

City of Greater Dandenong Keysborough's Big Picnic 2025

Food Stalls

Information, Fees and Terms and Conditions

Keysborough's Big Picnic 2025

Event date: Sunday 13 April 2025

Event times: 11am – 4pm

Location: Frederick Wachter Reserve, 133-155 Kingsclere Ave, Keysborough VIC 3173

Expected attendance: 5000

Event Description: Keysborough's Big Picnic is the City of Greater Dandenong's only pet friendly event. Come down to Frederick Wachter Reserve with your furry, feathered, or scaled companions and enjoy this family friendly picnic, with live entertainment, food trucks and activities for the whole family to enjoy!

Deadlines

Expression of Interest closes: 7 March 2025

Successful traders informed: 12 March 2025

Invoices paid by: 4 April 2025

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 guaranteed 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.

Assessment: All applications will be assessed on several different areas and weighted accordingly. It is recommended to consider the following selection criteria when completing the EOI form:

- FoodTrader compliance
- Valid Public Liability Insurance and Working with Children Checks
- Comprehensive information (e.g. contact details, Food Trader registration, product, price, requirements etc.)
- Affordability of products
- Healthy food options
- Previous attendance and compliance with City of Greater Dandenong festivals and events, local law and environmental health regulations.
- Local Business Food
- Vendor suitable to the event

Healthy Bites Program offers a reward system and subsidy for food vendors that offer the following options:

- healthy food options, e.g., low-sugar, low salt, organic, plant-based;
- sustainable or innovative food solutions, including using eco-friendly packaging, zero-waste and compostable packaging, creating new recipes with local ingredients or developing unique healthy food concepts;
- inclusive culinary options to cater for special dietary requirements, e.g., gluten-free, vegan, diabetic-friendly, etc.

This will be included on the selection matrix. A subsidy of \$50, \$100 or \$150 will be provided to selected vendors.

Site Hire Fees

Length (serving side) x Width	Details	Fee
3m x 3m	Space only (marquee not provided)	258.50
6m x 3m	Space only (marquee not provided)	517.00
Drink only / Coffee Stall	Space Only (marquee not provided)	129.50
3m x 3m	Space and a Council provided marquee (cost recovery)	486.00
6m x 3m	Space and a Council provided marquee (cost recovery)	972.00

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 and weights but **does not** include furniture such as floor covering, 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 pending on the wind forecast. All marquees will be subject to approval from Event Management 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.

Additional Infrastructure Hire Fees

If you require trestle table and chairs or marquee weights, please see the costs below. We can provide the following:

Item	Fee
Trestle Table	\$20.00
Bistro Chair	\$5.00
Marquee weights (40kg per leg, cost recovery)	\$15.00 (per leg)

Power Hire Fees

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

Item	Fee
1 x 10-amp circuit	\$45.50
1 x 15-amp circuit	\$68.25

Terms and Conditions

Legal Requirements

Public Liability Insurance

A valid copy of your Public Liability Insurance on the event date is a compulsory requirement for participation in this event.

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.

This will need to be supplied when submitting your application.

Statement of Commitment to Child Safety

City of Greater Dandenong is a child safe organisation. Council will require any:

- Providers of services to Council
- Services providers using Council facilities to provide activities for children and young people; and
- Organisations or individuals using Council assets for any activity at which children or young people maybe present or involved.

To have a Child Safe policy and procedure or Statement of Commitment to Child Safety. Further, Council reserves the right to review such policy and procedure or statement for compliance with the Child Safe Standards. Any organisations that do not have policy or statement will need to follow City of Greater Dandenong's Child Safety Policy in [here](#).

Working with Children Check

It is a compulsory requirement for all staff working on the event day to hold a current and valid Working with Children Check (WWCC). These must be submitted with your application form and be brought on the day of the event.

Environmental Health Requirements

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

All successful food traders must also lodge a Statement of Trade ('SOT') to be registered for trade. SOTs must be submitted prior to event and approved by Greater Dandenong's Environmental Health department. Vendors who have not submitted their SOTs will not be accepted and your space will be reallocated.

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.

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

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](#).

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.

You will be invoiced upon confirmation of your participation in this event. **All invoices must be paid by the invoice deadline.**

The stallholder fee includes:

- Site location (space only)
- Optional extras upon request (marquee, tables, chairs, power)

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.

The induction must be completed by all participants, otherwise you will not be permitted to trade on the day.

Fire Safety Equipment

All stalls with electrical equipment are required to be fully compliant with the AS2444-2001 Portable Fire Extinguishers and Fire Blankets – Selection and Location standard. Stalls not meeting these fire safety requirements will not be permitted to trade.

As a minimum, if you are successful and have electrical equipment, you must bring the following:

- 1 x 4.5kg ABE fire extinguisher that has a maintenance service tag dated within the past 6 months
- 1 x large sized fire blanket

If your stall has a multiple pieces of cooking equipment, it is recommended to bring multiple fire extinguishers and blankets. You must ensure your fire extinguisher has been serviced by a relevant licensed contractor within 6 months of the event date. If your fire extinguisher requires testing please contact your local fire station or FES.

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.
- 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.
- You consent to appropriately dispose of your own waste generated by your stall. Failure to do so could lead to additional incurred fees and charges.
- You acknowledge and agree to refrain from selling or distributing any alcohol, offensive materials, toys resembling weapons, or illegal goods. **Such actions are strictly prohibited.**

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.

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

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>