



Sunbury Community Festival Inc

A community event organised for the community, by the community
- the third weekend of March each year -
- SunFest 2010 -



Sunbury Community Festival Inc.

- Terms and Conditions -

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For SunFest 2010

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Authorised by: Management Committee

Sunbury Community Festival Inc. - Terms and Conditions –

PO Box 332, SUNBURY Vic 3429 - Inc. A0046389F - email: info@sunfest.org.au web: www.sunfest.org.au

The following terms and condition have been written so that all participants of the Sunbury Community Festival Inc / SunFest Event understand their obligations to ensure the proper running of this event.

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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 any 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 from by Hume City Council or Police are in excess of \$200 per offence.

Allocations –

Site Allocations will be given out without disadvantaging or discriminating any applicant, however the Sunbury Community Festival 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 and 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 extra stall charge. Your vehicle or extra equipment is not to remain on the Village Green as they will incur extra stall charge.

Registration Forms –

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

Bump In (Arrival) and 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**. (Including Motor Show Entrants)

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.

Entrance to Village Green –

The **only entrance** to the Village Green is via the St Mary’s Anglican Church drive way (cross over) in **O’Shanassy Street**. No vehicle is allowed to block the entrance to the Village Green.

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 for 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.

Community Performers –

All Coordinators assisting with community performers must have their Working with Children (WWC) permit with them at the Festival.

Competitions and 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.

Confirmation of Registration –

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

Correct Information –

All Applicants **must** ensure they answer all questions correctly; otherwise failure to provide information will stop your registration from being fully processed. We are unable to contact all applicants to confirm or clarify any information.

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 only be considered if vacancies exist.
- On the day registrations will be accepted for the Grand Street Parade; Bike, Walk or Run for FUN; Pets on the Green; and Motor Show entrants.
- Sunbury Idol and Sunbury Has Talent late registration entrants may be considered.

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 onto and off the Village Green with the assistance of a Steward.

Banners –

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

Decorations and 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). Motor Show entrants may wish to display your entry using ramps, mirrors and lights.

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.**

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 **must be tested and tagged** regardless if less than 6 months old, 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 Paul McCarthy from B&S Hire on (03)9740 2788.
- 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 to 8.00am on Saturday. There will be a charge for this service.

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 Barkley 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.

Fair Trading –

The Festival Committee will not accept 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 Hume City Council endorsed policy positions. All branded goods must be accompanied by appropriate documentation. No counterfeit goods are to be sold.

Event Staff, Volunteers and Stewards –

All Sunbury Community Festival Committee members known as "**Event Staff**" and Friends of Sunbury Festival will be clearly visible and will be 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.

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. Motor Show entries are allocated its own required site size. There are NO FEEs 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 as possible as well as their pets.

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 –

Our Grand Street Parade is on the **Saturday** of the SunFest at 12.30pm. Participants and On Day Registration **must announce their arrival** to the Grand Street Parade Marshal 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 / attached 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 will be 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, Sponsors and Motor Show Entrants must show their receipt as Identification, when Bumping In, on both Saturday and/or Sunday morning. Motor Show Entrants must also display their entrant category. Performers must present themselves to our Stage Manager/s as per the time suggested on the schedule. Times 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.

Emergency Contact Sheet –

All Stall Holders will be provided with this sheet on the day. This sheet must be displayed with in your stall throughout the duration of the event.

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 complaints will be addressed, where possible during the Festival, otherwise all matters will be addressed by the Sunbury Community Festival 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 (where products are sold or supplied) insurance. Therefore, by submitting and signing the appropriate Registration Form you thereby agree to indemnify and keep indemnified and to hold harmless the Sunbury Community Festival 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**. The Sunbury Community Festival requires all Stall Holders, Sponsors, Service Providers, Paid Performers and Motor Show Entrants, contractors or individuals who participate in the Sunbury Community Festival activities to provide proof of Insurance in what is called a "**Certificate of Currency**". The only exemptions to these requirements are the **Child** performers entering in the Sunbury Idol Competition and the **Adult** performers participating in the Sunbury Has Talent Competition. (See **Indemnity**)

Instructions –

During the Sunbury Community Festival all Stall Holders and other entrants **will need to follow** any instructions given to them by Festival "Event Staff", City of Hume Inspector/s or Festival Security.

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 map can be found on our website: www.sunfest.org.au.

Irrigation Pipes –

Due to irrigation pipes laid within the lawn of the Village Green it is requested no large tent pegs be used on the Village Green. Only stand alone 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 –

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. We do not wish to have 2 or more similar stalls next to each other. If you do not list an item, you can not sell it during the Festival. The more information you provide the better we can assist you, the better your sales.

Judging Panel –

The Grand Street Parade is a judged event by our guest panel, made up of Parade Sponsor, 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.

Marketing, Media and Public Relations –

By submitting the appropriate Registration Forms you are accepting, and give permission for, the Sunbury Community Festival 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 or entitlement to remuneration now or in the future, for the further promotion of the Sunbury Community Festival. 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.

Motor Show Registration and Schedule –

The Motor Show will be held on the **Sunday** of the festival weekend. On the day registrations will occur between 9.00am and 10.00am at the **Barkly Street Car park – Melways Ref: 382 E5**; before participating in the Car Cruise starting at 10.00am. All Entrants participating in the Car Cruise will back at Sunbury by 12.00pm to enter the Motor Show on Brook Street Sunbury - **Melways Ref: 382 E4**. **No Motor Show Entrant can enter before 12.00pm**. All Motor Show Entrants must be escorted by a steward. Entrants are unable to leave before 4.00pm. There will be 5 judging categories for cars and 2 judging categories for motor cycles. Judging will be conducted by an official judging panel. Judging will commence at 2.00pm and the winners will be announced at 3.00pm.

Motor Show Early Registration and Discounts –

Entrants will receive a discount if they Pre- Register before 28th February each year. If you Pre-register four (3) or more categories you will receive a discount. All prices can be found on our website; www.sunfest.org.au. If you are entering a vehicle on the back of a truck / trailer both vehicles must be registered for insurance purposes however the tow vehicle or trailers does not qualify as entry.

Motor Show Car Cruise –

Motor Show Entrants may wish to participate in the Car Cruise to Macedon Ranges starting from 10.00am to approximately 11.30am.

Music at the Festival –

- Stall Holders, Sponsors, Service Providers and Motor Show Entrants 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 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.

Operational Times –

The Sunbury Community will commence on **Saturday** from 9.00am to 11.00pm and on **Sunday** from 9.00am to 5.00pm. Bike, Walk or Run for FUN activities will start for Bikes at 7.30am and for Walkers and Runners from 8.00am.

Festival Parking –

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

Payment of Fees and 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 forwarded 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 Funds Transfer (EFT) or Money Order. If payment is made by EFT Account Details are as follows:

BSB: 803 – 021

Account: 210316

Name: Sunbury Community Festival Inc

Bank: RegionalOne Credit Union

Please 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.

The Sunbury Community Festival reserves the right to cancel any Stall Holder's Application or Motor Show Pre-Registration if payment is not received by the due date on the Tax Invoice.

- **Motor Show Entrants:** All fees can be found on our website: www.sunfest.org.au.
- **Bike, Walk or Run for FUN Entrants:** All fees can be found on our website; www.sunfest.org.au.
 - **Motor Show and Bike, Walk or Run for FUN Entrants:** can make cash payments at registration on the day of the event. (We are anticipating in the near future for entrants to register and pay online for these two events.)
 - Entrants will receive a discount if they Pre- Register before 28th February each year.

Stall Holder and Entrant Photos –

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 on the Registration Form. No more than two 240 volt 10 amp or one 15 amp outlets will be supplied per stall holder site. There is no 3 phase power available to Stall Holders.

Paid Performers –

All paid performers must hold a current Working with Children (WWC) permit and have it with them at the Festival.

Pets on the Greens –

Pets on the Green will feature on the **Sunday** of the festival – Times and further details can be found on our website: www.sunfest.org.au. Pre-Registration is available – please refer to our website for details www.sunfest.org.au. All entrants must announce their arrival at the information marquee on the Village Green.

For the safety of the General Public – please ensure that you are in control of your pet at all times and it must remain on a leash or in its cage whilst on the Village Green. Sunbury Community Festival adheres to Hume City Council by-laws and abides by the Domestic (Feral & Nuisance) Animals Act 1994. This includes the correct removal and disposal of animal faeces from the Village Green.

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 at the Information Marquee.

Refunds & No Shows –

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

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 and 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.

String Spray and Graffiti –

String Spray and Graffiti is not permitted at the Village Green. Vendors are not permitted to sell Spray Paint to U18's. Any vendor who breaches these rules may be asked to leave the festival with no compensation.

Sunbury Idol and Sunbury Has Talent –

Each Registration Form is for an "Individual" entry only. Prize Money will be awarded. Please see our website for details www.sunfest.org.au. There will be NO Split winners. Prize Money is paid by Cheque only. Sunbury Idol - (age group 6-15 years old). Sunbury Has Talent - (age 16 years and over).

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 and Barkly Street 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 the closing off of surrounding roads and car parks from 11.30am on Saturday and allow for traffic to flow intermittently until approx 1.30pm.

Total Fire Ban –

It is the responsibility of each participant attending the Sunbury Community Festival who is intending to use Fire in the open air during a Total Fire Ban, to contact the Sunbury Fire Brigade to organise for their permit under Section 40. Go to www.cfa.vic.gov.au/restrictions/permits.htm or by phone on (03) 9744 1019.

Variety –

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

Vehicle Movement –

Stall Holders, Sponsors, Service Providers and Motor Show 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. *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 ie 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. All paid performers must hold current Working With Children (WWC) permits.