



Carols by Candlelight 2009

Saturday 12th December 6:30pm – 9:00pm
Poulter Reserve, Poulter Avenue, Greensborough VIC 3088



Banyule
CITY COUNCIL

Stall Holders' Expression of Interest Form

Please post completed applications to:
Carols by Candlelight
PO Box 51
Ivanhoe VIC 3079
OR fax applications to: 03 9499 9475

If you require further information, please contact
Tracy Margieson, Cultural Events Officer at
Banyule City Council.
Phone: 03 9457 9936
Email: tracy.margieson@banyule.vic.gov.au

About the Event:

Carols by Candlelight is Banyule City Council's community celebration of Christmas. In past years, over 3,500 people have enjoyed high quality catering from a range of food stalls, and browsed the Christmas Market. The Christmas Market consists of a number of selected arts, crafts, and workshop stall. Patrons were also entertained by wandering performers, and a great stage show!

Venue:

Poulter Reserve, Poulter Avenue
Greensborough VIC 3088
Melways Reference: 21 A2

Time:

Christmas Market:	6:30pm – 9:00pm
Pre-Show Entertainment:	6:30pm – 7:30pm
Stage Show:	7:30pm – 9:00pm

Opportunity:

Banyule City Council would like to offer you the opportunity to participate in Carols by Candlelight 2009. If you wish to apply as a stallholder, please:

1. Review the following information and complete all sections of the form
2. Return the completed form to Banyule City Council by Wednesday 18th November 2009
3. Each applicant will be notified of the outcome of their application by Friday 20th November 2009

Stall Types:

- Artist / Market Stall (home-made or home-grown products)
- Commercial wine, packaged food, fairy floss, confectionary, etc.
- Commercial Coffee and Ice Cream stalls
- Commercial catering stalls
- Community catering stalls (Note: Community Stalls must be registered 'not for profit')

Stall Selection:

Banyule City Council is looking to create a market with a variety of well-presented, high-quality stalls. As part of this process, all applications will be rated on the following criteria:

- Quality of the products / services offered
- Visual appearance / presentation of the stall
- Range of products in relation to other stalls at the event
- The innovation and uniqueness of the stall and products as part of the general event market
- Appropriateness of the price of products and services
- Locality of the organisation; i.e. based in Banyule, or from other regions
- Fit with the theme of the event,
- Environmentally positive products and / or message,
- Meeting of the application submission date
- Community (not-for-profit vs. commercial)

Decisions will be final and no correspondence will be entered into.

Stall Trading and Product List Restrictions:

- Stall holders must only trade the products, and / or product types that they have listed on their application. If it is found that stall holders are trading outside of this list, they will be asked to remove the stock from trade.
- Please note that Banyule City Council has already engaged the services of a glow products supplier. Therefore, we are not seeking submissions from stalls that sell glow products or any toys / novelties that emit a glow light effect.
- There is no provision for commercial display stalls at events coordinated by Banyule City Council. The only commercial businesses with displays at events are 'event sponsors'. If you are interested in exploring ways to become involved as a sponsor, please contact Tracy Margieson on 03 9457 9936.
- In compliance with Banyule Festival & Event Guidelines, toys and / or products that fit under the descriptions below will not be allowed to be sold at festivals coordinated by Banyule City Council.
 - War toys; these are toys and equipment that promote violent or aggressive behaviour, and / or simulate equipment that is used in this manner. Such toys include, but are not restricted to; guns, water pistols, slingshots, swords, and knives.
 - Toys / products that emit projectiles or other small objects, and,
 - Toys / products that have a risk of trapping, pinching or crushing children

Should any of these products be found to be part of traders' stock at the event, they will be removed from the stall and be returned at the end of the event. Stall holders who defy these regulations will not be looked upon favourably in regard to future events with Banyule City Council

Event Protocol:

- All stall holders at the event shall present and conduct themselves in a manner suitable to a family event. In particular, the use of language or images that may be considered offensive by members of the community will not be accepted. If you believe a part of your presence at the event may breach this code of conduct, please discuss it with the event organiser as soon as possible.
- All stalls must present with an attractive, neat, clean and environmentally friendly set up for the period of the event. The operator's organisation and / or company name must be clearly displayed
- All stall holders must co-operate with other stallholders, service providers, contractors and event management staff working at the event, so as not to hinder them in performance of their services and to ensure that all work is performed efficiently.
- There is to be no spruiking from stalls. (Definition: Spruiking-to promote goods, services, or a cause by addressing people outside or your stall site)
- If for any reason the event organiser (or an authorised representative from Banyule City Council) considers any behaviour from a stallholder or their representative to be inappropriate, they will be advised to change their behaviour. If this request is not adhered to, it will be necessary to remove the stallholder from the site.

Event Times and Stall Holder Attendance:

BUMP IN:	4:00pm – 6:00pm	BUMP OUT:	9:15pm – 10:30pm
5:30pm	All vehicles off site	9:15pm	Event official closing time
6:00pm	Set up completed	10:45pm	All stall holders and equipment off site
6:30pm	Event official opening time		

STALL HOLDERS MUST BE ONSITE FOR THE DURATION OF THE EVENT: 6:00pm – 9:15pm

Stall Application Form

SECTION 1: Stall Details

Company Name / Individual: _____

Contact Person: _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

I have been to previous Banyule Council events I am a new stall holder for Banyule Council events

Please give an accurate description of your stall. Include details such as display type, set-up, products for sale, price, and packaging. If you require additional space, please attach paper as necessary.

- Retail vans (including food vans) are generally not permitted onsite. Please discuss options with the Event Organiser.
- A photo must be provided of all commercial stalls

Stall Description:		
PRODUCT / FOOD / DRINK	PRICE	PACKAGING

Waste Management:

Banyule City Council is working towards 'Greening Events in Banyule', ensuring that all events held are "Waste Wise". As such, we would like to encourage all stallholders to minimise the environmental impact of their actions by pursuing sustainable usage of resources and preventing the unnecessary production of waste.

There will be both general waste and recyclable bins available at the event for patrons to utilise. All stallholders are responsible for disposing of their own waste in an environmentally friendly manner.

Please tick to indicate your compliance with the following requirements

- The use of polystyrene cups is disallowed
- Any plastic containers used must have a triangle with a number from 1 – 7 on the bottom
- Where possible, recyclable items such as glass jars or bottles, aluminium cans, steel cans and paper items (including cardboard) will be utilised. Contacts for suppliers of items that are suitable for a Waste Wise event can be provided on request.
- All hard waste and large cardboard boxes will be taken away for disposal after the event

Please note that checks may take place throughout the course of the event to ensure that all suppliers are conducting themselves in an environmentally friendly manner.

Water:

There will be access to cold water at the event. Stalls will not be provided with direct water supply.

Carols by Candlelight is a smoke free zone.

SECTION 2: Stall Sites and Dimensions

- Please tick the appropriate box to indicate the type of stall and number of sites needed.
- Please take the time to accurately detail your space requirements. This must be large enough to contain the entire stall, including vehicles or marquees. Allow for tow bars, guy ropes, and space needed for signage and cool rooms.
- If your stall will not fit within one of these sizes, please detail the space required in the final column. A fee will then be determined relative to the price for 1 stall site. Prices DO NOT include GST.

THERE WILL BE NO PROVISION FOR EXTRA SPACE ON THE EVENT DAY

TYPE OF STALL 1 site = 3.5m x 3.5m	1 site 3.5m x 3.5m	1.5 sites landscape 5.25m x 3.5m	1.5 sites portrait 3.5m x 5.25m	2 sites landscape 7m x 3.5m	2 sites portrait 3.5m x 7m	Other Front x depth Please detail
Artist / Market Stall (Home made / home grown)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$31.50	<input type="checkbox"/> \$31.50	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$37.50	_____ F x _____ D
Commercial Wine, Packaged Food & Confectionary Stalls	<input type="checkbox"/> \$30	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$37.50	<input type="checkbox"/> \$45	<input type="checkbox"/> \$45	_____ F x _____ D
Community Catering Stall	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$60	<input type="checkbox"/> \$60	_____ F x _____ D
Commercial Coffee & Ice Cream Stalls	<input type="checkbox"/> \$50	<input type="checkbox"/> \$62.50	<input type="checkbox"/> \$62.50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	_____ F x _____ D
Commercial Catering Stall	<input type="checkbox"/> \$70	<input type="checkbox"/> \$87.50	<input type="checkbox"/> \$87.50	<input type="checkbox"/> \$105	<input type="checkbox"/> \$105	_____ F x _____ D

SECTION 3: Hire Equipment

YES I would like to hire equipment. Please complete the following table.

NO I do not need to hire equipment. Please proceed to Section 4.

Equipment can be hired through Event Management. Price includes delivery, onsite installation and removal. It is essential that you order correctly, as there will be no additional equipment hire offered on the day.

TYPE OF EQUIPMENT	COST PER ITEM	HOW MANY?	TYPE OF EQUIPMENT	COST PER ITEM	HOW MANY?
Marquee 3 x 3 metres	\$175		Display Board (size of door)	\$33	
Marquee 3 x 6 metres	\$385		Plastic Chair	\$3.50	
Trestle Table (6 foot long)	\$16.50		Round Plastic Table	\$15	

SECTION 4: Stallholder Owned Equipment

Please provide full details of structures and / or vehicles that will be used at the event. All guy ropes must sit within you allocated stall site. If you are at all concerned about your structures please remember you are able to hire marquees and other equipment as detailed above.

STALL HOLDER'S EQUIPMENT					
<input type="checkbox"/>	Tent / marquee		Width	X	Depth
<input type="checkbox"/>	Mobile food van		Width	X	Depth
<input type="checkbox"/>	Vehicle / trailer		Width	X	Depth
<input type="checkbox"/>	Cool room		Width	X	Depth
<input type="checkbox"/>	Other (detail) _____		Width	X	Depth

SECTION 5: Permits

A. Public Liability Insurance:

All stallholders **MUST HAVE** Public Liability Insurance with a minimum coverage of \$10 million.

Please provide a photocopy of the Certificate of Currency with this application form.

If you have difficulty accessing Public Liability Insurance, please contact the Event Organiser.

- YES I have attached a copy of the Certificate of Currency and completed the JSA (over page)
- NO I do not have Public Liability Insurance. Please contact the Event Organiser to discuss.

Occupational Health and Safety:

- All stalls and displays must be set up, and all stall holders must act, in a way that is safe and without undue risk to yourself or others.
- For further details, please see the Equipment section of the Application Pack or call Banyule City Council's Risk Management Department on 03 9490 4245
- A Risk Assessment Team will be onsite for the duration of the event inspecting all structures. If for any reason a structure is deemed unsafe, it will be requested that it is dismantled. These reasons may include; installation method, structure material and / or overall suitability to the prevailing outdoor conditions. In this regard, all tents, marquees, umbrellas and other temporary structures must be secured and, or, weighted so as not to pose a safety hazard.

B. Food and Drinks Stalls:

- YES I will be selling food / drinks at my stall. Please read the information below.
- NO I will not be selling food / drinks at my stall. Please proceed to Section 6.
- If your application is successful, you will need to acquire a Temporary Food Permit Pack, review and adhere to all details and obtain a Temporary Food Permit.
- Please contact 03 9490 4222 to have a Temporary Food Permit Pack sent to you.
- There may be a fee associated with the granting of a permit; these are detailed in the application pack.
- For further information in regard to permits and regulations for food stalls please call Council's Health Services Unit on 03 9457 9965.

Section 6: Gas

- YES I will be using gas for my stall operations. Please complete the table below.
- NO I will not be using gas for my stall operations. Please proceed to Section 7.

Please tick the following boxes to state that you have complied with the regulations below:

<input type="checkbox"/> My catering vehicle is powered by gas and has a current ESV Compliance Plate visible
<input type="checkbox"/> I have appliances powered by gas all of which have compliant AGA Approval sticker
<input type="checkbox"/> I have completed an ESV Gas Safety Self-Check List and will have a copy at the event

For more information in regard to electricity and, or gas safety and regulations contact Energy Safe Victoria
www.esv.vic.gov.au 1800 069 588

All vendors using gas in any part of their operations must complete an **ESV GAS SAFETY SELF-CHECK LIST**. This can be down loaded from the ESV website or requested from Banyule City Council Customer Service on 03 9490 4222.

The completed check list must be brought to the event to be produced if requested as part of the event safety audit.

Job Safety Analysis

The aim of the Job Safety Analysis is to document the processes undertaken in the course of your work to minimise the risk of physical injury to yourself and others. Please follow the instructions in the table below to identify potential hazards, and the control measures that you utilise to minimise the risks associated with the hazard. For further information, or if you require assistance completing the table, please phone Council's Risk Management Department on 9490 4245.

	TASKS / STEPS List the steps taken to produce your product	HAZARDS Against each step list the hazards that could cause injury to those engaged in the activity or others in the vicinity	HAZARD CONTROL MEASURES List the control measures required to eliminate or minimise risks associated with the hazard
BEFORE THE EVENT			
EVENT DAY	Example: Load vehicle with required equipment and products	Manual handling	Use of trolleys / use of lifting equipment / correct lifting techniques / small loads etc
POST EVENT			

SECTION 7: Electricity

Power Requirements:

- To provide you with the power you require, it is essential that electricity requirements are accurately detailed below.
- Single phase power will be provided for all sites by approximately 5:00pm. Two leads will be provided for all food stalls and one lead for all others. If more leads are needed, an extra small charge will apply.
- All electric power to be used on the event site must be sourced through this system; there are to be no independently run generators.
- Please note that the event takes place during the daylight saving period. It is expected that the event site will be naturally lit until approximately 7:00pm.
- Following this time, there will be ambient surround lighting provided to illuminate the general site during the twilight 7:00pm – 9:30pm
- Stalls must be independently lit during this time. Stallholders must provide lighting equipment including power boards as needed.

Electrical Equipment Regulations:

- All electrical appliances and / or extension leads used during the event must have Portable Appliance Test (PAT) tag attached, clearly visible and dated within the current test cycle period.
- All electrical equipment will be inspected as part of the Event Safety Audit. As part of this process Banyule City Council reserves the right to disconnect and remove non-conforming equipment from site.
- Any services, alterations, and / or repairs to equipment or appliances to make them usable and / or compliant to safety standards will be billed to the stall holder.

POWER REQUIREMENTS SINGLE PHASE:			
How many lights will you be bringing? _____ lights	Additional Details:		
Do you have urns?	<input type="checkbox"/> Yes	How many: _____	
Do you have bain maries?	<input type="checkbox"/> Yes	How many: _____	
Do you have a cool room?	<input type="checkbox"/> Yes	<input type="checkbox"/> 10 amps	<input type="checkbox"/> 15 amps
Please detail any other appliances below:			
i.	Requiring _____ amps		
ii.	Requiring _____ amps		
iii.	Requiring _____ amps		
iv.	Requiring _____ amps		
v.	Requiring _____ amps		
TOTAL NUMBER OF SINGLE PHASE LEADS NEEDED		_____ leads	

SECTION 8: Final Page!

Please read carefully the indemnity and privacy clauses below and then sign if in agreement.

PLEASE NOTE: If this is not signed, due to public liability insurance, indemnity statutory and any other such legal requirements, Banyule City Council is unable to consider an application(s) for a stall unless and before the following declaration has been read, agreed to and signed by the stall holder(s) or any such authorised person(s) as the applicant nominates.

I / we _____ of _____ agree to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to my / our participating in the 2009 Carols by Candlelight. I / we also agree to abide by all conditions as outlined in the Carols by Candlelight Stall Holders Information Pack and Application Form.

Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Customer Service on 03 9490 4222.

I _____ understand that the information provided above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signature: _____ Date: _____

Application Checklist:

- I have filled in every section of the application form
- I have attached a photo of my stall
- I have signed the indemnity above
- I have attached a photocopy of my Public Liability Insurance Certificate of Currency

APPLICATIONS TO BE SENT TO:

Carols by Candlelight
PO BOX 51
Ivanhoe 3079
OR fax to 03 9499 9475

FOR MORE INFORMATION:

Please call Tracy Margieson at Banyule City Council on
03 9457 9931 or e-mail
tracy.margieson@banyule.vic.gov.au

**REMEMBER: DO NOT SEND PAYMENT WITH APPLICATION FORM
IF YOUR APPLICATION IS SUCCESSFUL, YOU WILL RECEIVE NOTIFICATION AND
AN INVOICE IN THE MAIL.**

**STALL APPLICATION CLOSING DATE:
WEDNESDAY 18th NOVEMBER 2009**