

EVENT STALLHOLDER GUIDELINES

COUNCIL REQUIREMENTS

1. The Food Act and Food Hygiene Requirements

All food and beverage stall owners must comply with the Waratah-Wynyard Council's requirements for the safe handling of food.

All food must be prepared, packed, displayed and sold as far as is practicable in accordance with the requirements of *Food Act 2003*, and the Department of Health and Human Services Guidelines for Temporary Food Stalls.

All food Stallholders must, as determined by Council's Environmental Health Services Department, either hold an appropriate Food Licence and/or Temporary Food Permit. Please contact the Council if you require information about obtaining a Food Licence.

Every Temporary Food premises stall set up for this event that is selling food and is required to have a permit must provide a copy of that permit to the Tulip Festival Coordinator. A copy of that permit must be displayed at each stall.

For further information please contact:

Environmental Health Officer
Waratah-Wynyard Council
Phone: 6443 8315

2. STANDARDS – Stall Presentation & Construction

Marquees used for the event must be clean, presentable and professional in appearance – old camping tents or makeshift shanties are not considered suitable. Marquees are to be 3x3 or 6x3, if larger please advise the council by emailing council@warwyn.tas.gov.au.

Every effort to decorate and theme your stall should be made; this is an ideal way to attract customers to your stall as well as enhancing the overall appearance and feel of the event.

All marquees are to be weighted down securely and have no trip hazards from ropes. All stall frames and signage must be of strong material and sound construction and pegged down, weighted and/or attached securely to combat inclement weather, **no advertising outside of the stall area is permitted.**

In addition to this all food and beverage stalls must ensure that:

The material used in the make-up of the shell of the stall is fire retardant if an ignitable fuel source is being used.

Cement sheeting to a minimum height of 300mm above all ignitable cooking sources including BBQ's deep fryers and gas cookers.

Stall decorations that are combustible material, must be placed at least 1.5m away from any ignitable fuel source.

To comply with Waratah-Wynyard Council licence requirements in relation to the safe handling of food you will need to provide flooring for your stall. A tarp or vinyl floor covering is sufficient.

Stallholders are encouraged to use the most environmentally sensitive products. For the best, free advice join [Plastic Free Places Tasmania](#). They will tailor a solution specifically to your needs.

3. Responsible Serving of Alcohol

It is a requirement by law that ALL staff serving alcohol at the event have undertaken the Responsible Serving of Alcohol Course. Staff working at the event will be required to provide a copy of either:

- Statement of Attainment – issued by a Registered Training Organisation (RTO)
- Qualification issued by a RTO as part of Certificate II, III, IV
- Certificate (issued by the Commissioner for Licensing only prior to 2006)

Event Coordinators, Liquor and Gaming Licensing Branch and Tasmanian Police will be conducting random checks throughout the event to ensure compliance.

Cessation of Alcohol Sales

Stallholders selling alcohol must cease at the time stated on the Event Brief.

Licensing Regulations Provided by The Commissioner for Licensing

All stallholders are required to sell liquor in a responsible manner to ensure that over consumption does not occur and young persons (under the age of 18 years) do not get access to alcohol.

All stallholders selling alcohol should be able to identify patrons who are underage or have consumed enough and should be refused service.

All stallholders are reminded that the Liquor permit is issued to a member of the Wynyard Waratah Council who is authorised to direct and control liquor sales at any site at any time, to ensure the Liquor Act and conditions of the permit are complied with. The Commissioner vests this authority in the permit holder for good reason. The permit holder is in the best position to be aware of any issues that could affect the overall conduct of the event. Tasmania Police and Liquor and Gaming can direct that the sale of liquor cease or change at any time during the period of the liquor permit.

4. ELECTRICAL REQUIREMENTS

For cooking needs it is recommended to use gas wherever possible.

All equipment intended for use at the event must be checked by a licensed electrician and tagged and tested prior to installation onsite. If your equipment has previously been tagged and you need to test it, plug all power sockets into an earth leakage circuit breaker. If the circuit breaker trips out, you have a problem with your equipment. Any equipment found to be faulty would not be connected to the distribution system.

Stallholders must provide their own power boards and extension cords unless stated otherwise in the Event Brief. **Due to legal compliance, please note the minimum length required for extension cords is 20mtrs. It would also be advisable to bring along rubber matting or similar for covering your cord where it enters your marquee.**

In the event of requiring power supply from Waratah Wynyard Council, you must not bring more equipment than you outline in your application form (the standard site allocation is 10- or 15-AMP single-phase outlets). **Be aware that power supply is limited and over usage of sockets has a detrimental effect on other stall holders and we will be policing this heavily.** The Waratah Wynyard Council reserves the right to close a site if they are not acting in accordance with previously stated power requirements.

5. GAS REQUIREMENTS

Stallholders and catering vendors should nominate competent people to be responsible for the safe use of LP Gas for the duration of the event. This includes developing the gas safety plan for their stall/facility and meeting all the requirements. A template of the Gas Safety Plan can be downloaded here. Please complete, sign and send it to council@warwyn.tas.gov.au.

Confirmation of attendance is not confirmed until the Event Coordinator has received the facility gas safety plan before the event.

6. SUSTAINABILITY

Council aims to demonstrate sustainability in every aspect of our events and encourages stallholders to be sustainable in their practices. Please consider the following:

- Reduce unnecessary consumption of energy and water
- Source local products and services
- **Avoid waste and single use items**
- Use recyclable materials and provide recycling services

- Single-Use plastic/plastic bags aren't welcome at council events. There are plenty of great strategies to avoid the use of some products or to switch to environmentally friendly options. For totally free advice on this join [Plastic Free Places Tasmania](#).
- No balloons are allowed on site

All waste must be taken by stallholders at the closure of the event.

7. WEATHER

Some events operate in the open air, and therefore are subject to varying weather conditions. Stallholders must be prepared for adverse weather, including wind gusts and rain. Council will not be held responsible for any loss, damage, injury whatsoever resulting from adverse weather conditions.

Council will not be responsible for any loss or damage whatsoever in the event of cancellations/reduced hours due to extreme weather conditions.

8. OTHER

Setting up times will be communicated in advance by the Event Coordinator and must be adhered to.

Only under limited circumstances can vehicles be parked alongside the stall. Permission must be obtained from the Events Coordinator prior to the event.

If you have any questions, please contact:

Organisation

Waratah Wynyard Council

Email: Council@warwyn.tas.gov.au

Phone: 6443 8333

Address: PO Box 168, Wynyard Tas 7325

EVENT TERMS & CONDITIONS

1. Public and Product Liability Insurance:

Stallholders are generally required to provide public and product liability insurance cover for their stalls to a minimum of \$20,000,000, as well as workers' compensation insurance for their employees. However, in certain circumstances, such as craft and art stalls, public liability insurance may be covered under the Waratah Wynyard Council's policy. This coverage applies only to specific cases where the stallholder does not have their own

insurance. It is understood that, regardless of coverage under the council's policy, stallholders remain responsible for their actions, and the Waratah Wynyard Council events are not liable to indemnify stallholders in relation to any losses arising from actions against them.

2. **Additional Insurance:**

Stallholders must provide any other insurance for their benefit, including insurance for the loss, spoilage, or theft of products and equipment, and loss of profits, as deemed necessary. Waratah Wynyard Council events will not be liable for any such losses.

3. **Event Application and Eviction Rights:**

Waratah Wynyard Council reserves the right to review all applications and decline participation to any stallholder. The council may restrict entry to the event or evict any stallholder, as deemed necessary by the Event Coordinator, if the stallholder fails to comply with the event's requirements and standards.

4. **Compliance with Regulations:**

Stallholders must adhere to all Fire, Environmental, Health, Workplace Standards, Liquor and Gaming, Disability Discrimination, and other relevant Commonwealth, State, and Waratah Wynyard Council regulations relating to the setup, pack-down, preparation, and sale of food and beverages throughout the event.

5. **Age Restrictions:**

Stallholders must ensure that no person under the age of 18 is solely responsible for the conduct of their site.

6. **Compliance with Legislation:**

Stallholders must comply with all relevant legislation, including but not limited to the Australian Consumer Law, Consumer Affairs Act 1988, Liquor Licensing Act 1990 and its Regulations, the Work Health and Safety Act 2012, and Work Health and Safety Regulations 2012.

7. **Health & Hygiene Requirements:**

Any stallholder found in breach of health and hygiene requirements may face fines and potential site closure.

8. **Behavior and Conduct:**

Stallholders must behave in a hospitable and courteous manner towards the public, as well as in a friendly manner towards all Event Coordinators, staff, contractors, suppliers, and volunteers involved in the event.

9. **Photography Consent:**

Stallholders consent to the event's official photographer taking photographs of their stall, staff, and site, and authorize the use of these photographs for advertising or marketing purposes related to the event.

10. Social Media Conduct:

Stallholders must refrain from publishing any content on social media platforms that could potentially damage the reputation or brand image of Waratah Wynyard Council events.

11. Marquee and Structure Requirements:

If not using a Waratah Wynyard Council-hired marquee, stallholders must provide their own tent, caravan, or stall. Stallholders must ensure compliance with current building regulations and ensure that all structures are of sound construction and presentation, including attached signage. Waratah Wynyard Council reserves the right to inspect and request alterations, modifications, or removals if structures do not meet required standards.

12. Vehicle Access:

Stallholders may enter the venue to unload directly to the stall site. Vehicles must be unloaded and removed as quickly as possible before setting up the stall.

13. Equipment Boundaries:

All stall equipment, including racks, tables, signage, etc., must remain within the stall site boundaries.

14. Clear Public Access:

Public access ways must be kept clear at all times.

15. Environmental Health and Safety Compliance:

Stallholders must comply with all relevant Environmental Health, Fire, and Workplace Safety Standards, including electrical safety. Site inspections will be conducted, and stallholders are responsible for ensuring that the appropriate regulations are followed.

16. Animal Welfare Compliance:

Stallholders must comply with Animal Welfare Guidelines to ensure animals are treated according to good welfare practices, including providing adequate shelter, feed, water, and rest areas, and limiting their time on display.

17. Animal and Food Outlet Distance:

Health regulations require animals to be kept at specified distances from food outlets.

18. Locally Sourced Products:

A majority of the stallholder's produce or products must be locally sourced from or produced in Tasmania.

19. Product Display:

Stallholders may only sell or display the products listed in their application. Any variation of products must be approved by the event organizers.

20. Site Sharing Restrictions:

Stallholders must not invite, allow, or permit other persons or groups, other than those listed in the application form, to share or use their site.

21. Liability for Product Loss or Damage:

Stallholders acknowledge that Waratah Wynyard Council is not liable for any damage, harm, loss, or consequential loss arising from the deterioration, spoilage, theft, or loss of any product or ingredient belonging to them. The stallholder remains solely responsible for the safe keeping and storage of their products.

22. Power Supply Acknowledgment:

While Waratah Wynyard Council provides power to sites and endeavors to ensure continuity, stallholders acknowledge that Waratah Wynyard Council is not responsible for power disruptions beyond its control, such as general Aurora power failures or tripping caused by stallholder equipment.

23. Event Cancellation or Relocation:

Waratah Wynyard Council reserves the right to relocate the event for reasons including public safety or inclement weather. If the event is moved or cancelled, stallholders agree that no compensation claims may be made against the event organizers.

24. Cancellation Policy:

Stallholders may cancel their application up to 14 working days prior to any Waratah Wynyard Council event by contacting the council at: Council@warwyn.tas.gov.au.

25. Refund Policy:

Stallholder fees will be refunded according to the following cancellation timelines:

- Outside 14 days: 100% refund
- Within 14 days: 50% refund
- No show on the day: 0% refund

26. Event Cancellation by Organizer:

If a Waratah Wynyard event is canceled by the organizer, all stall fees will be refunded.

27. Event Rules and Regulations:

Stallholders must comply with the following event rules:

1. No advertising materials (such as banners) or obstructions are allowed outside the designated stall area, including between sites.
2. Excessive noise that inconveniences other stallholders will not be permitted.
3. While interactive methods of attracting interest are encouraged, practices that disadvantage other stallholders or endanger patrons will not be accepted.

