

SELBYFEST 2024



Saturday 23rd November.....2-8pm

SelbyFest is coordinated by an organising committee and is a part of the approved 2024 program of events.

Selby Community House Inc. Address: 1 Minak Rd, via Charles St, Selby. T: 9754 2039. E: programming@selbyhouse.org.au
selby@selbyhouse.org.au www.selbyhouse.org.au

Terms and Conditions

It is the responsibility of each stall holder to read this statement of Terms and Conditions carefully before submitting their application. Making a booking implies that you have read, understood and accepted all current Terms and Conditions.

The organisers reserve the right to modify these Terms and Conditions for approved community groups or vary any of these conditions without notice.

Background

SelbyFest is about celebrating what our community is all about - encouraging people from our local community to be a part of the event and to share their skills, talents and produce with the local community.

Community interaction is a major aim of SelbyFest and stall holders are encouraged to provide accurate information about their products and services.

Caring for Our Environment

SelbyFest occurs in and around Minak Reserve, a high quality bushland reserve which is home to many locally endangered native animals.

SelbyFest encourages festival participants to care for our environment and community by making sure activities have minimal environmental impact. The use of new plastic bags is prohibited. Wherever possible please provide paper bags, bags for sale, or reused plastic bags.

Who Can Have a Stall?

Preference will be given on the basis of locality (the closer to Selby the better) and quality of product (the higher the better). Sub-letting of stalls is not permitted.

All stall holders are required to hold current public liability insurance (or to purchase Public Liability Insurance under Selby Community House Inc. terms of hire = \$15) and, if handling food, a copy of relevant and up-to-date food handling certificate.

Stall Holder Fees- Range between \$40-\$120.

Limited power is available on a first come basis, to food and beverage stalls only. Where providing independent power supply all equipment must comply with relevant regulations and standards and have a current electrical tag.

Payment of Fees

Fees are due on approval of application. Bookings are not confirmed until fees are paid in full. Fees to be paid by EFT to Selby

Community House/ BSB:633-000 / Account: 123158065
or call with credit card 9754 2039.

Please note stall fees will not be refunded if stallholder cancels after October 1st 2024 or does not turn up on the day.

Stall Regulations

Stall holders must remain until 7pm unless, with authorisation by event management:

- An emergency arises and/or severe weather.
- Where all stock is sold out.
- Where unforeseen circumstances arise requiring a stall holder to leave early - event management will coordinate safe exit from festival environment.

Stall holders must supply their own trestles, tables, chairs, tent or gazebo, lined waste bins, ground covers, marketing materials and any other equipment needed to safely operate their stall, including own power supply where approved. No equipment is available for hire.

Where it is deemed practical and safe, event management reserves the right to move stall holders to another site.

Please note the Child Safety regulations on Page 1.

Site Safety

- MUST NOT interfere with or cause damage to any buildings or infrastructure including: gardens, grassed areas and bushland beds and/or remove or destroy any plants, including spillage of hot water or liquid waste onto designated garden, grass or bushland areas.
- MUST NOT stack goods on walkways or outside of their stall area.
- MUST ENSURE shelters and umbrellas are securely fixed with solid metal bases (plastic bases containing water do not provide enough stability in strong winds) and free from protrusions that could cause harm.
- MUST ENSURE electrical cabling is waterproof, complies with relevant regulations and standards, and has current electrical safety tag. Cables must not cross any walkways or driveways. Use of adhesive tape is prohibited on walls or floors.

Total Fire Ban & Cancellation

Selby Fest will be cancelled if extreme weather is expected to be unsuitable for the day or a Total Fire Ban day is declared by the CFA. Please check <http://www.cfa.vic.gov.au> before arrival. Stallholders will be notified as soon as staff become aware of cancellation. All fees will be refunded.

Parking and Vehicles

Limited onsite parking is available dependant on stall location
Limited designated off-site public parking will be signposted.

All other stall holders will be required to unload and remove all vehicles from the Festival area by 1.30pm (unless otherwise advised or authorised).

Vehicles are NOT permitted to enter, leave or be moved around the festival space during festival hours unless previously arranged with festival staff.

Food Safety

Food vending vans must carry a current Local Government registration certificate for the place in which it is garaged.

Food Stalls and Vending Vans must comply with the Regulations of the Yarra Ranges Council Environmental Health Department, including a current permit to operate a temporary food premises. Must be available on day and be sighted by event management.

Rubbish - All Stall holders are responsible for removing all rubbish from and/or adjacent to their sites. If you bring it in, please take it home again. Food stalls with take away food are required to provide lined bins at the front of their site.

Emergency Procedures

In the event of an emergency please follow instructions given by event management. Please report any emergency or incident.

Thank you for helping to make SelbyFest a great success