



2019 BALLARAT BEGONIA FESTIVAL

FOOD & BEVERAGE COURTYARD

– EXPRESSIONS OF INTEREST

Saturday 9 to Monday 11 March 2019

The Ballarat Begonia Festival is one of the largest and most popular regional events. The three-day festival is held over the Victorian Labour Day long weekend in March within the picturesque Ballarat Botanical Gardens. This award-winning festival (*2014 Best Regional Event in Victoria* and *2014 Australia's Favourite Event*) attracts over 60,000 patrons annually.

The 2019 Festival will be held on Saturday 9, Sunday 10 and Monday 11 March from 10:00am to 5:00pm daily.

The City of Ballarat is offering an opportunity for businesses to operate a **Food & Beverage Courtyard** for the 2019 Begonia Festival inside the Robert Clark Centre Courtyard.

The Courtyard must be operated for the three consecutive days and remain open for business from 10:00am until 5:00pm daily (festival operating hours).

The largest market segments who attend the festival are 31-50-year-old couples and family groups of four. This encompasses horticultural enthusiasts, new home owners, and family fun seekers. The City of Ballarat conducts an extensive marketing campaign to promote the festival that focuses on the Ballarat region, large sections of regional Victoria, extension into Melbourne, as well as interstate to Adelaide.

If you would like to submit an expression of interest in operating the courtyard at the festival, please email your completed EOI form and associated paperwork to events@ballarat.vic.gov.au by no later than Friday 2 November 2018. Please note: submitting an expression of interest does not guarantee you to trade during the event; should your EOI be successful you will be notified via email.

Details about the available Food & Beverage Courtyard:

Location: The Robert Clark Centre Courtyard

- Approx. 250sqm outdoor space
- Access to the Robert Clark Centre kitchen and indoor room for storage
- Toilets are available inside the Robert Clark Centre
- Area aims to be a relaxing tranquil food and beverage experience

Key dates and times:

- Expression of interest due: Friday 2 November 2018
- Successful / Unsuccessful communications: Friday 16 November 2018
- Festival bump-in: Week commencing 4 March 2019 (from 8:00am)
- Begonia Festival: 9-11 March 2019 (10:00am to 5:00pm daily)
- Restocking of stall during Begonia Festival: before 9:00am, 9-11 March 2019
- Festival bump-out: from 6:00pm on Monday 11 March 2019
- Festival bump-out continued: Tuesday 12 March 2019 from 8:00am to 5:00pm

Successful applicant will have to supply:

- Alcohol and produce stock for sale
- Staff to operate the area throughout the festival
- Till and till management
- Provide all equipment as required, this could include:
 - dish- / glass washer
 - cool room and ice
 - catering equipment such as glasses, plates, cutlery, tea towels etc.
- Furniture for outdoor seating (the City of Ballarat can provide bench tables, bench seating and umbrellas through their furniture hire company, costs would be passed on to successful applicant)
- Entertainment to complement the 'Courtyard' experience (can be a mixture of both recorded and live performances)

The City of Ballarat will provide:

- Free use of the Robert Clarke Centre courtyard and kitchen
- Promotion of the offering via festival flyer which is distributed to 65,000 households, festival website and social media
- Signage at the Festival
- Supply list for festival catering (volunteers / performers and the like)

COURTYARD – EXPRESSION OF INTEREST

Business / Trading name	
ABN:	
Contact name:	
Contact number:	
Email:	
Website:	
Description of business: <i>NOTE: Please attach images of your product with your application (for marketing)</i>	
Sustainability: Please outline any environmentally friendly / sustainable practices that you conduct e.g. no plastic straws, environmentally friendly cups	
Vehicle number plate/s:	
Vehicle type/s and colour:	
Height of vehicle:	
Description of products for sale:	1) 2) 3) 4) 5) 6) 7) 8)
Do you require access to power: <i>PLEASE NOTE</i> <ul style="list-style-type: none"> <i>ALL electrical equipment must have current testing and tagging <u>prior</u> to the festival.</i> 	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please attach separately:

- Images of your product (for marketing purposes)
- A current copy of your public liability insurance; **minimum value of \$20million.**
- Certificate of Streatrader registration
- RSA certificate
- Liquor License; if successful, you will need to supply a temporary event liquor license, including red-line alcohol service area
- Please list your menu and prices of items for sale

NOTE: without attaching the above your application will not be considered.

By submitting this form, if successful, you agree to provide all documentation and insurances to the City of Ballarat and complete the City of Ballarat's compulsory online contractor induction **by no later than Friday 11 January 2019.**

By submitting this form, you agree you have read and agree to the terms and conditions attached.

.....
Signature of authorised person
(Commercial food vendor)

.....
Position held

.....
Name in block letters

.....
Date

2019 Begonia Festival Terms and Conditions

SITE

The festival is seeking businesses that offer high quality and affordable family friendly food & beverage options. Businesses must also take pride in the presentation of their site.

Whilst the festival can provide power, businesses are required to provide ALL equipment and infrastructure including fridges and cool-rooms, lighting, power leads and power boards. Equipment must be suitable for outdoor use and have current testing-and-tagging by a certified electrician.

It is essential that businesses meet the regulations and requirements of the *Occupational Health & Safety Act 2004* and the *Food Act 1984* as well as hold a limited temporary liquor license from the VCGLR. Vendors must have a valid WorkCover insurance policy and provide a current copy of their public liability insurance to the minimum value of \$20million. Businesses and their staff must also complete the City of Ballarat's compulsory online contractor induction prior to the festival.

NOTE: Should the festival fall on a day that is declared to be a 'code red catastrophic' fire danger, the festival will be cancelled.

QUALITY / STANDARD OF VENDOR SITE

A high-level of both personal and site presentation is expected. The City of Ballarat reserves the right to prohibit any business from trade should the quality of their site be deemed unsatisfactory. Businesses may be given an opportunity to rectify their site in negotiation with the City of Ballarat.

TRADING HOURS

The festival is open to the public from 10:00am to 5:00pm on Saturday 9, Sunday 10 and Monday 11 March 2019. The courtyard must be fully operational and open for trade throughout the festival times.

BUMP-IN / BUMP-OUT & DELIVERY TIMES

Access to the festival site will be on the following dates and times:

Bump-in / set-up / delivery vehicles

Friday 8 March 2019 – 8:00am to 5:00pm

Access to site will be provided from 8:00am to 5:00pm on Friday 8 March 2019. Third-party providers (eg. couriers) can also deliver items to the courtyard at these times. Please ensure you are onsite to receive all deliveries from your third-party provider/s as festival staff will not be responsible for the safety or storage of your items.

Festival period - delivery and access times

Saturday 9, Sunday 10 & Monday 11 March 2019 – 8:00am to 9:00am.

Access to re-stock sites during the festival will only be granted from 8:00am until 9:00am each morning. Please note that earlier access may be arranged upon prior written approval. All non-essential vehicles must be relocated offsite by no later than 9:00am during the festival period. Please note vehicle movements are prohibited after 9:00am.

Bump-out / pack-up / delivery vehicles

Monday 11 March 2019 – from 6:00pm

Bump-out may commence from 6:00pm on Monday 11 March, **IF approved by festival staff** and safe to do so.

Tuesday 12 March 2019 – 8:00am to 5:00pm

The festival site will re-open for bump-out from 8:00am to 5:00pm on Tuesday, 12 March. Please note that earlier access may be arranged upon prior written approval.

VEHICLE PERMITS

To ensure safety and security at the festival, all personnel requiring vehicle access to the festival site are required to complete a *Vehicle Permit Form* for approval prior to the festival.

The *Vehicle Permit Form* requests information regarding the business, driver, mobile phone number, time of arrival and vehicle details (make, model and number plate). Once a *Vehicle Permit Form* has been reviewed and approved, a vehicle permit will then be issued and must be

displayed on the dashboard of the approved vehicle.

Please note that businesses will be required to submit a *Vehicle Permit Form* on behalf of any third-party provider/s (courier/delivery driver) requiring vehicle access to site to deliver items / supplies. Vehicle permit forms will be emailed to the successful business and must be completed for any vehicle requiring access to site.

VEHICLE SCHEDULE

A vehicle schedule for bump-in, bump-out and delivery will be developed to provide clear direction and instruction to vendors. This schedule will minimise traffic congestion and increase the safety throughout the festival site. It is therefore imperative that personnel arrive and depart at their pre-specified times.

VEHICLE PARKING

There will be a designated parking area adjacent to the festival site. During the festival period, all non-essential vehicles must be removed from site by no later than 9:00am. Further information shall be provided closer to the festival.

VEHICLE ACCESS + VEHICLE MOVEMENT

Each person will be allocated a specific vehicle entrance point for the festival. The designated entrance will be relevant to the height of the vehicle and the designated location within the festival. Due to site conditions (narrow pathways and low hanging branches) it is imperative that only the designated entrance point is used.

Upon arrival personnel will be directed to their specific site by festival staff. For safety, vehicle movements must be kept to a minimum and vehicles must give way to pedestrians. Care must be taken, and vehicles must travel no faster than walking-pace. Each vehicle must have a designated spotter in high-vis clothing to ensure safe vehicle movements. Vehicles must ensure their hazards lights are on when moving within the site.

At the festival, all non-essential vehicles must be offsite by 9:00am. Vehicle movements are prohibited within the festival site between 9:00am until 6:00pm each day. Further information around vehicle access shall be provided closer to the festival.

THIRD PARTY PROVIDERS

Please notify all third-party providers of the specified bump-in and bump-out dates and times, and the 8:00am to 9:00am delivery period each morning of the festival. Please ensure third-party providers have completed a *Vehicle Permit Form* prior to access and that festival staff are contacted upon arrival.

INSURANCE

The City of Ballarat will not be responsible for businesses and / or their staff, nor for the safety of equipment, infrastructure and possessions. Businesses are required to have for the duration of the festival (including bump-in and bump-out periods) **current public liability insurance to the minimum of \$20million, naming the City of Ballarat as an interested party.** Failure to provide a current copy of your public liability insurance will deem your application void and access to the festival will not be permitted.

ONLINE CONTRACTOR INDUCTION

All persons working (paid or unpaid) at the festival must complete the City of Ballarat's compulsory online contractor induction prior to accessing the festival site. At the completion of the contractor induction, a contractor card can be printed and should be carried with personnel at the festival. A link to the contractor induction will be provided to successful applicants.

OCCUPATIONAL HEALTH & SAFETY + WORKCOVER

Businesses are responsible for providing a safe workplace and must comply with the *Occupational Health & Safety Act 2004* and the *Occupational Health & Safety Regulations 2007*. By signing this document, you acknowledge that you have a valid WorkCover insurance policy covering your employees and subcontractors.

Further information can be found in the booklet *A Guide for Employers Your WorkCover Insurance* [here](#).

Please note: WorkCover will conduct inspections on site prior to and during the festival.

MENU

We aim to protect the sales of all food and beverage vendors by reducing competition for the same food items. Therefore, once menus have been finalised, vendors are not permitted to sell items that are not listed on this form without prior written approval from festival staff.

STREATRADER (STATEMENT OF TRADE)

In Victoria, all food premises are required to have a Food Act registration from their registering council before selling food. This includes temporary and mobile food premises (eg. food van). Steatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with their registering council. Steatrader allows businesses and community groups to:

- Apply for a Food Act registration (with your registering council).
- Manage your registration.
- Lodge Statements of Trade for each event.

Prior to the festival you must hold an existing Victorian Food Act registration and be registered via the [Department of Health's Steatrader](#).

FOOD SAFETY PLAN

It is a requirement that you maintain a Food Safety Plan and provide a copy to festival staff upon request. If you do not have an approved food safety plan, one can be developed by using the Department of Health and Human Service's template [here](#) or by calling the Department's Food Safety Unit hotline on 1300 364 352.

Environmental Health Officers from the City of Ballarat will be present throughout the festival and reserve the right to prohibit trade if food vendors do not adhere to health and hygiene requirements.

FIRE SAFETY

For the use of cooking equipment you must have a portable, in-date, tested-and-tagged fire extinguisher. A fire blanket is also required. If you are cooking with gas, please refer to the document '*Code of Practice for the safe use of LP Gas at public events in Victoria*' from the Energy Safe Victoria (ESV) website [here](#). If you are using gas bottles, you must ensure they are certified

by ESV. Solid fuel cooking equipment is not permitted without proper guards or barriers.

Should any day of the festival be declared a Total Fire Ban, vendors wishing to operate a barbecue or stove must have a permit from the Country Fire Authority (CFA).

WATER

Drinking water is available from within the Robert Clark Centre. Please consider your hand-wash set-up as it is essential that food vendors have adequate hand-washing facilities according to regulation. Liquid waste must also be disposed of off-site.

POWER & ELECTRICAL EQUIPMENT

Businesses must supply ALL power leads and power boards, suitable for outdoor use, required to operate their site.

Please ensure that all leads, power boards, and electrical equipment have been tested-and-tagged by a certified electrician prior to the festival. The tag must clearly show the test date and the next scheduled test and inspection date. Please note that if electrical equipment is not tested-and-tagged and / or within the next scheduled test and inspection date it will not be permitted at the festival.

WASTE MANAGEMENT

A limited supply of waste and recycle bins are provided at the festival. All traders are requested to limit their packaging and waste. Businesses are also encouraged to adopt environmentally friendly practices and provide food and beverage in biodegradable vessels. Traders are required to remove all sullage/liquid waste from the festival and dispose of it off-site.

SUSTAINABILITY

The City of Ballarat and the Begonia Festival have a focus on sustainability and aim to reduce plastic waste. We encourage all successful businesses to identify ways to reduce waste.

FIRST AID & EMERGENCY MANAGEMENT

Throughout the festival, first aid staff will be in attendance and can be alerted to an emergency via festival staff or volunteers. Should an emergency (or a near miss) occur, you must contact festival staff immediately.

SECURITY

Festival activities and trade conclude each night at 5:00pm, from which security guards have a constant presence throughout the site. Whilst the festival provides security it will not be held liable for any thefts, damage or losses from the site.

CONDUCT / SMOKING / DRUGS & ALCOHOL

The City of Ballarat encourages a smoke-free environment. Staff must maintain a professional and courteous manner always. Staff are not permitted to smoke within the festival grounds. Staff must work free of the effects of drugs and / or alcohol. Two designated red-line-areas have been identified within the festival footprint for the sale and consumption of alcohol. Outside these areas, alcohol is prohibited from being sold, provided or consumed.

SUBLETTING

This agreement pertains to you and therefore you cannot transfer, dispose of, part with, or otherwise sublet the whole or part of your site for financial consideration or otherwise, without prior approval and written consent from the City of Ballarat.

SALES, ADVERTISING & SIGNAGE

No sales, advertising, signage or displays shall be permitted anywhere outside the boundary of your allocated site. Hand-written signage is not permitted. Businesses are not permitted to display third-party signage and / or branding which conflicts with the City of Ballarat and its sponsors.

NO PEGGING POLICY

There must be no penetration of the ground at the festival due to the extensive in-ground watering and utility systems within the Botanical Gardens. Any temporary structures must be appropriately weighted with concrete weights as an alternative to pegging.

COMPETITIONS

Should you wish to run a competition at the festival, prior written approval must be obtained in advance from festival staff.

PHOTOGRAPHY COPYRIGHT RELEASE

The City of Ballarat will engage the services of an official photographer. By signing the agreement to these terms and conditions you also provide written consent for the City of Ballarat (*Ballarat Begonia Festival*) to retain copyright and ownership of all photographic images taken of you, your staff or site during the festival. It also acknowledges that you agree to allow the City of Ballarat (*Ballarat Begonia Festival*) to use these images for promotional purposes without consultation and that you relinquish all rights to any payments or profits gained from the use of these images.

CANCELLATION

Should you wish to withdraw from the festival, you must do so in writing to festival staff as soon as possible. Should you withdraw your application following a signed agreement being returned to the City of Ballarat cancellation fees may apply.

The City of Ballarat reserves the right to cancel any trader at any time at its discretion.