Melton City Council shall not be responsible for any loss of any nature including monies paid to Melton City Council, suffered by any info stall holder from any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of any stall or exhibit or for the setting up of or removal of any products, for the failure of any services available to the info stall holder, or for any cancellation or restriction in opening hours at the Djerriwarrh Festival as a result of any circumstances not within the direct control of Melton City Council.
16. The info stall holder must at all times conduct their display/stall so not as to interfere with any other stall. Any decision of Melton City Council in this regard shall be final and binding. Melton City Council reserves the right to remove the stall holder and their exhibition at their cost.
17. The info stall holder may not conduct lotteries, raffles, or competitions without the consent of Melton City Council.
18. The display, sale or distribution of *counterfeit* or *illegal* goods is not permitted nor is the display, sale or distribution of religious or political material.
19. The sale of inappropriate material, including replications, pictures or printing of naked body parts and obscene and offensive language are not permitted.
20. Melton City Council reserves the right to alter the layout, plans and positions of the info stalls if, in its opinion, any alteration is desirable for the benefit of the festival as a whole.
21. Without the written consent from Melton City Council, the info stall holder shall not use any microphone, sound amplification or musical instrument. If allowed, noise levels will be subject to and/or set at Melton City Council’s discretion.
22. Please be aware that Melton City Council is commissioning professional photography for the Djerriwarrh Festival. Your photo may be taken during the course of the event and any images captured will not be used for commercial purposes. Images taken at the Festival’s may be used in future Melton City Council event publications and promotional material.
23. Any info stall holder causing any damage to the environment and/or any building surrounds will be fully liable for any costs incurred. Strictly **NO** use of stakes/tent pegs will be permitted to secure marquees, canopies and any other infrastructure or display material.
24. Any info stall holder causing damage and/or loss to any part of the stall signage or infrastructure supplied by Melton City Council and/or any of the Festival sponsors, stall frame and/or covering material or to any furnishings and/or electrical equipment provided by Melton City Council through the appointed equipment hire company/electrical contractor will be fully liable for any costs incurred for the repair and/or replacement of the damaged and/or lost equipment.
25. Melton City Council is not responsible for any warranties, promises or agreements made by info stall holders in relation to info stalls or their products.

Electrical Supplies

* Power is **NOT** available to any info stall sites.
* No extra generators are to be used unless discussed in advance and approved by Melton City Council.
* Only tagged and tested appliances and leads are allowed (non-tagged and tested appliances and leads may be confiscated and returned after the event).
* Readily inflammable materials are not to be used in the decorating of your site or in the construction of same and all fire safety rules must be followed. Also, no toxic waste of fumes should emit from your site.

Vehicles

* Info stall holders are **not permitted** to bump out earlier than official trading hours. Times will be confirmed closer to the festival.
* Stock can only be wheeled to your stall during the festival operating hours. There is no direct access to market stalls by vehicles during festival operating hours. Bump in and bump out times will be provided at a later stage closer to the event.
* A vehicle pass (for use for bump in pre-event and bump out post-event) will be provided to info stall holders in their event pack closer to the event.

Insurance

* It is compulsory for all info stall holders to have their own Public Liability. A copy of your Certificate of Currency must be provided with your application. (Not less than $10 million) Applicants will not be considered if they do not have the required insurance cover.

Waste

* Melton City Council encourages the reduction of waste at our events. We ask that stallholders use environmentally friendly packaging where possible.

Single-Use Plastic Ban

* From 1 February 2023, problematic single-use plastics will be banned from sale or supply in Victoria. Please refer to link provided for further information. [Reducing plastic pollution starts with us | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/single-use-plastics). It is expected that all participates at our events comply with this government requirement.

Balloons

* Balloons (in any form) are not allowed at any of our events and therefore we ask that you do not include them in the decoration of your stall, included in any giveaways and/or handed out uninflated. Most councils are aligned with this now given their impact on the environment.