

Little Day Out 2023

Community and Sports club stalls

Fact sheet and terms

Little Day Out 2023

Event: Little Day Out 2023

Event date: Sunday 17 September 2022

Event times: 11am - 4pm (bump in and out times to be confirmed)

Location: Ross Reserve, Noble Park

Expected attendance: 7,500

Deadlines

Expression of Interest due: 27 August 2023

Successful traders informed: 30 August 2023

Invoices paid by: 6 September 2023

Event Induction completed by: 10 September 2023

Event details

The Little Day Out event is the headline event of the City of Greater Dandenong's annual Children's Festival. The Children's Festival aims to highlight the City of Greater Dandenong as an innovative leader providing outstanding programs and services for children and families, and to educate and engage the residents and visitors to the area. This year we are soaring "Up in the sky" promoting science, nature, and sustainability.

This event is one of the City of Greater Dandenong's biggest events annually. This free family festival will feature exciting stage performances, roving performers, arts and crafts activities, face painting, fun sporting activities and many more.

Application instructions

To apply to participate at this event:

- Fill in the [Expression of Interest Community and Sports Stall Application Form](#).
- Complete as many sections of the form as you can. Please note that some fields are compulsory.
- When submitting the form, wait until you have reached the submission confirmation screen before closing the window. If you get a notification about incomplete information, please complete these sections then click 'submit' again.
- If you don't receive confirmation of your application within two weeks, please email events@cgd.vic.gov.au as we may not have received your form.

Important

Please note that the act of submitting this application does not mean your participation in this event is guaranteed. You will be informed by email if your application has been successful.

Successful stall holders must ensure that all the relevant statutory and regulatory obligations have been complied with before attending the event. If you have not obtained all of the appropriate permits, you could face serious consequences such as on the spot fines and court action.

Stall Fees

Community stallholders will be offered a free space (a council marquee will incur a cost, but you are welcome to bring your own) if they can provide a free interactive activity that fits with the festival objectives. A Festivals and Events officer will be in contact to discuss your proposed activity.

Length (serving side) x Width	Details	Fee
3m x 3m	Marquee hire cost	\$220.00

Community stall that are not providing a free interactive activity will incur the following charges:

Length (serving side) x Width	Details	Fee
3m x 3m	Space only (marquee not provided)	\$35.00
3m x 3m	Space and a Council provided marquee (cost recovery)	\$257.00

Options with 'Space and a Council provided marquee' include a set up marquee with three walls but **does not** include furniture such as trestle tables and chairs.

Note: All stallholders bringing their own marquee must comply with all relevant regulations and provide adequate equipment including appropriate weights (39kg per leg) or pegs (300mm per leg). All marquees will be subject to approval to ensure quality and sturdiness.

Please indicate in your application if you need to hire any equipment through the Council.

Stallholders without adequate equipment or appropriate setup on the event day will **not** be permitted to trade and will be asked to leave. Limited equipment will be available for hire from onsite infrastructure contractor.

Optional extras

Item	Fee
Trestle table (1.8m) and 2 x chairs	\$25.00

Power requirements

If you require power please see the costs below. We can provide the following:

Item	Fee
1 x 10 amp circuit	\$40.00
1 x 15 amp circuit	\$60.00
1 x 3 Phase circuit	\$159.00

Terms and Conditions

COVIDSafe Plan

It is mandatory for every Victorian business with on-site operations to have a [COVIDSafe Plan](#). For more information, please visit coronavirus.vic.gov.au/covidsafe-plan. Please also ensure you have hand sanitizer available at your stall.

Plastic use policy

Further to the Victorian Government [state-wide ban on single use plastics](#), the City of Greater Dandenong is reducing the impact of plastic pollution through Council's Plastic Use Policy which was implemented in 2019. The policy applies to several groups across the municipality including organisations or individuals conducting or participating in a festival, event, or activity on any Council owned and managed land or buildings.

As an event organiser and/or stallholder working on Council owned land or as part of a Council-run festival, event, or activity, you must not distribute, sell, provide or use the following single use plastic items:

- Bags
- Straws
- Balloons
- Single-use plastic and polystyrene cups, plates, bowls, cutlery and take away food containers
- Water bottled in plastic

All unnecessary soft plastic packaging should also be avoided where possible.

A specific guide for event organisers and stallholders has been created to help you move away from the prohibited single use plastic items to ones that are much environmentally friendly. Read the guide [here](#)

Legal requirements

Selling or providing alcohol, offensive materials, weapon-lookalike toys, or illegal goods is strictly prohibited.

Insurance

A copy of your Public Liability Insurance valid on the event date is required for participation in this event. This is a compulsory requirement. Please supply this when submitting your application.

A Public Liability and Productions Liability insurance policy in a form approved by the Council; noting the Council as a Principal, insuring for a sum of not less than twenty (20) million dollars the Council and the Stallholder against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or Stallholder, or both arising out of or in relation to this agreement. The policy must also confirm that the insurance cover includes across liability clause extending the policy so that the words “the insured” shall be considered as applying to each party comprising the insured, as though a separate policy has been issued to each of the parties in the same manner as if that party were the only party name as the insured. Proof of this policy must be by way of certificate of Currency.

Such other policies the Council may reasonably require. It is highly recommended that this include a policy to cover damage to the contents of the site including all fixtures and fittings against loss or damage by fire, storm and tempest, explosion, earthquake, riots, strikes, malicious damage, impact by vehicles including aircraft and other aerial devices, extraneous water including flood, burglary, and damage by burglary and accidental damage for their full reinstatement and replacement value.

Working with Children Check

City of Greater Dandenong is a child safe organisation. It is a requirement for all stallholders and their staff working on the event day to hold a current and valid Working with Children Check (WWCC). These must be submitted with your Expression of Interest form and be brought on the day of the event.

Other conditions

Once an application is approved, items as specified in the application cannot be changed. The Council reserves the right to reject applications or stop stalls from trading any items or engaging in any promotional activities not complying with the approved application, consumer protection guidelines, Council Policy, or being

offensive to the public. This includes gambling activities, the selling of alcoholic drinks, items deemed to be dangerous and offensive.

That Council may, at the organiser's discretion and for any reason including, but not limited to, public safety, resolve to temporarily close part of, or the entire Festival site during the scheduled period of event. You hereby acknowledge the Council's right to take this action and hereby agree that in the event that if the Council does so, then you will not seek to claim any compensation nor otherwise seek to impose any liability on the Council of any nature whatsoever.

By completing an application to trade at the event, you agree to:

- behave in a polite and professional manner to all participants, workers, event staff, volunteers and other stallholders involved;
- to respect the Council's security arrangements and comply with the measures put in place to ensure a safe and secure Festival for both the public, event staff, workers, volunteers and stallholders;
- take all reasonable care, including respecting the rights of other stallholders in the use of communal storage areas, including refrigerated space;
- comply with decisions made by management of the Festival, including any decisions relation to the stall site; and
- comply with all related sections of the Fair Trading Act 1990 in the conduct of the stall site;
- agree to indemnify and keep indemnified and to hold harmless the Council its servants and agents from and against all actions, costs, charges, expenses and damages whatsoever which may be brought or claimed against them, arising out of or in relation to this agreement, provided that this indemnity shall not apply where such actions, costs, charges, expenses and demands have arisen due to the negligence of the Council its servants and agents.

The Council reserves the right to, after notice and opportunity to rectify, close any stall that does not comply with the terms and conditions of this agreement.

The Council holds the right to reject an application at its own discretion.

Fees

Applicants agree to pay the fees for any ticket items as per Confirmation of Hire Arrangements (wherever applicable) to the Council for the event. The fee is non-refundable unless the Festival is cancelled.

All invoices must be paid by the invoice deadline.

The community stall holder fee includes:

- Site location (space only, for groups not providing an interactive activity)
- Optional extras upon request (marquee, tables, power)

You will be invoiced upon confirmation of your participation in this event.

Compulsory induction

All event participants are required to complete a compulsory induction, which may be online or in person.

Details will be provided closer to the event date. Participants will not be able to participate on the event day unless the induction has been completed.

Event marketing

In an effort to promote the event, we will ask all participating stall holders to undertake the following:

- Engage with the Social Media promotion by sharing it with friends and posting about the event on your social media.
- List the event on your website, if available.
- Distribute hardcopy flyers, if appropriate.

Privacy statement

Personal information collected by Greater Dandenong City Council is used for municipal purposes as specified in the Local Government Act 2020 and will be used solely for the purpose in which it was collected or a directly related purpose.

Personal information will be stored securely for as long as administratively required, at which point it will be deidentified and destroyed. It will not be disclosed to any external party without your written consent, unless required or authorised by law. If you fail to provide the requested information, Council may be unable to provide certain services.

If you wish to access or amend your personal information, or if you believe your personal information has been breached, please contact Council's Information Privacy Officer on 8571 1000.

Greater Dandenong City Council is strongly committed to the responsible handling of

personal information and is compliant with the Privacy and Data Protection Act 2014 and the Health Records Act 2001. A copy of Council's Privacy and Personal Information Policy is available on Council's website at <https://www.greaterdandenong.vic.gov.au/information-privacy>