

City of Greater Dandenong December 2023 Events

Market Stalls

Information, Fees, and Terms and
Conditions

Greater Dandenong Carols 2023

Event date: Friday 1 December 2023

Event times: 3pm – 9pm (Market and food stalls 3pm – 9pm, Carol's 6pm – 9pm)

Location: Harmony Square

Expected attendance: 4,000

Event Description: The Greater Dandenong Carols is a free family-friendly event to celebrate the Christmas season with our local community.

New for 2023, Harmony Square will transform into a Christmas Market from 3pm with plenty of Festive Food and Christmas Crafts. The Christmas Carol sing along will begin from 6pm with a variety of amazing performers!

New Year's Eve Fireworks 2023

Event date: Sunday 31 December 2023

Event times: 6pm – 9.30pm

Location: Dandenong Park

Expected attendance: 15,000

Event Description: A free event for the whole community with live music performances, food trucks, a laidback picnic atmosphere, and a fireworks finale at 9:25pm.

Deadlines

Expression of Interest closes: 27 October 2023

Successful traders informed: 3 November 2023

Invoices paid by: 17 November 2023

Carols Induction completed by: 20 November 2023

New Year's Eve Induction completed by: 3 December 2023

Please note

Some event details and deadlines may be subject to change by the City of Greater Dandenong Council.

Stallholder Application instructions

1. Fill in the online [Expression of Interest Application Form](#).
2. Please complete as many sections of the form as you can and upload relevant documents. Some fields are compulsory but applicants that provide detailed and/or all information requested will be prioritised for selection.
3. 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.
4. If you don't receive confirmation of your application within two days, please email events@cgd.vic.gov.au as we may not have received your form.

Important

The act of submitting an application does not mean guarantee participation in the event. 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 the appropriate permits, you could face serious consequences such as on the spot fines and court action.

Site Hire Fees

Greater Dandenong Carols 2023

Length (serving side) x Width	Details	Fee
3m x 3m or 6m x 3m	Space only (marquee not provided)	37.00
3m x 3m	Space and a Council provided marquee	242.00
3m x 6m	Space and a Council provided marquee	442.00

New Year's Eve Fireworks 2023

Length (serving side) x Width	Details	Fee
3m x 3m or 6m x 3m	Space only (marquee not provided)	180.00
3m x 3m	Space and a Council provided marquee	385.00
3m x 6m	Space and a Council provided marquee	585.00

Fees listed are based on common stall/van/truck/trailer sizes. If the proposed stall and display size is outside the listed options, please confirm site fees with Festivals and Events Team by emailing events@cgd.vic.gov.au.

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 of 39kg per leg or higher (may be required for very strong winds forecast). 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.

Power Hire Fees

If you require power, please see the costs below.

Item	Fee
1 x 10-amp circuit	\$40.00
1 x 15-amp circuit	\$60.00

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

All food traders must be registered on Foodtrader, the Victorian Government's online system for temporary and mobile food stalls. To register, visit the www.foodtrader.vic.gov.au.

All registered food traders must also lodge a Statement of Trade ('SOT') to be registered for trade. SOTs must be submitted by COB three weeks prior to the event date to trade at this event. Any SOTs not submitted by this date will not be accepted.

To observe all Greater Dandenong Council ('the Council'), Melbourne Fire Service, Food Act 1984, Workplace Standards, Licencing Commission requirements and other relevant Commonwealth, State and Local regulations relating to the preparation and sale of food and beverages.

All gas bottles must be in a milk crate and placed outside of a marquee or tent. Large bottles require a secured frame and must also be outside of marquee. Barbeques must have appropriate backing and heat panels and be positioned with ventilation. Please refer to Energy Safe Victoria at esv.vic.gov.au and the "Code of Practice for the Safe Use of Gas at Public Events in Victoria" for full requirements.

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

Public Liability 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 event is cancelled.

All invoices must be paid by the invoice deadline.

The market stall holder fee includes:

- Site location (space only)
- Optional extras upon request (marquee, 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 nearer the event. Participants will not be able to trade on an 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>