

# Keysborough's Big Picnic 2021

Market stalls

Fact sheet, charges and terms

# Keysborough's Big Picnic 2021

**Event date:** Sunday 11 April 2021

**Event times:** 11am - 3.30pm (Bump-in and bump-out times TBC)

**Location:** 133-155 Kingsclere Avenue, Wachter Reserve, Keysborough

**Expected attendance:** 1,000 - 2,000

## Deadlines

**Applications due:** Tuesday 9 March 2021

**Successful traders informed:** Monday 15 March 2021

**Invoice paid by (if applicable):** Monday 22 March 2021

## Event details

### Event details

Keysborough's Big Picnic gives the community of Keysborough the chance to get together and have a fun time with family and friends in Wachter Reserve park.

There will be plenty of free activities for all ages to enjoy including exciting live music and meeting cute animals at the animal farm, Kite Flying and finding eggs in the annual Parkmore Easter egg hunt. The Make Your Move Zone is also back to challenge you to get up and move with the help of many great local sports clubs. Bring your picnic blankets and chairs and spend the day trying out the delicious food on offer from the food stalls and trucks popping into the park.

There's something for everyone this year at Keysborough's Big Picnic so don't miss out!

### Important

The City of Greater Dandenong adopted its new Plastic Use Policy designed to eliminate the use of single-use and other soft plastics at council events and community events within council. As a stallholder at a council event, we ask stallholders to not distribute, sell, provide or use the following items as part of your operations:

- Single-use plastic bags;
- Plastic straws (See Exemption in Section 5);
- Balloons
- Single-use plastic cups, plates, bowls, cutlery and take away food containers;
- Water or drinks bottled in plastic. (See Exemption in Section 5);
- All unnecessary soft plastic packaging, where possible

Please get in touch with the Festivals & Events team if you would like advice on acceptable alternatives.

## Application instructions

To apply to trade at this event:

- 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](mailto: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.

## Hire Fees

Length (serving side) x Width	Details	Fee
3m x 3m or 6m x 3m	Space only (marquee not provided)	\$32.95
3m x 3m	Space with a Council provided marquee	\$230.95
6m x 3m	Space with a Council provided marquee	\$428.95

All stall fees will include 1 x 10 amp power point if requested.

Fees listed are based on common stall/van/truck/trailer sizes. If the proposed stall size is outside the listed options, please contact Festivals and Events Team by emailing [events@cgd.vic.gov.au](mailto: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 or pegs. All marquees will be subject to approval to ensure quality and sturdiness. Should you need to hire any equipment through the Council, please indicate in your application.

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

## Optional extras

Item	Fee
1 x Trestle table (1.8m) and 2 x chairs	\$20
2 x Trestle tables (1.8m) and 4 x chairs	\$40
Fencing panel (3m x 1.2m)	\$30
Weights (per leg)	\$27
1 x Trestle table (1.8m) and 2 x chairs	\$20

## Additional power requirements

If your requirements are greater than the single 10 amps included, we can provide the following:

Item	Fee
1 x 10 amp circuit	\$15
1 x 15 amp circuit	\$20
1 x 3 Phase circuit	\$35

# Terms and Conditions

## COVIDSafe Plan

It is mandatory for every Victorian business with on-site operations to have a [COVIDSafe Plan](#). The City of Greater Dandenong Council is not responsible for review or approval of COVIDSafe Event Plans. For more information, please visit [coronavirus.vic.gov.au/covidsafe-plan](https://coronavirus.vic.gov.au/covidsafe-plan). Please also ensure you have hand sanitizer available at your stall.

## Plastic use policy

The City of Greater Dandenong is committed to reducing the impact of plastic pollution on the environment through demonstrating leadership in eliminating the use of single-use and other soft plastics across its corporate operations and service delivery. This commitment also applies to organisations or individuals conducting an event or activity on any land or in buildings owned or managed by Council, with specific soft and single use plastics being prevented from use within events or applicable activities as an initial step towards reducing plastic use across the municipality.

To eliminate the use of single-use plastic and other soft plastics at events run by Council and events or activities held on sites owned or managed by Council, the following items must not be distributed, sold, provided or used:

- Single-use plastic bags;
- Plastic straws (See Exemption in Section 5);
- Balloons;
- Single-use plastic cups, plates, bowls, cutlery and take away food containers;
- Water or drinks bottled in plastic. (See Exemption in Section 5);
- All unnecessary soft plastic packaging, where possible

Please read the full Plastic use policy, including exemptions, here: [Plastic Use Policy \(PDF - 270KB\)](#)

## Legal requirements

**Selling 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.

## 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 fee includes:

- Site location (space only)
- 1 x 10amp power point to your site if requested

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 Facebook event by inviting friends and sharing it on your social media
- List the event on your website, if available.
- Distribute hardcopy flyers, if appropriate.

## Privacy statement

The City of Greater Dandenong values and is committed to protecting your privacy. We handle your personal information in accordance with the *Privacy and Data Protection Act 2014 (Vic)*.

For information about our broader collection, use, and disclosure of personal information, please refer to our privacy policy at [www.greaterdandenong.vic.gov.au](http://www.greaterdandenong.vic.gov.au)

Information collected from this expression of interest will remain the property of the City of Greater Dandenong and will be kept as long as they are required administratively. Council will manage and dispose of the information in accordance with the *Public Records Act 1973*.

Council will not disclose your personal information to third parties without your consent, unless we are required or authorised to do so by law.

You may request access to, or correction of, documents that contain your personal information which are in our possession. For information on how to make a request for access or correction, please contact Council's Privacy Officer on 8571 1000. *Requests for access or correction will be handled in accordance with the Freedom of Information Act 1982 (Vic)*.

If you believe Council has breached your privacy, please forward a written complaint to City of Greater Dandenong, Privacy Officer, PO Box 200, Dandenong, Vic, 3175.