



EXPRESSION OF INTEREST
2020 BALLARAT BEGONIA FESTIVAL
BEGONIA COURTYARD



OVERVIEW

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 attracts over 60,000 patrons annually.

The 2020 Festival will be held on Saturday 7, Sunday 8 and Monday 9 March from 10am to 5pm daily.

The City of Ballarat is offering an opportunity for up to five businesses to jointly operate the **Begonia Courtyard**, a Food & Beverage area for the 2020 Begonia Festival from within the Robert Clark Centre Courtyard.

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

The largest market segments who attend the festival are 31-50 year old couples and family groups. This encompasses horticultural enthusiasts, visitors with culinary interests, 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 Sunday 29 September 2019.

Please note: submitting an expression of interest does not guarantee you to trade during the event. You will be notified via email about the outcome of your EOI.

Details about the Begonia Courtyard:

Event Details

- Event: 2020 Ballarat Begonia Festival
- Date: 7, 8 and 9 March 2020
- Time: 10am – 5pm daily
- Venue: Ballarat Botanical Gardens

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: Sunday 29 September 2019
- Festival bump-in: Week commencing 2 March 2020 (from 8am)
- Begonia Festival: 7-9 March 2020 (10am to 5pm daily)
- Restocking during Begonia Festival: before 9am, 7-9 March 2020
- Festival bump-out: from 6pm on Monday 9 March 2020
- Festival bump-out continued: Tuesday 10 March 2020 from 8am to 5pm

KEY DELIVERABLES

City of Ballarat to provide:

- Free use of the Robert Clarke Centre courtyard and kitchen.
- Promotion of the offering via festival website and social media; festival highlights flyer which is distributed to 65,000 households with the MyBallarat publication.
- Signage at the Festival.
- Supply list for the festival (suppliers / performers and the like), if requested.

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).

Begonia Courtyard – Expression of Interest

Business / Trading name:	
ABN:	
Contact name:	
Contact number:	
Business Address:	
Email:	
Website / Social Media:	
Certificate of Registration (council / shire):	
Description of business:	
Menu / products for sale: Please mark vegetarian, vegan and gluten free options. PLEASE NOTE: <i>Council aligns with the Victorian Government's Healthy Choices Guidelines and follows a Traffic Light System, which classifies food and drinks into three categories according to their nutritional value: Green, Amber and Red.</i>	1) 2) 3) 4) 5) 6) 7) 8) 9) 10)
Sustainability / Packaging: Please list any packaging items. PLEASE NOTE: <i>The Begonia Festival aims to be a single-use (PET & fossil-fuel based) plastic free event.</i> <i>E.g. recyclable / compostable food & drink packaging (cups and food trays) allowed only.</i>	

Do you require access to power?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>If YES, please list <u>ALL</u> electrical equipment you will utilize and <u>the</u> associated amps:</p> <p>PLEASE NOTE: <i>ALL electrical equipment must have <u>current testing and tagging</u> prior to the festival.</i></p>	<p>1) 2) 3) 4) 5) 6)</p>

Please attach separately:

- Images of your product (for marketing purposes)
- A current copy of your public liability insurance; **minimum value of \$20million.**
- A current copy of your Certificate of Registration (from your council / shire).
- A current copy of your RSA certificate
- A menu, including prices and outlining vegetarian / vegan / gluten-free items.

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

Please note, if successful, you will need to supply a temporary event **liquor license**, including red-line service area for alcohol as well as a current copy of your **Stretrader** registration.

By submitting this form, if successful, you agree to complete the City of Ballarat's compulsory online contractor induction by no later than Friday 10 January 2020.

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

.....
Signature of authorized person

.....
Position held

.....
Name in block letters

.....
Date

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 7, Sunday 8 and Monday 9 March 2020. 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 6 March 2020 – 8:00am to 5:00pm

Access to site will be provided from 8:00am to 5:00pm on Friday 6 March 2020. Third-party providers (eg. couriers) can also deliver items to the site 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 7, Sunday 8 & Monday 9 March 2020 – 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 9 March 2020 – from 6:00pm

Bump-out may commence from 6:00pm on Monday 9 March, **IF approved by festival staff** and safe to do so.

Tuesday 10 March 2020 – 8:00am to 5:00pm

The festival site will re-open for bump-out from 8:00am to 5:00pm on Tuesday, 10 March. Please note that earlier access may be arranged upon prior written approval.

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.

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.

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 AND 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 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)

Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food / beverage premises with their registering council. Streatrader 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 be registered via the [Department of Health's Streatrader](#).

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 within the festival site from various locations. Please consider your hand-wash set-up as it is essential that 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 reusable or biodegradable vessels. Traders are required to remove all sillage / 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.

The Begonia Festival aims to be a single-use (PET & fossil-fuel based) plastic free event.

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.