



N I L L U M B I K
THE GREEN WEDGE SHIRE

Proudly supported by
Nillumbik Shire



District 9790

Information For Stall Holders

Saturday 20th November 2010

A Community Project of the Rotary Club of Diamond Creek Inc,
generously sponsored by the Shire of Nillumbik and the Bendigo Bank

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Diamond Creek **Community Bank**[®] Branch  **Bendigo Bank**

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1. Overview

The Diamond Creek Rotary Town Fair is a major event for the township of Diamond Creek and surrounding area and is organised by the Rotary Club of Diamond Creek.

The Diamond Creek Rotary Town Fair is a community event where the operation of stalls and displays is primarily intended to give local groups and clubs the opportunity to raise funds. Commercial operators are invited to participate provided they do not impede on the applications or operations of groups and clubs from within the Diamond Creek community.

A carnival and the some of the stalls and activities will be held at Marngrook oval. Even more stalls and activities will be held on the grounds surrounding Coventry oval. Very little activity will occur on Coventry oval itself due to recently installed irrigation beneath the surface.

Each year, there are an average of about 30,000 visitors to the fair, as well as about 150 stall holders and activities. The fair committee promotes community involvement at all levels, either as stall holders, or participation in the grand parade or on the community stage.

This year our theme is **"Building Communities – Bridging Continents"**. All stallholders and activities should be aiming to support the theme. There will be an increased focus on Sport, Fitness, Nutrition, and active involvement in the Community.

2. Program

The Fair will commence with a Grand Parade at 10.00am. A fireworks display (permit / weather permitting) at is due at 8.30pm.

- Powered sites are limited and strict conditions apply to their use. There is no guarantee of access to a powered site.
- Accurate dimensions must be quoted. The Town Fair Coordinator must be contacted immediately if there are any changes.
- Stall space is limited. Preference will be given to early non-commercial applications should limits be exceeded. The Town Fair Coordinator has the final decision regarding fair layout, and stall and display matters.
- Glow items must be accompanied by a Material Safety Data Sheet, a copy of which must be attached to the application form. Permits to operate at the fair will not be given if this information is not provided.

3. Safety

(a) General

A Safety Officer shall be monitoring all Fair activities. Any stallholder permitting an unsafe activity will be required to fix the issue. Failure to do so may result in closure of the activity or eviction from the Fair.

(b) Power

Access to power is limited, and is strictly controlled.

The maximum load on each lead shall not exceed 10 amps (whether by a direct connection or through a power board or caravan/vehicle connection). Power leads should be suspended in the air or installed in a manner that they cannot be walked on or come in contact with people. Current test tags are required. Random checks may be carried out on equipment. Equipment and/or leads supplied or used by me do not meet the required conditions listed, or regulated standards, in the judgment of the Diamond Creek Rotary Town Fair Committee or representative, that the power may be disconnected immediately from any stall site, vehicle or display.

The Diamond Creek Rotary Town Fair Committee and its representatives are in no way responsible or liable for any losses (financial or otherwise) that may be caused by such disconnection.

(c) Vehicle Movement

Stall holders must arrive by 8.00am. Town Fair staff will be on location from 6.30am. After 8.00am sites may be allocated to other interested parties, and entry to the town fair stalls area will not be permitted. Vehicles are not permitted to move in the stall area until to 4.30pm. Vehicles other than those being traded from will not be allowed to remain in the stalls area.

4. Environmental

(a) Food Vendors

Stall holders shall comply with all food handling laws. A permit to sell food must be obtained from the Nillumbik Council. Entry is not permitted into town fair unless this permit has been obtained, and is available for display. A copy of Guidelines for Operating a Temporary Food Premises can be obtained from the Town Fair Coordinator. Council Environmental Officers are in attendance during the Fair.

(b) Waste

The Diamond Creek Rotary Town Fair is a WASTE WISE event. Recycling stations, consisting of 3 x 240m litre wheelie bins are located around the Fair site for public use. These are monitored and emptied regularly. These are not for general use by stall holders.

- **Box waste / packaging:** stall holders are required to flatten, store and take away all waste and packaging.
- **Bulk food / cooking wastes:** stall holders are required to store and take away these wastes. Waste shall be stored to deter flies and wasps (eg sealed plastic bags).
- **Clean sites:** all sites and surrounds must be kept clean during the day and left fully clean at the end of the day.

5. Other

(a) Community Benefit Disclosure

All community groups are requested to provide a statement detailing any financial or other benefit (eg new members, higher profile) obtained from the fair. The Rotary Club of Diamond Creek collects information to determine the benefit of the Town Fair to the local community. This supports submissions to Nillumbik Council seeking continued permission to run the fair, and assists with obtaining funding. No site fee is required if a **Community Benefit Disclosure Statement** is provided. If this is not provided then normal site fees for Market or Food stalls will apply.

6. Legal: (the fine print)

The Rotary Club of Diamond Creek Inc. and its representatives are not responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event.

- Fees are not refundable.
- No one will be allowed to trade at the Diamond Creek Rotary Town Fair without all necessary approvals.
- Conditions apply to the sale or provision of alcohol. Direct any enquiries to the Fair Committee.
- All information collected by the Rotary Club of Diamond Creek is for the sole purpose of administering the Town Fair, and will not be provided to any other organisation or individual.

The signing of site and powered site applications is an acceptance of the understanding of the terms and conditions by applicants.

7. Checklist

All stallholders

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | have you fully completed the application form? |
| <input type="checkbox"/> | <input type="checkbox"/> | have you attached a <u>current</u> Insurance Certificate? |
| <input type="checkbox"/> | <input type="checkbox"/> | have you attached a cheque or money order to the application or paid via credit card? |
| <input type="checkbox"/> | | have you marked your diary or calendar for Saturday 20/11/2010? |

Community based organisations

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | to receive fee free site you must ensure a Community Benefit Disclosure is attached. |
|--------------------------|--------------------------|--|

Food Vendors

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | have you read the FOOD HANDLING REQUIREMENTS? |
| <input type="checkbox"/> | <input type="checkbox"/> | have you completed a FOOD PERMIT APPLICATION and EVENTS TEMPLATE? |
| <input type="checkbox"/> | <input type="checkbox"/> | have you attached a separate cheque to cover the food permit application? |

If you have not addressed all items on this checklist then your application is not complete.

A community project of the Rotary Club of Diamond Creek

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