

# WODEN VALLEY COMMUNITY FESTIVAL

Healthy Communities - Positive Wellbeing- Sustainable Living

October 31 2009 at Eddison Park

## Stall Holder Information Package



Festival proudly brought to you by:



## Festival Information

Woden Community Service (WCS), Woden Valley Community Council (WVCC) and other stakeholders are proud to present the second annual Woden Valley Community Festival. The festival will be a one day celebration held in **Eddison Park** (off Launceston St, Phillip) on **Saturday October 31 2009 from 10.00am to 4.00pm** with the youth music challenge running until **6pm**.

The festival will be an opportunity for local community groups and businesses to not only showcase their contribution to Woden, but also their interest in the new festival theme – health, wellbeing and sustainability. It is also a chance for people, who live, work or have a connection to the area to celebrate what it means to be part of this community. Activities and entertainment will be provided for all ages and the festival will be a child friendly event.

## Festival Background

In 2004 Woden Community Service celebrated its 35<sup>th</sup> anniversary with a Community Festival in the Woden Town Square, jointly hosted by Woden Community Service and Woden Valley Community Council. The feedback was very positive and with encouragement and support from a wide variety of local groups and businesses it was decided to develop a broader community festival event.

In 2008 the inaugural Woden Valley Community Festival was held which attracted over 1500 people. It was supported by a range of local businesses and clubs. There were displays, market and food stalls and entertainment was provided by various local artists. A number of community groups, businesses and individuals were also recognised in the *Unsung Heroes* awards, for their quiet but valuable contribution to the Woden Valley community.

The Woden Valley Community Festival is now established as a yearly celebration. Five years on and we are celebrating the 40th anniversary of the Woden Community Service with a festival that has a modern health, wellbeing and sustainability theme.

## Community Stall Holder Information

The Woden Valley Community Festival's main aim is to celebrate and showcase the local businesses and organisations that help contribute to what makes the Woden Valley the vibrant community that it is.

So, this is where you come in! The festival is a wonderful opportunity for you to get involved and share your local business and/or information with the Woden community.

Please find enclosed a registration form and information about what is required.

For further information on becoming a stall holder, please do not hesitate to contact Emma Walter at Woden Community Service on 6234 6820 or email: [wodenfestival@wcs.org.au](mailto:wodenfestival@wcs.org.au)

## 2009 Woden Valley Community Festival – Saturday 31 October Community Stall Application Form

Please return to: Woden Valley Community Festival  
Woden Community Service Inc  
PO Box 35, Woden ACT 2606  
Ph: 6234 6820 Fax: 6285 1322  
Email: [wodenfestival@wcs.org.au](mailto:wodenfestival@wcs.org.au)

**CLOSING DATE: 11 SEPTEMBER 2009**

### **Contact Details**

Organisation Name: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

ABN: \_\_\_\_\_

### **Contact Person 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Contact Person 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **Site Allocation, Requirements and Cost**

- All sites are 3 metre x 3 metre square (unless negotiated prior to the event)
- Unfortunately marquees cannot be provided for stall holders. Due to a lack of shade at Eddison Park, it is highly recommended that you bring your own protection from the weather
- Equipment, including tables, chairs and cooking implements are the responsibility of the stall holder. All equipment must be kept inside the site boundary and is the responsibility of the stall holder
- The Woden Valley Community Festival Coordinators shall allocate site positions based on stall diversity after the closing date. Preference will be given to businesses either based in or servicing the Woden Valley
- Applications will be notified in writing by the Woden Valley Festival Coordinators of the outcome of their application by 25 September
- Payment must accompany all applications
- Stalls must be left in a clean condition and are the responsibility of the stall holders.
- A administrative fee of \$25.00 is required for all stalls
- The Woden Valley Community Festival is not responsible for any costs associated with the fit-out of sites

### **PLEASE TICK WHICH SITE TYPE YOU WISH TO ORDER:**

**Community or Not for Profit Organisation**

3 metre x 3 metre (no marquee provided)

**Cost:** \$25.00 administrative fee

or

**Lifestyle Activity and/or drinks unit**

3 metre x 3 metre (no marquee provided)

**Cost:** \$50.00 plus a \$25.00 administrative fee

or

**Businesses, a self-contained van and/or sales unit/stall**

**Cost:** \$100.00 plus a \$25.00 Deposit administrative fee

please give size details: \_\_\_\_\_

## **Stall Information**

To assist the Festival Coordinators in the allocation of your site, could you please provide a brief summary of the type of stall you are requesting:

Type of Stall (eg. information, products for sale):

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Goods for display and/or sale:

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If products for sale, what is cost?

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## **Legislation, Licences and Insurance**

### **Food Business Licence**

All food vendors are required to satisfy the provisions of the *Food Act 2001* and have all relevant documentation from the Health Protection Service that indicates notification of the business at the event or the business has a current Food Business Registration.

A copy of the licence must be attached to the registration form.

For more information, contact the Health Promotion Service on 6205 1700 or visit:  
[www.health.act.gov.au](http://www.health.act.gov.au)

The Woden Valley Community Festival is an alcohol free event.

### **Insurance – Public Liability**

It is a requirement that all Woden Valley Community Festival stall holders have a current public liability insurance policy for the duration of the event.

Do you have a current public liability insurance policy for the duration of the Woden Valley Community Festival?

Yes

No

**If yes**, please obtain a *Certificate of Currency*, or letter from your insurer or broker showing adequate coverage for this event.

**If no**, please contact the Woden Valley Community Festival team on 6234 6820.

**Electricity**

The Woden Valley Community Festival will supply each stall with 1 x 20 amp general purpose outlets free of charge.

Additional outlets are available by order only. Applicants will be charged a fee of \$50.00 for each additional outlet. Each outlet will be paid for with this application.

Place an order for electrical outlets by ticking the appropriate box/es below:

I will require a powered site:  Yes (1 x 20 amp outlets)

I will require EXTRA 20 amp outlets/s  Yes (how many?) \_\_\_\_\_

List ALL appliances (including wattage) that may be operating on site at the Woden Valley Community Festival.

<b>Appliance</b>	<b>Wattage</b>	<b>Number of Items</b>
<i>e.g., bain-marie</i>	<i>2400</i>	<i>1</i>

(This list enables us to determine your power usage.)

All equipment and cables must be compliant with Work Cover Regulations. For more information visit: [www.workcover.act.gov.au](http://www.workcover.act.gov.au)

**Administration**

Please make all cheques out to Woden Community Service Inc.

On receipt of your deposit we will send you a receipt and a site plan showing where your site has been allocated.

The Woden Valley Community Festival does not accept any liability for inclement weather and will not refund fees if the event is cancelled due to bad weather.

### Event Specific Information

- The Woden Valley Community Festival is an alcohol free event
- Due to the type of activities and in the interest of public health and safety, dogs (other than guide dogs) and other animals are not permitted

### Declaration

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (organisation) understand that on completion of this application that I accept all responsibilities set out by this information pack. I understand that Woden Valley Community Festival Coordinators have the right to decide on stall holders and positions.

Name of signatory (please print): \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Stall Holder Application Checklist

Please ensure you have completed the following information:

- Selected Site
- Completed Summary of Stall Type
- Food Business Licence Attached (if required)
- Copy of Public Liability Insurance Cover
- Electricity Requirements (including a list of ALL electrical equipment in use)
- Stall Holder fee (including security deposit)

### Office Use Only

Payment Received                      Yes                       No

Date: \_\_\_\_\_                      Receipt No: \_\_\_\_\_

Receipt/Site Plan Sent (date): \_\_\_\_\_