



# OAKLEIGH MUSIC FESTIVAL

**OAKLEIGH MUSIC FESTIVAL DAY**  
**Sunday, 18 March 2012**  
**Warrawee Park**  
**Oakleigh**

## **PARTICIPANT APPLICATION FORM**

*Please read ALL sections of this application carefully.  
Return this form and ALL relevant attachments by:*

**5pm Friday, 10 February 2012**

**Send to:**  
Arts and Cultural Development Unit  
City of Monash  
PO Box 1, Glen Waverley 3150

If you have any questions please contact the Arts & Cultural Development Unit on 9518 3636 or email [events@monash.vic.gov.au](mailto:events@monash.vic.gov.au).

**Please note: This application is subject to Council approval as per the Stallholder Guidelines and Terms and Conditions. Performance space cannot be guaranteed for all performer applicants; however Council will endeavour to accommodate all local school and community groups. You will be notified within 1 week after the closing date as to the outcome of this application.**

# STALLHOLDER APPLICATION GUIDELINES & TERMS AND CONDITIONS

Festivals, events and activities are an important part of civic life. They can create a sense of pride and belonging in a geographical area or within a community, showcase the talents and cultures of that community to a wider audience and bring people of many different backgrounds together in celebration. Council-presented and supported festivals express the character, attributes and aspirations of the people of Monash.

Stallholders applying to Council are required to submit a description, including where practicable a visual representation, of what they intend to display and/or sell at a festival or event.

Upon receipt of an application from a stallholder, Council reserves the right to seek information concerning material proposed to be displayed or goods or services to be sold from a stall. It also reserves the right to refuse an application, if an applicant does not provide the information sought by Council (see above) or, in its absolute discretion, it deems the proposed stall activities to be inconsistent with one or more desired festival or event outcomes.

So, submitting an application does not guarantee that Council will grant the application.

## DESIRED OUTCOMES

In general Council deems community festivals and events to achieve the following broad outcomes:

- Provide appropriate entertainment and activities to enrich the cultural life of the Monash community
- Provide opportunities for local community groups to provide information about local community services and activities that are directly of benefit to the local community
- Seek feedback from residents concerning Council services
- Promote Council services.
- Provide opportunities for State and Federal government departments to disseminate information about their relevant community services.

Each festival or event is a non-political occasion. Council will, however, allow local Members of Parliament to participate in Council festivals and events if they provide information or services that are of direct benefit and relevance to the local community, and the material or goods or services provided do not expressly or implicitly promote a political party or group, or solicit membership to that party or group.

## TERMS AND CONDITIONS

- Completion of an application form does not guarantee the grant of an application.
- Should Council deem on the day of the festival or event that a stallholder's material, goods or services are, or his or her behaviour is, inconsistent with desired outcomes for the Council festival or event, it may direct the stallholder to leave the festival or event. A stallholder must comply with any such direction.
- Upon an application being granted, the stallholder agrees to the terms and conditions set out in this Introductory Notice and any other terms or conditions attached to this Introductory Notice.
- The stallholder must maintain the appropriate insurances relevant to his or her presence at the festival or event, including Public Liability Insurance to a minimum of \$10 million.
- All stallholders agree that their image and/or voice as recorded, photographed or filmed during the festival may be broadcast or published by Council in any media.
- No consumption of alcohol is permitted on site.
- No smoking is permitted on site, as per Monash City Council's Local Law No.4.
- All stallholders must, at the festival or event, comply with the requirements of any legislation applicable to them, including the *Occupational Health and Safety Act 2004*.
- All stallholders are obliged to keep their stall and surrounds clean and tidy throughout the festival or event.
- All stallholders must consider using packaging materials that are environmentally biodegradable for all forms of food/beverage containers and giveaways.
- Sale or giveaways of balloons of any description, including helium are strictly prohibited at the Festival.

# PARTICIPANT APPLICATION FORM

<b>Type of Organisation:</b>			
<b>Organisation/Company Name:</b>		<b>ACN/ABN:</b>	

*If you are a community organisation you must provide proof of your not for profit status.*

<b>Address of Premises:</b>		<b>Postcode:</b>	
<b>Postal Address if different from above:</b>		<b>Postcode:</b>	
<b>Contact Person:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>		<b>Fax:</b>	

## ACTIVITY

Please tick below the relevant activity and complete the relevant sections only.

- |                    |                    |                          |
|--------------------|--------------------|--------------------------|
| ARTIST/PERFORMANCE | Section 1, 3 and 4 | <input type="checkbox"/> |
| STALLHOLDER        | Section 2, 3 and 4 | <input type="checkbox"/> |

## SECTION 1

### PERFORMANCE DETAILS

<b>Type of Performance, e.g. Orchestra, Choir, Dance, Workshop etc:</b>	
<b>Brief description of performance/workshop:</b>	
<b>If a group performance, how many in the group?</b>	

Total duration of performance

- 15 minutes   
  20 minutes   
  30 minutes   
  Other \_\_\_\_\_

## SECTION 2

### TYPE OF STALLHOLDER

- Oakleigh Local Trader       Community Food Stall       Community Information / Activity  
 Market Stall       Commercial Food Stall       Commercial Information / Activity

### STALLHOLDER DESCRIPTION

Detailed descriptions of all stall content are mandatory as a part of the application process. A copy of any material to be handed out to attendees is also required.

Please list any food, products for sale and or promotional giveaways :

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### POWER

Do you require power for your site?       YES       NO

Do you require the City of Monash to provide power ?       YES       NO

Please clearly list ALL your electrical items and how many AMPS you require for your site to operate:

ITEM	AMP

If you intend to bring a generator it must be a small **silent** generator which is cordoned off from the public. All generators **must** be electrically and mechanically sound. A site inspection will occur before the event commences.

**NB. All power leads must be tagged and tested. Any electrical leads not tested and tagged will incur a charge of \$7 per lead for testing and tagging on the day of the event.**

### GAS

Will you be using Gas?       YES       NO

If you answered **YES**, please note that all gas appliances and cylinders must comply with Energy Safe Victoria's Code of Practice for the Safe Use of LPGAS at Public Events In Victoria. A copy of this is available at [www.esv.vic.gov.au](http://www.esv.vic.gov.au).

Stallholders using LPGAS are also required to complete the Gas Safety Checklist in this document.

## INFRASTRUCTURE

If possible, please supply your own tables, chairs, display boards etc. If you plan to bring your marquee or umbrella it must be secured by weights, (these can be sand or water weights), totalling to 20 kilograms on each leg of the marquee.

**Community information and product stalls will be supplied with a covered area (shared market umbrella), trestle table and two chairs free of charge.**

**Equipment Hire:** Marquees can be hired through the City of Monash for a fee of **\$154.00 (this cost is inclusive of a trestle table and 2 chairs)**. Your marquee will be set up by the event crew ready for your arrival and include appropriate weights.

Do you require the City of Monash to supply Marquee hire? Fees apply  YES  NO

**NB. If your stall is deemed by the event manager/safety officer not to have sufficient weights to secure your marquee, then you will be required to hire additional weights for the day at a cost of \$20 per weight.**

## WASTE MANAGEMENT

Monash City Council is responsible for ensuring effective and minimal waste management in line with its policies and guidelines. As a Stallholder you are asked to consider the environmental impact of your food and drink containers. Please use biodegradable or recyclable materials to package food, beverages, giveaways and all sale products. Council asks you to please look after the environment by creating less rubbish in your stall.

Some suppliers of environmentally sound packaging:

<http://www.goinggreensolutions.com.au/>

<http://www.becausewecare.com.au/>

<http://www.closedloop.com.au/>

## TEMPORARY FOOD PERMIT

From 1 July 2011, a new state wide registration and notification scheme for temporary and mobile food premises applies under the Food Act 1984.

**Temporary food premises** are temporary sites or stalls where food is sold. This includes stalls at festivals and events.

**Mobile food premises** are vehicles such as vans, trailers or carts from which food is sold.

Under the new system and depending on your food handling activities, you only need to register with, or notify, the one council which is known as your Principal Council. This single registration will cover your registration or notification under the Food Act 1984 throughout Victoria.

The City of Monash Public Health Unit is happy to help people through the new process and the relevant forms and can be contacted on **9518 3539 or 9518 3540**.

## SIZE OF SITE

Sites are 3m x 3m.

**Larger sites can be obtained for an additional site fee**  
**– please provide site size requested:**

\_\_\_\_\_ m X \_\_\_\_\_ m

Please include in the size of your site any refrigeration trailers or trucks and any additional storage requirements around your site that you may have.

**If you do not specify the size of your site you will be limited on the day to exactly 3m x 3m.**

## SITE FEES

## REQUIRED FEES

- **\$64.00** **Site Fee:** Commercial Stallholders  
**Community groups and not for profit organisations are not required to pay this fee.**
- **\$58.00** **Power Fee:** Applicable to **all sites** requiring power

## HIRE FEES

- **\$154.00** Infrastructure (Marquee Hire) - This must be specified prior to event day
- **\$20.00** Additional Weights (per 20 kilogram weight) - You will be charged this fee on the day of the event if you have not provided sufficient weights for your structure.
- **\$7.00** Testing and Tagging (per lead) - You will be charged this fee on the day of the event if you do not bring current tested and tagged leads.

## SECTION THREE

### PUBLIC AND PRODUCTS LIABILITY INSURANCE

All stall holders are required to be covered by Public Liability Insurance for the festival. Some stallholders are also required to be covered by Product Liability Insurance for the festival (see below Council insurance requirements).

### INSURANCE

#### 1. Own Business Public Liability and, if required by Council, Products Liability

I have my own Business Insurance consisting of a minimum of \$10,000,000 Public Liability and, if required based on the criteria below, a minimum of \$10,000,000 Product Liability that covers my activity whilst participating in Oakleigh Music Festival Day 2012. Please tick yes if you agree with this statement.

Yes

No (Go straight to section 2)

#### Council requires that all potential stallholders meet the following criteria with regards to insurance:

- Stallholders must provide a Certificate of Currency to be eligible to participate in the event. Insurance companies will provide this to clients if requested – due to privacy legislation, Council is unable to request this information on behalf of the insured
- The Certificate of Currency must be current and remain current for the duration of the event which must be identified on the policy
- A Tax Invoice, Cover Note or a copy of the policy or business schedule will not be accepted, the insurance document provided must state it is a Certificate of Currency
- The Certificate of Currency must be on the letterhead of the company providing the insurance
- The name of the company/individual applying for a stall must be identical to the name of the company/individual on the Certificate of Currency
- Stallholders must be insured for a Public Liability minimum of \$10million and, if manufacturing products (including food, toys, etc ), Product Liability minimum of \$10million (this must be identified on the insurance)
- Stallholders must ensure that if the insurance is specific to their business location or is business insurance that the policy is extended to cover them 'ANYWHERE IN AUSTRALIA' or depending on their activity to specifically provide cover as a 'market stall' while attending this event which should be named on the policy
- Stallholders will need to extend Public Liability insurance to indemnify the 'City of Monash' i.e. will need to include Council as an "Interested Party" on the policy

2. Complete this section if you wish to apply for Public /Products Liability under the City of Monash policy.

**NOTE:** This option is only available to Community Groups and Not-for-Profit Organisations who do not hold their own Business Public/Products liability insurance, unless otherwise negotiated with Council. Please provide proof of your Not-for-Profit and/or Community Group status.

I wish to apply for Stallholders and Performers Public and Products Liability Insurance as provided by QBE  
I agree to comply with all conditions of this policy including payment of a \$1000 deductible in the event that any claim is lodged.

I note that this policy excludes sale of toys or second hand electrical goods.

## AGREEMENT / INDEMNITY

**Please read carefully and sign the following agreement and indemnity statements:**

- a) The details within this form are a true and correct representation of the activity that I/my group as stated will partake in at the stated event/festival. I/we agree to notify the City of Monash should there be any change to my said activities. It is also agreed that I/we will provide Monash Council with photographic images and program information upon request, and that any photographs taken by us can be used in promotional material for Council related business only.
- b) On behalf of the named applicant, I agree to indemnify and keep indemnified Monash City Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of and be directly related to negligent acts, errors and omissions of the applicant at the said festival/event. This indemnity is reduced in proportion to the extent of any negligence by or on behalf of Monash City Council.

**Sign Here**

<b>Dated:</b>			
<b>Name:</b>		<b>Signature:</b>	
<b>Position in Organisation:</b>			

## SECTION FOUR

### CHECKLIST

You **MUST** submit a copy of the following relevant documents.  
Please **TICK** the box if you have attached a copy of the required forms.

#### STALLHOLDERS

- Price List** Of your food items or products you intend on selling during the day.
- Monash Public Health Unit** Food Permit Notification
- Flyers/handouts** Copy of any flyers/handouts intended to be given out to attendees at the festival.

#### PERFORMERS/ARTISTS

- Email details of demos, photos and a biography to [events@monash.vic.gov.au](mailto:events@monash.vic.gov.au) or

list website details here \_\_\_\_\_

#### ALL PARTICIPANTS

- Certificate of Currency for Public Liability Insurance** to the value of \$10 million and, if deemed required in Section 3, **Product Liability Insurance** to the value of \$10 million
- I have read and understood the Participant Applications Guidelines and Terms and Conditions**
- Please ensure that you keep a copy of this form for your own records**