

# ST KILDA FESTIVAL 2013

Sunday 10<sup>th</sup> February



## General Conditions- Food Vendors

### TRADING SITE

- The permit and plan must be kept on site by the permit holder and must be produced on request to an authorised officer of the Council or St Kilda Festival staff.
- The activity authorised as specified on the vendor's permit can only be conducted in the area specified on the accompanying plan.
- The level of use must not exceed that indicated in the application for a permit and may only consist of the approved activity as advised in the permit.
- At the completion of the Festival, the permit holder must clear the site that has been occupied during the period of the Festival. If trading on a roadway, all infrastructures must be cleared from the road at 10:00pm.
- The site surface must be left by the trader in a clean state at the conclusion of the event as deemed by St Kilda Festival Management. An additional fee to cover cleaning will be incurred if the site is not deemed in an appropriate state.
- Early access to trading site on days prior to 10<sup>th</sup> February 2013 is strictly by negotiation with and at the discretion of St Kilda Festival Management. Early access will not be available for any sites on footpaths or roadways.
- Trader placement on site is at the absolute discretion of St Kilda Festival Management.
- Sites requested are not guaranteed.
- All vendors serving food must have a copy of and comply with the Guide to the Design and Inspection of Gas Installations in Mobile Catering Vehicles Checklist on site. Inspections will be conducted.

### PRODUCTS FOR SALE

- No business is allowed to sell or promote any product outside the business activity advised in the product list, submitted with application and approved by St Kilda Festival Management.
- Only St Kilda Festival sponsorship beverages may be sold and hence must be purchased from the St Kilda Festival prior to the event.
- Alcohol must not be served or sold.

### PRODUCT STORAGE

- The trader must not bring a cool room on site unless it has been approved and permitted by St Kilda Festival Management.
- The trader must contain all storage and other equipment within the confines of their site.

### INFRASTRUCTURE

- Marquee packages and power are provided according to the trader's approved application. Changes to orders and refunds may not be possible once invoice for payment has been issued by St Kilda Festival Management.
- Hired infrastructure must be left in a clean state at the conclusion of the event as deemed by St Kilda Festival Management. An additional fee to cover cleaning will be incurred if the infrastructure is not deemed in an appropriate state.
- No item or infrastructure e.g. umbrellas, signage, tent lines or pegs, etc. may protrude from or sit outside of the allocated site area.

### HEALTH REGISTRATION

- All vendors serving food are required to have a current Registration Certificate (issued by their Principal Council), Food Safety Program and have supplied a Statement of Trade form to both their Principal Council and the St Kilda Festival (City of Port Phillip).

### INSURANCE

- The permit holder must provide a Certificate of Currency from their insurance company providing a minimum cover of \$10 million. In addition, the Certificate must name the City of Port Phillip as an interested party in the policy for the period of the event.
- The permit holder must indemnify the Council against all losses and claims.

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## VEHICLE ACCESS

- Only vehicles with accreditation from the St Kilda Festival may enter the site between 6:00am and 9:00am for the purposes of equipment delivery. Traders vehicles will not under any circumstances be granted access to their site after 9.00am.
- Vehicle access will be granted to festival accredited vehicles only after 10:00pm for equipment collection, provided Victoria Police have given vehicle safety clearance to reenter the site. Under no circumstances can vehicles be brought onto site prior to clearance being given by Victoria Police in the Event Control Centre via your local Site Manager.
- No vehicles other than permitted mobile food vehicles can be present on site during the event. Accredited parking access for support vehicles must be obtained from St Kilda Festival Management prior to the event.
- No vehicle access will be allowed under any circumstances between 9:00am and 10:00pm on Sunday the 10<sup>th</sup> of February 2013.

## SAFETY AND AMENITY

- No barbecues, hotplates, Bain Maries or other hot servery equipment may be used as shop counters.
- All electrical equipment and power leads must have a current electrical test tag. Inspections will be conducted.
- No amplified music is allowed to emanate from the vending site. All normal noise regulation requirements will apply as per usual.
- Any reasonable requests made or direction given by City of Port Phillip staff, St Kilda Festival Management, St Kilda Festival appointed staff, or any emergency service organisations pertaining to the trading area must be followed and adhered to immediately.

## WASTE MANAGEMENT AND SUSTAINABILITY

- All rubbish and waste produced in the area on the attached plan during the period of the Festival must be disposed of in the bins provided by the Festival.
- Items must be disposed of in the manner required by the Festival's waste management program. Trade waste is the responsibility of the trader.
- All Itinerant Vendors are responsible for their own liquid waste and must take this away and dispose of this waste appropriately.
- Traders must use recyclable packaging. This will be inspected during trade on Festival Sunday.

## ACCESSIBILITY

- The trader must not obstruct the pedestrian thoroughfare immediately in front of their trading site.
- The service counter/bench/display height of the trader must be no greater than 900mm. In the instance that the height is greater than 900mm, special assistance must be provided to each customer that may require accessibility assistance.
- Electronic funds transfer machines must have an extension cord or operate wirelessly so as people with accessibility requirements are not disadvantaged.
- The trader must ensure that entrance and exit points of their site are completely accessible to all customers.

## FEES AND CHARGES

- Once application to participate as a trader in the 2013 St Kilda Festival has been accepted and an invoice is issued to the trader, the trader is liable for payment. Failure to reconcile payment will result in action from City of Port Phillip. This may affect the trader's credit history and ability to participate in the St Kilda Festival in future years.
- Under no circumstances can refunds be issued.
- Total gross revenue/sales figures for trade on the day of the event must be submitted on the provided form within the St Kilda Festival Trader Application Kit to Angela de Mel, Festival Trader Liaison by close of business, Wednesday the 13<sup>th</sup> of February 2013, via fax on 03 9536 2717 or email to [skftraders@portphillip.vic.gov.au](mailto:skftraders@portphillip.vic.gov.au). Failure to do so may result in the issuing of an infringement notice or prosecution.
- The total site fee (the balance of 25% of the gross revenue minus the paid Site Permit Deposit Fee) must be paid within 7 days of the invoice date. Failure to do so will result in action from City of Port Phillip. This may affect the trader's credit history and ability to participate in the St Kilda Festival in future years.

## HOURS OF OPERATION

- The permit holder acknowledges that the permit is for Sunday the 10<sup>th</sup> of February 2013 only.
- The permit holder must not commence trading before the specified commencement of 10:00am and must not trade beyond the specified completion time of 9:30pm.
- The permit holder must comply with all other statutory requirements and obligations that are applicable to the use or activity, irrespective of whether those requirements and obligations that are required by the Festival Vending permit.
- **Official Trading time: 10:00AM – 9:30PM**
- **Expiry date of permit: 10<sup>th</sup> February 2013 at 10:00pm**