

Sunbury Community Festival Inc.

A community event organised for the community, by the community
- The third weekend of March each year -



Terms & Conditions

To be read in conjunction with all SunFest Application Forms

Terms & Conditions

Version 2.1

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Authorised by: SunFest Executive Committee

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Alcohol –

It is a by-law of Hume City Council not to drink alcohol in a public place. All areas of the Sunbury Community Festival (SunFest) are deemed to be a 'public place'. If a participant is found to be under the influence of alcohol or seen drinking alcohol they will be asked to leave by the appropriate persons. On the spot fines issued by Hume City Council or the police are in excess of \$200 per offence.

Site Allocations –

Site Allocations will be given out without disadvantaging or discriminating against any applicant, however the SunFest Committee reserves the right to refuse any applicant and also to re-direct Stall Holders onto another site location if there are any Occupational Health & Safety issues with their current site. In fairness to all other participants we request you do not exceed your allocated site size or you will incur an extra stall charge. Your vehicle or extra equipment is not to remain on the Village Green as they will incur an extra stall charge.

Banners:

For Occupational Health & Safety (OH&S) requires that no banners are allowed to obstruct clear vision along pathways, nor impede foot traffic.

Battle of the School Choirs:

This is a contest open to all Primary Schools in the district, and prize money in the form of Bunnings Vouchers is awarded. There is also a perpetual trophy which is held on display at the Sunbury Information Centre and individual trophies for 1st, 2nd and 3rd. Please see our website for details www.sunfest.org.au.

Bump in (Arrival) & Bump out (Departure)

On Saturday:

- Food Stall Holders to bump in (arrive) between 6.00am – 7.00am.
- All other Stall Holders to bump in (arrive) between 7.00am & 8.00am
- On Saturday there is an opportunity to bump out (depart) between 5.00pm – 6.00pm or after 11.00pm. Stall Holders departing between 5.00pm – 6.00pm must be escorted by a steward.

On Sunday:

- All Stall Holders to bump in (arrive) between 7.00am-8.00am.
- On Sunday bump out time (depart) is between 5.00pm-6.00pm.
- On Saturday and Sunday all vehicles must be off the Village Green by 8.30am and all stalls need to be ready to trade at 9.00am.

Cancellations

If a Stall Holder needs to cancel their registration they are to submit this request in writing to the Stalls Coordinator by email stalls@sunfest.org.au as soon as possible to the closing date. There is a \$50.00 cancellation fee if you withdraw your registration within 10 working days of the Festival. Reimbursement of Pre-Festival notification of cancellation will be paid within 30 days of cancellation and made only via Direct Banking. Please include your BSB details with your withdrawal notice. For further information see Refunds & No Shows.

Closing Dates, Late Applications and on day registrations:

- All closing times can be found on the website www.sunfest.org.au. Late Stall Holder Registrations will one be considered if vacancies exist.
- On the day registrations will be accepted for the Grand Street Parade; Walk or Run for FUN;
- Late registration for "Sunbury Idol" and "Sunbury Can Dance" entrants may be considered at the discretion of the Stage Entertainment Coordinator

Community Performers

All adults assisting any community performers must have their Working with Children (WWC) permit or industry equivalent with them at the Festival and produced if requested by the appropriate persons.

Competitions & Raffle Tickets:

Only Sponsors with prior approval are permitted to conduct competitions. Only Community (Not-for-profit) organisations may sell Raffle Tickets at the Festival, and they must satisfy the conditions of the Victorian Commission for Gambling and Liquor Regulation.

Confirmation of Stall Registration:

Confirmation of all registration status will be by email only, approx. 10 days after the closing date.

Contractors:

Professional Trade Contractors will be on hand during the Festival. If any Stall Holder or Service Provider or participant requires a trade contractor they must speak only with the Chief Fire Warden or Stall Coordinator to organise this request. If you do call in your own trade contractor they must register at the Information Marquee before starting any service. All costs associated will be borne by you.

Correct Information on Stall Application:

All applicants must ensure they answer all questions correctly. Otherwise failure to provide information will stop your registration from being fully processed, if we are unable to contact an applicants to confirm or clarify any information.

Decorations & Displays:

We encourage all Stall Holders to decorate their stalls with appropriate style and types of displays. Please be aware safety is paramount and your displays must remain within your allocated site. All Stall Holders must display their organisation's or Business name clearly on their Stall (preferably a banner at the top).

Early Departures:

Stall Holders who wish to bump out (leave) between 5.00pm-6.00pm on Saturday will only be allowed to move their vehicles on and off the Village Green with the assistance of a Steward.

Entrance to the Village Green

The only entrance to the Village Green is via the St Mary's Anglican Church driveway (crossover) in O'Shanassy Street. No vehicle is allowed to block the entrance to the Village Green.

Emergency Contact Sheet:

All Stall Holders will be provided with the Emergency Contact Sheet on the day. This must be displayed within your stall throughout the duration of the event.

Electrical Leads, Power Boards:

- All Stall Holders requiring power must supply their own extension leads (approx. 15m) and power boards. No leads will be supplied by the Festival 'Event Staff' all extension leads and power boards, regardless if less than 6 months old, must be tested and tagged prior to attending the Festival.
- As at July 2008 OH&S regulations advise that all 3 pin plugs must be insulated (top two prongs only). Please ensure that you abide by this requirement prior to attending our Festival. If you need further clarification please contact an Electrical Contractor.
- Our independent Service Contractor will be available for testing and tagging and/or replacement of your 3 pin plugs at the information marquee between 7.00am – 8.00am on Saturday. There will be a charge for this service.
- No power can be supplied Friday night

Emergency Vehicle Entrance and Exit:

The main entrance for Emergency Vehicles is via O'Shanassy Street however Emergency Vehicles may also enter and exit from Brook Street or Barkly Street.

Emergency Services participating in Festival Events:

During the Grand Street Parade, Emergency Vehicles are to be set up at the front in case of an emergency call out. All Emergency Services will be allocated to a location on the Village Green which will enable them to depart safely and quickly if called out.

Event Staff, Volunteers and Stewards:

All SunFest Committee members known as Event Staff and Friends of Sunbury Festival and will be clearly visible by wearing ID Tags on lanyards. In case of emergency the Chief Fire Warden and Deputy Fire Wardens are clearly visible by their bright orange glow vests and ID tags. All Events Staff carry current Working with Children (WWC) Permits. Friends of the Festival assist the Event Staff. Stewards will be wearing yellow or orange vests. Stewards have the important role of safely escorting vehicles on and off the Village Green. All Volunteers assist with setting up/packing up the Festival and Waste Management.

Fair Trading:

The Festival Committee will not accept Stall Registration Forms from, and reserves the right to request cessation of groups or individuals who provide activities or materials which are perceived as offensive, discriminatory or defamatory, or are in direct conflict with Festival Sponsors and the Hume City Council endorsed policy positions. All branded goods must be accompanied by appropriate documentation. No Counterfeit goods are to be sold.

Fees and Charges:

As per schedule found on the SunFest website www.sunfest.org.au any extra charge/s or fines will be borne by you. There are NO FEE/s associated with The Grand Street Parade and Pets on the Green. We wish to encourage and provide a platform to showcase as many of our local and regional community groups and organisations.

Fire Extinguishers:

All Food Providers or any stall holders who have an ignition source must have a current operational Fire Extinguisher and/or Fire Blanket available inside the entrance of their Stall or site at all times.

Food Provider Stall Holders:

Under the Food Act. Requirements for all Food Stalls have changed. All Food Provider Stall Holders will be required to complete an Events Food Safety Program Template and comply with Hume City Council's Health Department requirements. (This is a step by step guide to making sure all your food handling processes are safe). Information on Food Handling session with times is available from Hume City Council's Health Services Department staff or via their website: www.hume.vic.gov.au. You can contact council on (03) 9205 2328.

Grand Street Parade Marshal:

It is the role of the Grand Street Parade Marshal to ensure that all participants have a safe and fun filled experience, it is therefore important that all Parade Coordinators/Groups follow all directions as given by the Grand Street Parade Marshal. For further information please email entertainment@sunfest.org.au

Grand Street Parade:

The Grand Street Parade is on the Saturday of the Festival at 12.30pm. Participants and On Day Registration must announce their arrival to the Grand Street Parade Marshall located in Evans Street. You may wish to arrive and set up early opposite Perry's Grain Store from 11.30am.

- Each entrant will be issued with an entrant number (paddle)
- Each entrant is to display/attach this number to the right hand side of their banner.
- After the parade your entrant number (paddle) is to be returned to the information marquee.
- The end of the parade is in front of St Mary's Anglican Church in O'Shanassy Street.

Hume Event Safety Officer:

Hume City Council will have an Event Safety Officer present at this Festival to inspect Stall Holders and public safety and reserves the right to request cessation of activities performed by groups or individuals where Council's safety requirements are not met. Any breach may incur a fine by you.

Identification:

Stall Holders and Sponsors must show their receipt as Identification, when bumping in on both Saturday and/or Sunday morning. Performers must present themselves to our Stage Manager/s per the time suggested on the schedule. Times and the schedule can be found on our website: www.sunfest.org.au Service Providers must present themselves to the Information Marquee prior to assisting on Festival activities.

Incident Report:

If any person has a complaint they must fill in an 'Incident Report' available from the Information Marquee. The completed 'Incident Report' must be submitted during the Festival. No 'Incident Report' will be accepted post event. All reports will be addressed, where possible during the Festival, otherwise all matters will be addressed by the SunFest Committee as soon as possible after the Festival weekend.

Indemnity:

It is a requirement that all contractors or individuals have in place current public and products liability insurance (where products are sold or supplied). Therefore, by submitting and signing the appropriate Registration Form you thereby agree to indemnify and keep indemnified and to hold harmless the SunFest Committee, our volunteers and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them.

Insurance:

All Stall Holders must have Public Liability Insurance for cover of no less than \$10 Million dollars. SunFest requires all Stall Holders, Sponsors, Service Providers, and Paid Performers, contractors or individuals who participate in the SunFest activities to provide proof of Insurance in what is called a 'Certificate of Currency'. The only exemptions to these requirements are the performers entering in the Sunbury Talent Competitions and Battle of the School Choirs. (See Indemnity) All vehicles brought on to the Village Green for any reason must be fully registered and insured.

Instructions:

During SunFest all Stall Holders and other entrants will need to follow any instructions given to them by Festival 'Event Staff', City of Hume Inspectors or Festival Security.

Irrigation Pipes:

Due to irrigation pipes laid within the lawn of the Village Green it is requested that no large tent pegs be used on the Village Green. Only standalone Marquees or small 15cm pegs will be acceptable. Any Damage incurred on your site due to tent pegs, Hume City Council will apply additional charges and a possible fine. It is suggested you replace your pegs with weighted containers (filled with water or sand) instead to secure your shelter.

Items for Sale by Stall Holders:

All items sold at the Festival must be declared on your Stall Registration Form. If you need more room please provide a list detailing all items sold and staple it to the Application Form. This will provide us with valuable information when allocating your stall site, we do not wish to have 2 or more similar stalls next to each other. If you do not list an item, you cannot sell it during the Festival. The more information you provide the better we can assist you, the better your sales.

Judging Panel for the Grand Street Parade:

The Grand Street Parade is a judged event by our guest panel, made up of Parade Sponsors, Hume Representative, Local MP and one or two others. The judging panel score each entrant accordingly. There are six (6) categories which you may enter. The: Arts (Best Themed Entry), Business Sector, Community Group, Best Float, Schools and Sports Category. There is only one winner in each category.



Maps:

It is important that all participants to the Festival become familiar with the Village Green or for the event they are involved with. All maps and information can be found on our website: www.sunfest.org.au

Marketing, Media and Public Relations:

By submitting the appropriate Registration Forms you are accepting, and give permission for, the SunFest Committee to take photographs and/or video footage of you and/or contacting local Media (Newspaper and Radio) in regards to your attendance at the Festival. On providing this permission, it is accepted the Festival Committee may use these images, in part or in full and without acknowledgement of entitlement to remuneration now or in the future, for the further promotion of the SunFest. If you do not give permission for any Media coverage you must submit this in writing to the Festival Secretary, along with your Registration Form.

Music at the Festival

-  Stall Holders, Sponsors and Service Providers may have music playing on their site; however for the comfort of all concerned there will be a restriction placed on the volume. Your music must only be heard from within your site.
-  Grand Street Parade participants may also have music as part of their 'showcase' however we ask that the volume not be so loud that it takes away from the enjoyment of other participants. All participants with music will be dispersed within the parade at intervals of 2 or 3 groupings; this will ensure there is no noise overflows.


Operations Times:

The SunFest will commence on Saturday from 9:00am to 11:00pm and on Sunday from 9:00am to 5:00pm. Walk or Run for FUN activities will start for walkers and Runners from 8:00am.


Parking during Festival weekend:

All Vehicles are to be parked off the Village Green and must be parked in appropriate parking bays/spaces. Please ensure that you obey the parking regulations so not incur a fine.

Payment of Fees & Charges:

-  Stall Holders: One stall site size is 3m x 3m. If your site requirement exceeds this size you are required to register for an extra site or sites. Each additional site is another 3m x 3m. Each additional site will incur another site fee. Please see registration form. All fees can be found on our website: www.sunfest.org.au Ensure when measuring your site size you include vehicle tow bars and trailer draw bars. A Tax invoice for Stall fees and/or power charges will be forward to you upon receipt and approval of your Stall Registration. A flat rate of \$50.00 per site will be charged to you for the use of power.
 - Stalls: We have only TWO methods of payment; Direct Electronic Transfer (EFT) or Money Order. If payment is made by EFT Account Details are as follows:
 - BSB: 633000
 - Account: 144173481
 - Name Sunbury Community Festival
 - Bank: Bendigo Bank – SunburyPlease provide your Reference ID on your EFT otherwise payment by Money Order must then be made in full by the due date shown on your Tax invoice. Money Order must be made payable to – The Sunbury Community Festival Inc.

SunFest reserves the right to cancel any Stall Holder's Application if payment is not received by the due date on the Tax Invoice.

-  Walk or Run for FUN Entrants: can make cash payments at registration on the day of the event or can register and pay online on our website: www.sunfest.org.au

Photos - Stall Holder and Entrant:

All Stall Holders must provide two (2) current colour photos of their Stall or entry. One (1) x full front view and one (1) x full side view.

Power Supply:

The Festival Committee is able to provide 240 Volt Electrical Power only. A flat rate of \$50.00 per site will be charged to you for the use of power. Entrants using any power supply must indicate all power information the Registration Form. No more than two 240 Volt 10 amp or one 15 amp outlet will be supplied per stall holder site. There is NO 3 Phase Power available to Stall Holders.

Questions:

Please direct any questions before the Festival to email stalls@sunfest.org.au or to the appropriate section you are dealing with. Further details can be located on our website under contact us www.sunfest.org.au During the Festival please direct all questions to the Information Marquee.

Refunds & No Shows:

NO Refunds will be given for non-attendance or cancellation to the event by Stall Holder Entrants.

Registration Forms:

Registration Forms mentioned refer to the appropriate forms to do with events contained within this Festival.

Registration Form Review:

All Registration forms will be reviewed by the appropriate Coordinator to ensure all requirements have been met and to assess the appropriateness and to categorise the applicants' involvement in the Festival.

Risk management Report & Strategic Emergency Response:

A Risk Management Report and Strategic Emergency Response Plan has been completed and forwarded to Hume City Council. In the unlikely event of an incident this plan will be put into place. All Stall Holders and entrants are to follow the instructions of Events Staff and Emergency Services.

Special Interest Groups:

Special Interest Groups include but are not limited to Religious/Political/Minority Organisations.

SunFest is an all-inclusive event and as such caters to all facets of the community to this end stalls classed as Special Interest must adhere to the following SunFest Policy/Code of Conduct



No material is to be distributed outside the confines of your stall



No Spruiking of any kind.



All materials for distribution must not contain statements that are illegal, fraudulent, defamatory, offensive, obscene, pornographic, threatening, inciteful or could lead to a harassment case based on sex, race, political affiliation, disability or other protected status.



Candidates of any political party must ONLY be promoting themselves and not their political affiliation, Candidates are encouraged to promote the work they are doing through brochures and handouts but banners at the front of the stall must be promoting the candidate and not the political party.

String Spray & Graffiti:

String Spray and Graffiti is not permitted at the Village Green. Vendors are not permitted to sell Spray Paint to Under 18's. Any vendor who breaches these rules may be asked to leave the festival with no compensation.

Sunbury Talent Shows: Sunbury Idol & Sunbury's Can Dance:

Each Registration Form is for an 'Individual' entry only. Prize money will be awarded, and paid by cheque. Please see our website for details www.sunfest.org.au.

Sunbury Idol (age group 18 and under) Sunbury Can Dance (age group 18 and under) Please note that if the number of entries at the closing dates is too many to be able to run the event in the scheduled time, then auditions may be required, Entrants will be advised of these arrangements, as to whether they will be live or not, and inability to attend or meet the request of the auditions will result in withdrawal from the competition.

Total Fire Ban:

If there is a Total Fire Ban, and there is an intention to use fire in the open, then it your responsibility to contact the Sunbury Fire Brigade to organise for their permit under Section 40. Refer www.cfa.vic.gov.au/restrictions/permits.htm or by phone on 03 9744 1019.

Traffic Management (road closures):

Traffic Management is in charge of any requirement for road closures, barricades and traffic flow. Traffic Management will close off Brook Street between O'Shanassy & Barkly Sts from 10:00pm Friday to 7:00am Monday. This area is to be used for Festival use only. Grand Street Parade: Traffic Management is responsible for closing off of the surrounding roads and car parks from 11:30am on Saturday and allow for traffic to flow intermittently until approx. 1:30pm.

Variety of Stalls:

The number of Stalls at the Festival will be limited. This is to ensure there is a variety of stalls and not too many of one type of stall.

Vehicle Movement:

Stall Holders, Sponsors and Service Providers entrants must arrive at the set times and via the correct entrance. Vehicles will be allowed on the Village Green for the purpose of unpacking, setting up or packing up only. Once the Stall Holder is ready to operate, their vehicle must be removed from the Village Green. Only Commercial Vans may remain. No other vehicles are to remain on the Village Green, without the approval of the Festival Management. Vehicles are not permitted to move around on the Village Green without the escort of a steward.

Waste management:

Large green bins will be provided around the Village Green. These bins are for the use of patrons visiting the Festival, for light waste i.e. cans, paper bags, wrapping etc. A large skip is available behind the Memorial Hall for Stall Holders. All Stall Holders are encouraged to be good waste managers on their site and keep their site clear of rubbish at all times. At the end of the day/weekend all rubbish must be removed from your site. If not you will receive an invoice for \$132.00. Please note Hume City Council has the right to send an infringement notice.

Working with Children (WWC) Permit:

All 'Events Staff' carry current Working with Children (WWC) permits. All Coordinators assisting with community performers must have their Working with Children (WWC) permit with them at the Festival. And all other persons who have direct and unsupervised contact with children who are not their own must hold current Working with Children (WWC) permits, and provide on request.