

# ST KILDA FESTIVAL 2020

Sunday 9<sup>th</sup> February



## IMPORTANT INFORMATION FOR ST KILDA TRADERS

### General

- For Public health and safety reasons, the Port Phillip City Council ('the Council') manages various special events through its Local Law No 1 (Community Amenity). A permit is required to trade at St Kilda Festival and to use Council parks and reserves, including the foreshore, footpath and roads for a range of activities.
- The Permit to Participate and Festival extended trading area plan must be kept on site by the permit holder and must be produced on request to an authorised officer of the City of Port Phillip, St Kilda Festival Management, Victoria Police and/or the Victorian Commission for Gambling and Liquor Regulation (VCGLR)

### Hours of Operation

- The permit holder acknowledges that the permit is valid for trade between the hours of 11:00am and 9:00pm on Sunday the 9<sup>th</sup> February 2020 only. The permit holder is not authorised to trade in the Festival extended trading area outside of this time.
- Set up of any Festival extended trading area may commence from 6:30am and must be completed by 9:30am in readiness for an official Festival start of 10:00am.
- Pack down is to commence no later than 9:00pm and all equipment and infrastructure must be removed from the roadway no later than 9:30pm.
- The Permit to Participate is not transferrable. Should a trader wish to occupy a neighbouring premise(s), the permit holder must obtain written consent from the neighbouring premise owner(s) and supply a copy of same to St Kilda Festival Management before the Permit to Participate can be issued.

### Products for Sale

- All product or branding signage erected and/or promotional activities undertaken within the site of the Festival extended trading area must be approved by St Kilda Festival Management prior to the Festival. Any activities not approved prior to the Festival may face fines or further action.
- The permit holder must not sell or promote any product or service outside their normal business activity.

### Infrastructure

- The permit holder must take all reasonable steps to ensure that any furniture or infrastructure used during the period of the festival complies with the relevant Australian Standard, applicable for use.
- All equipment hired by the trader, including but not limited to marquees, tables and chairs, must be removed from the road carriageway section of the Festival extended trading area by no later than 9:30pm
- Marquees brought on site must comply with the relevant Australian Standard and be weighted with a minimum 39kg on each leg. Inspections will be conducted on Festival day and non-compliance will result in revocation of permit until the issue is rectified to the satisfaction of Festival Management and/or external safety inspectors.
- **IMPORTANT:** Traders who elect to occupy roadway for the purpose of extended outdoor trading do so at their own risk. Festival Management cannot secure the roadway prior to 0500hrs on Festival day and as such, cannot guarantee that parked vehicles may not remain on site after this time.

### Health Registration

- All preparation and cooking of food must be done inside the premises in accordance with that premises valid Food Act Registration.
- Hot and cold beverages are the only items permitted to be sold from your outdoor trading area.
- Smoking in outdoor dining areas is not permitted.

### Insurance

- The permit holder must provide a Certificate of Currency from their insurer providing a minimum cover of \$20 million. In addition, the Certificate should nominate the City of Port Phillip as an interested party in the policy for the period of the event.
- The permit holder must indemnify the Council against all losses and claims resulting from the permit holder's negligence.

### Vehicle Access

- Only vehicles with prior approval and accreditation from the St Kilda Festival may enter the site between 6:00am and 9:00am for the purposes of private parking (eg: staff), or deliveries and may again enter the site from approximately 10:00pm, subject to approval from Traffic Management. No vehicle access will be allowed between 9:00am and 10:00pm on Festival Event day. Fines or penalties will apply.
- During the event, no vehicles (apart from designated emergency vehicles) are permitted on site under any circumstances. The owner on any vehicle that is illegally parked may receive a parking fine or have the vehicle towed at their expense.
- **Important:** Where festival extended footpath trading areas include the occupation of public roadways or parking bays, the availability of this space is not guaranteed and provision cannot be made to secure this area prior to the official festival road closure timings (usually from 0500hrs).

### **Safety and Amenity**

- Only the activity authorised on this permit may be conducted and must not exceed the area approved on the attached plan.
- Unless the permit holder has obtained a Major Event (Multiple Applicants) Liquor Licence from the VCGLR, alcohol must not be served or sold from the area identified in the attached plan.
- Any Major Event (Multiple Applicants) Liquor Licence granted by the VCGLR for a Festival extended trading area permitted by St Kilda Festival Management shall only be granted for the period of 11:00am to 9:00pm. In accordance with issuance of this licence, patrons in this space must remain seated at all times. Alcohol must not be served in this space outside of this time.
- Where the permit holder has all necessary consents and licences to serve alcohol in the area identified in the attached plan, the permit holder must comply with the conditions of the licence, including the provision of any signage required by the licence.
- Should a Major Event (Multiple Applicants) Liquor Licence be granted by the VCGLR for the Festival extended trading area, the licence shall ensure that they offer a substantial meal within their Festival extended trading area (red line) for all seated patrons.
- The permit holder not serve glass in any outdoor trading areas on Festival day.
- The permit holder must comply with all other statutory requirements and obligations that are applicable to the use or activity, irrespective of whether those requirements and obligations are required by this permit or not.
- No amplified music is permitted outside the premises, in either existing outdoor trading areas, or in the approved Festival extended trading area. No music, band, performers or amplification may be placed within the trader's premises and faced out toward the Festival extended trading area. All normal noise regulation requirements and Liquor Licence requirements will apply.
- All Festival extended trading areas must be defined with a café barrier or similar so as to clearly define the area and allow for best patron control practises.
- Appropriate public amenities must be allowed for any patrons in any Festival extended trading area. This may include the use of amenities in the trader's internal premises.
- It is the permit holder's responsibility to ensure that your operation, including the equipment that you use, complies with all relevant legislative requirements. All electrical equipment, including extension leads must have a current electrical safety tag.
- Any reasonable requests made or direction given by City of Port Phillip Staff, Festival Management, Victoria Police, the VCGLR, or any emergency service organisations pertaining to the Festival extended trading area must be followed and adhered to immediately.
- Council reserves the right to direct the permit holder to display signage regarding Local Law, Council communications or conditions of extended trade as required.
- Infringements or incidents of non-compliance on festival day may result in exclusion from participation the following year.
- St Kilda Festival Management reserves the right to add or amend conditions as it deems necessary.

### **Waste Management and Sustainability**

- Trade waste is the responsibility of the trader.
- Glass containers, plastic straws and plastic bags are prohibited from use and must not be brought on site.
- The City of Port Phillip has pledged to support Zoos Victoria's 'Ban the Balloon' campaign and asks that traders do the same by choosing not to use, sell or give away balloons at their stall site.
- A cleaning fee will be incurred if the site is not left in a state deemed appropriate by Festival Management

### **Fees and Charges**

- Permit fees will be invoiced upon receipt and approval of your application. A tax invoice will be issued and must be paid in full by the advertised due date.
- Refunds are at the discretion of Festival Management and cannot be issued within four (4) weeks of Festival Day.