

ST KILDA FESTIVAL 2012

Sunday 12th February



Important Information for St Kilda Traders

Trading on the footpath outside your store

You may already have a Footpath Trading permit to do this, however if you want to expand or amend your current trading activities on footpath/road you will need to apply for a Permit to Participate through St Kilda Festival Management.

Permits will specify a maximum number of people allowed in extended trading areas at any given time, with the additional condition that patrons be seated. The number of patrons permitted will differ between establishments, according to the extendable space available to each establishment. A formula will be applied to determine permissible numbers, based on the following:

***Square metres purchased ÷ one setting per every 3m2
One setting is defined as one table with four chairs.***

Trading in a designated area on the roadway outside your business: Please refer to map attached for your premises and highlight the amount of space you wish to occupy. It is important that you attach a copy of this to your application.

Preparing and selling coffee and cold drinks (alcoholic and/or non-alcoholic) in a designated area on the road directly outside your business. This is permitted within your extended trading area providing all state government and Council health requirements are met at all times. Health inspections shall be carried out on Festival Sunday to check these operations.

Selling/serving alcohol in a designated area on the road directly outside your store. If you intend to extend the area in which you currently sell/serve alcohol, you will need to apply for a Major Event License (liquor licence). This application incurs a RAV fee of \$122.10 which is payable by cheque to Responsible Alcohol Victoria, separately to payment of other St Kilda Festival Fees.

The St Kilda Festival is continuing to be green and we're encouraging local businesses to do the same. We would encourage all local businesses to use recycled materials wherever possible on St Kilda Festival Day. Recycling bins will be available at the Festival and we would encourage traders to make the same available within their premises where applicable.

Temporary Food Stalls

Preparation, cooking, storage or holding of food (in Bain Maries, refrigerators or barbecues) is not permitted in any extended trading area. Ice cream, coffee and cold beverages are the only items permitted to be sold from your footpath trading area.

Amplified Music

Traders are reminded that any commercial use of Council land including the roadway and footpaths requires a permit under Council Local Law no.3. Such permits only authorise the specific activity applied for and does not include the placement and use of any audio/visual equipment. PA Systems within the premises must not point out to the street and must not be turned up excessively beyond normal operating volumes. This pertains to particular concerns in regards to, excessive noise, protecting the localized residential amenity and cabling in public walkways.

Ancillary Equipment

Any extra equipment that you need for trading during the Festival is your responsibility. Equipment is not provided by the Council. Rental companies are listed in the Yellow Pages, however to assist you to meet high standards, listed below are three companies who have in the past been able to comply with such standards:

Instant Marquees	Ph: 03 9555 9535
Pride Events	Ph: 03 9793 2533
Quality Event Hire	Ph: 03 9706 6222

Health and Safety Issues

It is your responsibility to ensure that your operation, including the equipment that you use, complies with all relevant legislative requirements. All electrical equipment, including extension leads, must have a current electrical safety tag.

Payment

Permit fees will be invoiced upon receipt of your business' application and are payable within 7 days to the City of Port Phillip.

Assistance

For assistance completing application forms or for further information about how to make the most of St Kilda Festival trading experience, contact Angela de Mel, Festival Trader Liaison on 03 9209 6266 or 0434 316 784.

Applications for a Port Phillip Trader to participate in the 2012 St Kilda Festival close on **FRIDAY 11TH NOVEMBER, 2011**. If your application is not received by this date, you will be automatically considered to not be participating in the St Kilda Festival. **We apologise but late applications cannot be accepted.**

Applications can be lodged:

By post to:
Angela de Mel
Festival Trader Liaison
St Kilda Festival
Private Bag 3
PO St Kilda, VIC, 3182

In person / By courier:
St Kilda Festival Office
Level 1, 232 Carlisle Street
St Kilda East