

Stakeholder Information Pack

Council-run major events - 2022/2023 event season

Council is asking for expressions of interest for five events in the 2022/2023 event season, open for stakeholders from a variety of categories. The events open for expression of interest are:

- **The Mayor's Family Picnic** scheduled for Saturday 17 September 2022 at Carrum Downs Recreation Reserve.
- **Pets' Day Out** scheduled for Sunday 9 October 2022 at Ballam Park, Frankston.
- **Frankston's Christmas Festival of Lights** scheduled for Saturday 26 November 2022 on Davey Street and surrounds, Frankston.
- **The Waterfront Festival** scheduled for Saturday 18 and Sunday 19 February 2023 along the Frankston Foreshore.
- **Party in the Park** scheduled for Sunday 16 April 2023 at Cruden Farm, Langwarrin.

Application Process Key Dates

Applications were open for the month of June.

Applicants for the 2022 events will be notified of the outcome in August. Applicants for 2023 events will be notified by mid-September 2022.

These applications are now closed. Applications will be accepted through each individual event application portal, links to these portals can be found on the [Council website](#) from Wednesday 1 June 2022.

Requirements of successful applicants

- All persons onsite must abide by relevant Occupational Health and Safety regulations.
- All stakeholders must have relevant permits and documentation to operate at the time of the event, which may include but is not limited to, Working with Children Checks (or Victorian institute of Teaching card), occupational health and safety documentation, Statement of Trade, relevant environmental health documentation and fire danger permits. Stakeholders may also be asked to complete a COVID Vaccination Attestation and/or provide COVID Safe Plans in line with Government requirements at the time of the event.
- All equipment and infrastructure must be brought onto the site, unless otherwise agreed. Including marquees, power, water, lighting, technical equipment or instruments. Hire in equipment is available at an additional cost.
- The event site must be returned to the condition it was when you arrived (this includes back and front of house areas)
- All events are smoke free, this includes staff and volunteers involved in the event. Smoking is only permitted outside the perimeter of the event and is not permitted in back-of house areas.
- All events except The Waterfront Festival (in the designated areas) are alcohol free events. Alcohol is not permitted in back-of-house areas or outside of designated areas for The Waterfront Festival.

Exhibitor categories are defined as per the below:

Exhibitor Category	Definition
Food Vendor	Food vendors who are providing a meal/substantial offerings.
Beverage and Snack	Beverage providers (excluding liquor) and food vendors who are providing snacks (not substantial food).
Licensed alcohol vendor	Liquor beverage vendor.
Stage Performer	Performers on stage.
Roving Performer	Performers or activities throughout the event site without a fixed location, providing entertaining activities or interactive performances.
Demonstration	Demonstration activity in the main arena at Pets' Day Out.
Community Stallholder	Community group and/or not-for-profit group exhibiting at the event.
Commercial Exhibitor	Commercial business selling products or services.
Activity Providers	Businesses or groups that can provide and run an activity on the event site.
Market Stallholders	Small business selling products or services. Available at Pets' Day Out and Party in the Park. Market stalls will be externally organised for The Mayor's Family Picnic, Frankston's Christmas Festival of Lights and The Waterfront Festival.
Other	If you don't believe you fit into any of the categories above, please select other when prompted for your category to provide more information about your offering. We are always looking to incorporate cross-disciplinary arts and culture experiences within our events, so if this sounds like you, please get in touch.

NOTE: Markets for The Mayor's Family Picnic, Frankston's Christmas Festival of Lights and The Waterfront Festival are externally managed. Details on how to apply through the market provider will be provided later.

Please check each event against the expression of interest callout on Council's website to determine which categories are being sought for each individual event as not every category is eligible at each event.

Selection Criteria

We get a number of applications for these events and as such, all applications will be assessed and ranked as part of our selection criteria. Selection criteria includes;

- Priority given to suitable businesses **based in the Frankston City Council municipality** or surrounding municipalities.
- **Prior performance** is taken into consideration if you have been involved in Frankston City Council events before.
- **Relevance and suitability to the event.** Ensuring stakeholders are suitable for the event demographic and requirements.
- **Benefit to and/or interactivity** with the community at the event.
- **Distribution of opportunities** across providers and provider types over the season and previous events.
- *(For food vendors)* **Food checker menu assessment.** All vendors are required to submit a menu assessment to be eligible. Council is working towards Healthy Food choices at events.

- (For performers) **Quality of performance** or offering based on the web links provided.

Fees and Charges

Council's fees and charges are for the 2022-2023 event season.

All successful applicants will be notified of the confirmed fees and charges before they agree to be involved with the event.

Please note fees and charges are subject to review in June 2023.

Note: \$200 bonds may be applicable for food and beverage vendors.

Exhibitor Category	Site Size	Price
The Mayor's Family Picnic		
Beverage and Snack Stall	3m x 3m	\$110.00
Beverage and Snack Stall	6m x 3m	\$220.00
Food Vendor	3m x 3m	\$180.00
Food Vendor	6m x 3m	\$355.00
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$110.00
Commercial Exhibitor	6m x 3m	\$220.00
Pets' Day Out		
Beverage and Snack Stall	3m x 3m	\$215.00
Beverage and Snack Stall	6m x 3m	\$280.00
Food Vendor	3m x 3m	\$270.00
Food Vendor	6m x 3m	\$355.00
Food Vendor	9m x 3m	\$475.00
Market Stallholder	3m x 3m	\$100.00
Market Stallholder	6m x 3m	\$150.00
Community and Not-For-Profit	3m x 3m	\$50.00
Community and Not-For-Profit	6m x 3m	\$60.00
Commercial Exhibitor	3m x 3m	\$180.00
Commercial Exhibitor	6m x 3m	\$230.00

Frankston's Christmas Festival of Lights		
Food Trolley	Under 2mx2m	\$350.00
Beverage and Snack Stall	3m x 3m	\$410.00
Beverage and Snack Stall	6m x 3m	\$620.00
Food Vendor	3m x 3m	\$590.00
Food Vendor	6m x 3m	\$920.00
Food Vendor	9m x 3m	\$1,080
Food Vendor	12m x 3m	\$1,250
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$500.00
Commercial Exhibitor	6m x 3m	\$700.00
The Waterfront Festival		
Food Trolley	Under 2mx2m	\$400.00
Beverage and Snack Stall	3m x 3m	\$500.00
Beverage and Snack Stall	6m x 3m	\$710.00
Food Vendor	3m x 3m	\$790.00
Food Vendor	6m x 3m	\$1,120.00
Food Vendor	9m x 3m	\$1,620.00
Food Vendor	12m x 3m	\$2,120.00
Licensed Beverage Stall	3m x 3m	\$1,410.00
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$1,000.00
Commercial Exhibitor	6m x 3m	\$1,500.00

Party in the Park		
Beverage and Snack Stall	3m x 3m	\$110.00
Beverage and Snack Stall	6m x 3m	\$220.00
Food Vendor	3m x 3m	\$180.00
Food Vendor	6m x 3m	\$355.00
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$110.00
Commercial Exhibitor	6m x 3m	\$160.00
Market Stallholder	3m x 3m	\$70.00
Market Stallholder	6m x 3m	\$100.00

Terms and Conditions

These terms and conditions apply to all events run by Frankston City Council.

Public Liability Insurance

You must provide a Certificate of Currency from your insurance company providing a minimum cover of \$10 million (food vendors must have minimum cover of \$20 million) and it must state the policy is 'Australia Wide'.

Health and Safety

- All persons onsite must abide by the Occupational Health and Safety regulations in Victoria.
- All persons onsite must abide by the current COVID-19 regulations at the time of the event.
- Please bring your own trolleys and lifting equipment and ensure your staff adhere to all occupational workplace safety standards at all times.
- Please keep walkways clear, avoid placing any objects where anyone can trip and fall over.
- **Pegging is not allowed**, please also ensure all banners, marquees etc. are securely tied and weighted down.
- All marquees, inflatables and temporary infrastructure must be adequately weighted as per the engineer certificate of compliance specific to your structure.
- If you are unable to obtain a certificate of compliance for your marquee, inflatable or structure you must adhere to the guidelines compiled by the Hire and Rental Industry Association (HRIA).
The full HRIA document can be found here: [HRIA Weighting Guide- September 2016](#)

If you notice any hazards please report these immediately to the Event Manager or Safety Officer onsite.

Site Conditions

The event site must be left in the condition in which it was found. This includes sites and back-of-house or green-room areas. All rubbish must either be disposed of in the event bins provided or taken home with you. Sullage and Waste water must be taken offsite to be disposed of appropriately.

Cancellation

Notification of non-attendance is required. There will be no refunds given for site fees in relation to non-

attendance unless in extreme circumstances, where notice has been given. Any refund is at the discretion of Frankston City Council.

In the case of inclement weather **on the event day**, some or all aspects of the event may be cancelled, delayed or changed. Site fees will not be refunded under these circumstances.

In the event of cancellation of the event by Frankston City Council **prior to the event** refunds may be provided at the discretion of Frankston City Council.

Exclusivity

Council endeavours to choose a wide range of stalls, exclusivity of product or market segment cannot be guaranteed.

Working with Children Checks

Frankston City Council is committed to the health, safety and wellbeing of all children and to protecting them from child abuse. Council does not tolerate child abuse and all allegations and safety concerns will be treated very seriously, reported and investigated. Council will at all times listen to children respectfully and advocate for their right to feel safe, valued and protected. Council will work in partnership with local organisations and services to protect children in our community from child abuse regardless of their age, gender, race, ability or their family's religious beliefs, sexual orientation, or social background.

An extension of this commitment in line with the Child Safety and Wellbeing Act 2005 and the updated guidelines in 2017 we will be requesting a Working with Children Check or a valid Victorian Institute of Teaching card for teachers from those who are over the age of 18. This includes all performers, activity and demonstration staff, some contractors and volunteers engaged on event sites. For more information on Working with Children Checks and to apply, please visit their [website](#).

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

Events

Frankston City Council

PO Box 490

Frankston 3199

P. 1300 322 322

E. frankstonevents@frankston.vic.gov.au