

warren CHRISTMAS STREET PARTY

friday 7 december 2018

5-9PM

Warren Main Street



Warren Christmas Street Party Charter – 2018

The Warren Christmas Street Party is an initiative of Warren Shire Council as part of its Economic Development program and the Drought Communities Program Extension.

1.0 General – Summary of Rules

1.1 The Warren Christmas Street Party (WCSP) seeks to encourage and support local businesses to sell their products/services and encourage the local community to shop local in the lead up to Christmas.

1.2. Vendors must have copies of appropriate insurance certificates, licenses, tags and permits available in the event of an inspection.

1.3. All food vendors are expected to have registered their business with www.foodnotify.nsw.gov.au

1.4. All food vendors are expected to comply with Food Standards Australia rules and regulations www.foodstandards.gov.au

1.5. Each Vendor is responsible for the safety of his or her own equipment, own products and is expected to maintain adequate product and public liability insurance.

1.6. Vendors are expected to stay until the market closes for the day at 9pm.

1.7. Vendors must leave their sites 'broom clean' at the end of the event.

1.8. Any vendor can be expelled from the Street Party for failure to comply with the Street Party Rules.

2.0 Introduction

The purpose of the Street Party is to provide;

- A sales outlet for growers and producers in the region.

- An opportunity for consumers to purchase quality local produce and services.
- A community gathering place - to promote economic growth by assisting new business creation and growth while creating retail traffic in the Warren town centre.

3.0 Time, Place and Weather

The Street Party is to be held on the 7th December 2018. Set-up for Vendors is between 3pm and 5pm. The Street Party is a “Rain-Hail-Shine” event, meaning that the event will go ahead irrespective of the weather.

The event begins at 5pm and ends at 9pm and is located in Dubbo Street Warren, from the Burton Street roundabout towards Hale Street.

Only in an extreme weather event will the WCSP be relocated to the Warren Sporting and Cultural Centre at Victoria Park. If the event is to be relocated a notice will go out on the Warren Shire Council Facebook page as early as possible on the day of the event.

4.0 Who can sell?

Only registered vendors, approved in accordance with the WCSP Charter may sell at the WCSP.

Vendors are required to complete the stallholder application provided by Warren Shire Council. Available at Warren Shire Council or Council website www.warren.nsw.gov.au. Applications can be submitted by email, posted or dropped into Warren Shire Council, 115 Dubbo Street, Warren NSW 2824.

If the items a vendor wishes to sell differ from the original application a separate application form will need to be completed.

Vendors are required to provide the Event Coordinator a current copy of their public liability and/or product insurance.

The Council reserves the right to prohibit anyone from selling at the WCSP and to cancel the privileges of any Vendor who in the opinion of the Council Management has violated the Rules governing the WCSP Charter.

Stallholders will be limited to persons actually selling or marketing a local product/service.

5.0 Vendor Guidelines

5.1 Pricing

Each vendor is required to set and display their own selling prices. Prices should be set in keeping with customer satisfaction, profitability and consideration of other Market vendors and town retailers.

5.2 Complaints

Any grievance regarding Vendors or their produce should not be directed to the Vendor in question, but the initial grievance should be reported to the event Coordinator who will bring the concern to the attention of the Warren Shire Council who will advise those involved of what action is to be taken.

5.3 Inappropriate behaviour

Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a vendor or participant toward another vendor, participant, employee, or customer of the WCSP is grounds for immediate and permanent expulsion from the event.

5.4 Vehicle movement during market

No customer or vendor vehicles will be allowed to move in or out of the Market site during event hours. Access ramps providing access will be removed during Market hours. Set-up must be completed before the commencement of the event at 5pm and one hour will be allowed after the market closing time (9pm) for completion of sales, tear-down and site clean-up.

5.5 General cleanliness

It is the responsibility of individual vendors to maintain a clean and healthy environment within their assigned site area and vendors are required to leave that area free of rubbish, debris and “broom clean” at the conclusion of the event.

Nothing, including ‘oil’ or ‘grease’ is to be spilt or dumped within the Market site area or in the surrounding area or gardens; but must be disposed of in an appropriate manner using the waste bins provided as appropriate.

5.6 Gazebos

Gazebos, canopies, tents, umbrellas and the like shall always be safely secured from unexpected weather events.

6.0 Market safety

Before participating in the event, Vendors will undergo a site induction and also need to complete a risk assessment of their stall.

7.0 Legal Requirements

7.1 Electrical testing & tagging requirements

Australian Standard As/NZA 3760 stipulates that all electrical equipment used at the market by the vendors is required to have an in-date safety inspection tag. Test and tagging is to be completed at the vendor's expense.

7.2 Work, Health & Safety

Each vendor is required to complete a risk assessment of their stall. A risk assessment is an evaluation of potential risks and the measures you have put in place to reduce or eliminate potential harm to staff or customers. For more information about general risk management go to www.safework.nsw.gov.au.

Any shelters, equipment, fittings or materials deemed not to comply with WHS regulations, or are considered to be unsafe for any reason, shall be removed from the site at the expense of the Vendor.

7.3 Food safety

The construction, fit out, finishes and operation of all food stalls must comply with the NSW Food Act, 2003 including Standards 3.2.2 and 3.2.3 of the Australian and New Zealand Food Standards Code. Guidance may be obtained from "Food Handling Guidelines for Temporary Events" available from the NSW Food Authority.

7.4 Wine/alcohol vendors

Wine vendors must have a copy of their license(s) available on Market Day and must display all required signage as stipulated by the NSW Casino Liquor and Gaming Control Authority. All wine/alcohol stall participants must hold and have copies of their current RSA certificates available at the event.

8.0 Insurance & GST

Warren Shire Council is not responsible for public and product liability insurance or for the collection and payment of sales tax (GST) for individual vendors.

Vendors must have appropriate public and/or product liability insurance 'Certificate of Currency' when reserving a site (typically by providing policy details) and/or at the commencement of trading at the event and provide promptly a copy of any annual renewal thereof. Failure to provide current insurance policy details will preclude participation in the Market.