

Community Fundraiser Ballot Stallholder Information Pack

Council-run major events 2022-2023

Frankston City Council offers several opportunities for not-for-profit and community groups to fundraise at our events.

For the 2022/2023 event season these opportunities will include:

- **BBQ's** at The Mayor's Family Picnic, Frankston's Christmas Festival of Lights, The Waterfront Festival and Party in the Park
- **Candle sales** (battery candles) at Frankston's Christmas Festival of Lights
- Toasted sandwich sales with the **Cheer Toastie Truck** at Party in the Park.

The event details are as follows:

- **The Mayor's Family Picnic** scheduled for Saturday 17 September 2022.
- **Frankston's Christmas Festival of Lights** scheduled for Saturday 26 November 2022 on Davey Street and surrounds.
- **The Waterfront Festival** scheduled for Saturday 18 Sunday 19 February 2023 at the Frankston Foreshore.
- **Party in the Park** scheduled for Sunday 16 April 2023 at Cruden Farm, Langwarrin.

Applications will be accepted through the Community Fundraiser Ballot application portal, this can be found on the [Council website](#).

Eligibility criteria

- You must be either a not-for-profit or community group within the Frankston municipality
- You must have the resources and experience to service the selected event and opportunity

Requirements

Please read through the relevant requirements for each event. Below is some generic information regarding Community Fundraisers as a whole.

What is not included?

- Marquee, infrastructure or equipment (unless specified)
- Access to Power (unless agreed prior to the event)
- Staff/volunteers or stock
- Rubbish collection from your stall, this must be taken to the skips provided
- Site cleaning, your site must be left the way it was found. For Community BBQ's we advise using protective flooring to prevent grease stains. Charges will apply for stalls left in an inappropriate state
- Water supplies or sinks. Some sites will have access to a water tap, however in most instances you are best to bring any required water to site to avoid delays and OH&S concerns
- Lighting for evening trade (applicable for Frankston's Christmas Festival of Lights and The Waterfront Festival only)

BBQ Applicants

The successful candidate will retain all profits from sales of the day, please ensure you are able to accommodate for the expected number of patrons at the selected event.

Please note Council may request you to cook a particular product; flexibility on food offering to encourage difference between vendors is essential and you must comply with Council's [Healthy Choices Policy](#), this includes submitting a FoodChecker menu assessment through the Healthy Eating Advisory Service within one month of selection and provide a healthy choices option at your BBQ

What is included?

- The BBQ vendor will be automatically allocated a 6mx3m site unless the vendor requested otherwise.

What is not included?

- Marquee, cool room/esky, tables, chairs etc. (option to sub-hire equipment is possible)
- Safe food-handling equipment
- BBQ with a solid plate
- Statement of Trade and relevant documentation
- CFA permits if required, such as Total Fire Ban Period or Fire Danger Period permits.
- Gas Bottles (please note all Gas brought onsite must be compliant with [Energy Safe Victoria guidelines](#) and a gas safety checklist must be completed onsite and available for inspection at the event)

Additional Information for BBQ operators

Food safety requirements

Council's Environmental Health officers will be onsite inspecting premises. Exhibitors will need to have a suitable person onsite at all times who will be able to answer questions about the food safety requirements for the stall.

Fire safety

Total fire ban permits will be required for all stallholders with an open flame if vending within a total fire ban period. Please visit the [CFA's website](#) for more information and to apply.

Stallholders are required to have a mounted fire extinguisher (please ensure size and type is suitable – minimum 9kg) and blanket (1.8mx1.2m commercial model) at the event. Please ensure this equipment is compliant. Non-compliance may result in the inability to trade at the event.

Gas supply

Please refer to the [Energy Safe Victoria website](#) for the [code of practice for the safe use of LPG's at public events in Victoria](#). Any stallholders using gas at the event must complete the Gas Safety Checklist on the day of the event and have it available for our Safety Officer to view upon request. Safety checks will be completed on the event day to verify certificates of compliance and all gas is stored correctly.

Candle sale applicants

The successful candidate will retain all profits from sales of the day, please ensure you are able to accommodate for the expected number of patrons at the event.

Please note you may be asked to provide additional information closer to the event.

What is included?

- A 3mx3m Marquee and a Trestle Table
- Power, if required. If successful, please ensure you let us know what your power requirements are before the event
- Battery Operated Candles will be provided for sale

What is not included?

- Additional infrastructure hire (can be organised at a cost)
- Staff to facilitate the sales
- Float / EFTOPOS

CHEER Toastie Truck applicants

Please note: You must abide by the CHEER Truck terms and conditions, and may be asked to sign and complete documentation through Saputo Dairy (CHEER Truck). Note that you will not be required to submit an application to Cheer Toastie directly. If you would like to review their terms and conditions you can [download the document here](#).

What is included?

- CHEER Truck, Bread, Cheese and other stock
- One Saputo Dairy staff member to assist with operation
- Statement of Trade and relevant documentation
- Site and Power requirements will be organised with CHEER

What is not included?

- Additional staff/ volunteers to run the truck (minimum of three at any time)
- Public Liability Insurance
- Float / EFTPOS System

Expectations for all Community Fundraising Candidates

Presentation

We expect all Community Fundraiser staff and volunteers are presented in a professional manner, with clear signage indicating the cost of products. Where there is more than one comparable fundraiser on an event site, we ask price point to be the same to ensure equity for both groups.

Public Liability Insurance

Council require you to have a minimum of \$10 million Public Liability Insurance cover for Candle Ballot and \$20 million Public Liability Insurance cover for CHEER and BBQ Fundraisers for the duration of the event. Evidence of such cover will need to be provided, naming Frankston City Council as an interested party.

Waste Management and Recycling

All traders are required to adhere to the waste management guidelines. Frankston City Council requires all stallholders refrain from the distribution of:

- Plastic bags
 - Encourage customers to carry the goods bag free or in their own bag where possible
 - Give preference to paper bags (preferably 100% recycled) over plastic bags
- Plastic straws
- Polystyrene foam
- Overly packaged goods

Wherever possible:

- Reuse items, including packaging
- Ensure packaging and goods are made from recycled materials
- Ensure items and packaging can be readily recycled (see Council's Bin Information webpage for what can be recycled)
- Flatten cardboard boxes and place in cardboard skips at the end of the day - no waxed boxes as they can't be recycled

Wastewater is not to be disposed of at the event site, please ensure you bring adequate storage containers with you. Stallholders are responsible for litter around their site. Please regularly clean up around your site and ensure that you correctly dispose of waste and recycling at the end of the event. Please be aware that an Environmental Health Officer may be patrolling the site to ensure the waste management and recycling procedures are adhered to.

Power supply

Power may be available upon request however at **some sites this may not be possible** due to the limited access. Requests for additional power on the day cannot be accommodated. If you have not provided the information in your initial application and had this confirmed by event staff, then connection to power will not be provided on the day. All cables and power leads used are required to be tagged and tested.

Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

Contact Us

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FOOD



Wholemeal and mixed grain breads are the best choice and therefore would be a great default option. You could still have white bread as an option however only serve it when it's requested.



Using healthier oils is better for our health. Healthier oils include corn, canola, sunflower, and olive oil. Unhealthier oils are cottonseed, coconut and some vegetable blend oils.



There is little value in adding butter and/or margarine to a BBQ. If you choose to provide butter or margarine, only add it to the food product when requested. Even better try avocado's as an option.



Barbeque, tomato, and mustard sauce are the most common sauces at a BBQ. It's best to opt for reduced salt and sugar sauces as it's roughly 30% less salt/sugar than other options. Let people serve their own sauce.



Add some vegies to your BBQ! Easy and quick options are corn on the cob, pineapple circles (canned is great), or some capsicum. If you're wanting a dessert option try peaches or bananas.



Be conscious of your serving sizes. The standard serve is one sausage in one slice of bread. Consider having half serves available (half sausage in bread), it would be a good options for the kids.

DRINKS

Water is best. Make water the cheapest drink available at your BBQ. Consider having multiple serving sizes such as a 600ml and a smaller 250ml size. You could even have both plain and mineral water available.

Other drinks you could stock are flavoured water, soft drinks, juices and flavoured milk. Below is information on healthier alternatives to these types of drinks:

- Flavoured milk with low fat milk with a serving of 300ml or less
- Juices with no added sugar with a serving of 250ml or less
- Sugar free soft drink, smaller serving sizes
- Flavoured water with natural flavouring.

