

ST KILDA FESTIVAL 2020

Sunday 9th February



IMPORTANT INFORMATION FOR ITINERANT 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 and roads for a range of activities.
- The Permit to Participate must be kept on site by the permit holder and produced on request to an authorised officer of the City of Port Phillip, St Kilda Festival Management or staff.
- The level of use must not exceed that indicated in the application for a permit and must only consist of the approved activity as advised in the permit.
- Smoking in outdoor dining areas (including Festivals) is banned. You and your staff are NOT permitted to smoke anywhere on the Festival site. This includes electronic cigarettes.
- Traders in licenced areas are not permitted to bring staff aged under 18 on site.

Hours of Operation

- The permit holder acknowledges that the permit is for Sunday the 9th February 2020 only.
- The permit holder must not commence trading before the specified commencement of 10:00am and must not trade beyond the specified completion time of 9:30pm.
- 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 the Festival Permit.
- At the completion of the Festival, the permit holder must clear the site that has been occupied during the period of the Festival. If trading on a roadway, all infrastructure must be cleared from the roadway by 10:00pm.

Trading Site

- Early access to trading site on days prior to Festival Sunday is strictly by negotiation with and at the discretion of St Kilda Festival Management.
- Early access will not be available for any sites on footpaths or roadways and sites will not be powered prior to Festival Day.
- Trader placement on site is at the absolute discretion of St Kilda Festival Management and site requests are not guaranteed.
- The site surface must be left in a clean state at the conclusion of the event as deemed by St Kilda Festival management. An additional fee to cover cleaning will be incurred if the site is not deemed in an appropriate state.

Products for Sale

- No business is permitted to sell or promote any product outside the business activity advised in the product list submitted as part of the stallholder application and approved by St Kilda Festival Management.
- Beverages in glass containers must not be served or sold under any circumstances.
- Alcohol must NOT be served or sold.

Product Storage

- The trader must contain all storage and other equipment within the confines of their permitted trading site.
- The trader must not bring a coolroom on site unless it has been approved and permitted by St Kilda Festival Management.

Infrastructure

- 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.
- Marquee packages and power are provided according to the trader's approved application. Change to orders and refunds may not be possible once a tax invoice has been issued by St Kilda Festival Management.
- Marquee packages hired from Festival Management must be left in a clean state at the conclusion of the Festival. An additional fee to cover cleaning will be incurred if the infrastructure is not deemed in an appropriate state.
- No item of infrastructure (eg) umbrellas, signage, tent lines or pegs etc may protrude from or sit outside of the allocated trading site.

Health Registration

- All food traders are required to have a current Food Act Registration Certificate (issued by their Principal Council), Food Safety Program (Class 2 and 3 traders) or Notification (Class 4 traders) and have supplied a Statement of Trade form to both their Principal Council and the City of Port Phillip online via Streatrader.
- A copy of your Food Safety Program must be available for viewing on site on festival day as all food trading sites will be visited to ensure compliance by Health Officers.
- No barbeques, hotplates, Bain Maries or other hot servery equipment may be used as shop counters.

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 Festival issued accreditation will be permitted to enter the Festival site. All vehicles must be removed from the site on Festival day before 9:00am. Late arrivals will not be granted vehicular access to their site.
- During the event, no vehicles (apart from designated emergency vehicles) are permitted on site under any circumstances. The owner of any vehicle that is illegally parked may receive a parking fine or have the vehicle towed at their expense.
- Trader access maps and parking passes will be issued prior to festival day.

Safety and Amenity

- No amplified music is allowed to emanate from the trading site. All normal noise regulation requirements will apply as per usual.
- Any reasonable requests made or direction given by City of Port Phillip Staff, St Kilda Festival Management, festival appointed staff, or any emergency service organisations pertaining to the trading area must be followed and adhered to immediately.
- You must ensure that your operation, including the equipment that you use, complies with all relevant legislative requirements.

Power

- Power will be supplied as ordered in the stallholder application. Festival generators are installed on site according to these requirements and changes cannot be made on the day, as capacity is limited.
- All power must be utilised from a festival mains power distribution or a festival generator distribution point.
- All traders must have a residual current device (safety switch) fitted to their electrical equipment.
- Traders cannot bring generators on site under any circumstances. Generators built into and forming part of a food truck are permitted.
- All electrical equipment and power leads must have a current electrical test tag. Inspections will be conducted and non-compliance will result in immediate revocation of the Permit to Participate until the matter is rectified to the satisfaction of St Kilda Festival Management and/or external safety inspectors.
- Traders must supply their own extension leads. All leads and cables must be heavy duty, suitable for outdoor use and in good working order. Leads must be secured at least 4 metres above ground for safe operation and must have a current electrical test tag.
- Double adapters are not permitted under any circumstances. Tested and tagged power boards are permitted.

Fire and Gas Safety

- Fire safety guidelines for temporary structures must be adhered to on Festival Day.
- The *Code of Practise for safe use of LP Gas at Public Events in Victoria* must be adhered to on Festival Day.

Waste Management and Sustainability

- All traders must comply with waste management procedures. Please ensure that waste is either removed from the site or is placed in the appropriate receptacles provided by the Festival. Trade waste is the responsibility of the trader.
- The use of recyclable packaging during the event is mandatory and will form a condition of your Permit to Participate.
- Glass containers, plastic straws and plastic bags are prohibited from use and must not be brought on site.
- Single use sachets (eg: salt, pepper, sugar) 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

Accessibility

- The trader must not obstruct the pedestrian thoroughfare immediately in front of their trading site.
- The service counter/bench/display height must be no greater than 900mm. In the instance that the height is greater than 900mm, special assistance must be provided to each customer that may require electronic assistance.
- Electronic Funds Transfer machines must have an extension cord or operate wirelessly so as people with accessibility requirements are not disadvantaged.
- The trader must ensure that entrance and exit points of their site are completely accessible to all customers.

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.
- Stall sites will only be confirmed once payment in full has been received and funds have cleared.
- Refunds are at the discretion of festival management and cannot be issued within four (4) weeks of festival day.