



Carols in Harmony Square 2026

Stallholder Information Sheet

Carols at Harmony Square 2026

Event date: Friday 4 December 2025

Event times: 5.30pm – 8.30pm

Location: Harmony Square, 255 Lonsdale St, Dandenong

Estimated attendance: 2,000 – 3,000 people

Carols at Harmony Square is a free, family-friendly celebration that brings people together for an evening of live entertainment, cultural connection and festive fun. The event features beloved a variety of performances from local community groups, choirs and professional entertainers, alongside vibrant mix of market stalls, food vendors, community displays and festive family activities.

Visitors can enjoy free face painting, interactive entertainment and a special Santa's Meet & Greet, creating a welcoming and enjoyable experience for people of all ages and backgrounds.

Deadlines

Expression of Interest closes: Sunday 13 September 2026.

Successful traders informed: Friday 30 October 2026

Invoices paid by: Sunday 15 November 2025

Induction completed by: Sunday 22 November 2025

Please note

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

Stallholder Application Instructions

1. [Please complete the online Application Form.](#)

Please note that food stall applications are by invitation only. We will not be accepting unsolicited applications.

2. Please complete as many sections of the form as you can and upload relevant documents. Some fields are mandatory. Applicants which provide detailed responses for all fields 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 guarantee participation in an 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:

- Valid Public Liability Insurance
- Working with Children Checks for all attending
- Comprehensive information (e.g. contact details, Food Trader registration, product, price, requirements etc.)
- Previous attendance and compliance with City of Greater Dandenong festivals and events, local law and environmental health regulations.
- Affordability of products (if relevant)
- Healthy food options (Food Stalls only)
- Not for Profit or charitable organisation evidence (Community Stall only)
- Proposed activity (Community Stalls only)

Site Hire Fees

Fees listed are based on common stall/van/truck/trailer sizes. If your proposed stall and display size is of an odd shape and size, please confirm site fees with Festivals and Events team by emailing events@cgd.vic.gov.au.

Note: All stallholders bringing their own marquee must comply with all relevant regulations and provide adequate equipment including **appropriate weights of 40kg per leg** or higher pending wind forecast. All marquees will be subject to approval to ensure quality and sturdiness.

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.

Food Stall

Please note that food stall applications are by invitation only. We will not be accepting unsolicited applications.

Length (serving side) x Width	Details	Fee
Per square metre	Space only (marquee not provided)	\$31.00

Coffee, Drinks and Ice Cream only Vendors

Length (serving side) x Width	Details	Fee
Per square metre	Space only (marquee not provided)	\$11.40

Market Stalls

Length (serving side) x Width	Details	Fee
Per square metre	Space only (marquee not provided)	\$7.20

Corporate Stalls

Length (serving side) x Width	Details	Fee
Per square metre	Space only (marquee not provided)	\$12.60

Not for Profit BBQ or Community Info Stall

Community stallholder is only for charity and community not for profit organisations (proof will be required). Community stallholders will be offered a free (3m x 3m) space **when they can provide a free interactive activity that fits with the festival objectives.**

Please note that:

- A Festivals and Events Officer will be in contact to discuss your proposed activity, not all interactive activities will be approved.
- An information stall will not be classified as an interactive activity.
- A free space **will not** be provided if the community stallholders are selling food/drinks during the event or operate an information only stall.

Length (serving side) x Width	Details	Fee
3m x 3m	Space only (marquee not provided)	\$51.50
6m x 3m	Space only (marquee not provided)	\$103.50

3m x 3m	Space and Council provided marquee with weights	\$319.00
6m x 3m	Space and Council provided marquee with weights	\$597.50

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

Additional Infrastructure Hire Fees

If you would like to hire any equipment or infrastructure, please see the costs below:

Item	Fee
3x3m Marquee with weights	\$267.50
6x3m Marquee with weights	\$494.00
Trestle table	\$21.00
Chair	\$5.20
Marquee weights (40kg per leg)	\$21.00 per leg
Marquee light	\$16

Power Hire Fees

Please note that stalls are not permitted to use their own generator.

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

Item	Fee
1 x 10-amp circuit	\$47.00
1 x 15-amp circuit	\$70.50

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.

Child Safety

Service providers, contractors, partners and performers who work with or around children are expected to be familiar with the Greater Dandenong City Council's Child Safety Framework and follow its requirements where relevant. You are expected to:

- Work in line with our Child Safety and Wellbeing Policy
- Follow the Child Safe Code of Conduct where relevant
- Report any child safety concerns using our reporting process or as required by law
- Take reasonable steps to make sure relevant staff know their child safety responsibilities

Greater Dandenong City Council is a child safe organisation. 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.

You can read more and download the relevant documents at the council website. [Child Safety Requirements for Providers, Contractors and Partners | Greater Dandenong Council](#)

Environmental Health Requirements

All food traders must be registered on FoodTrader, the Victorian Government's online system for temporary and mobile food businesses. To register, visit www.foodtrader.vic.gov.au Please note that registration approval can take time and is subject to your home council's processing time. Applications from unregistered traders will not be considered.

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.

Plastic Use Policy

Further to the Victorian Government [state-wide ban on single use plastics](#), the Greater Dandenong City Council 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:

- Plastic bags
- Plastic straws
- Plastic cutlery and coffee stirrers
- Water bottled in plastic
- Plastic and polystyrene cups, plates, bowls and takeaway food containers
- Balloons, plastic glitter, glow sticks and confetti
- Single use or disposable promotional items or giveaways

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

A specific Greater Dandenong City Council’s 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 attend/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

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 in 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.**

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.

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>