



Berrinba East State School P&C Association

would like to invite you to be involved in
your local school community at our
40th Birthday Festival!

2pm Saturday 2nd September 2017
Fireworks 7pm

- ❖ The Berrinba East 40th Birthday Festival offers an opportunity to showcase your culture, its sights, sounds and tastes. Spend an evening sharing tradition, difference and performance with people from all corners of the globe.
- ❖ Stalls are available for providing Information, Activities, Food items, Arts & Craft and Market Stalls. Fees apply.
- ❖ Local cultural organisations and ethnic communities are invited to share their traditions through performance. An outdoor stage, indoor stage and ground area are available to showcase music, dance, song or other performing arts.

For further details, please visit www.bessfest.com.au, or contact the P&C on 0490 855 039 (8am-4pm) or email pandc@berrinbaeastss.eq.edu.au. Keep up-to-date and join our Facebook event www.facebook.com/events/230271620820375.

Please be sure to read the full terms and conditions before submitting an application to be involved.

Thank you for your time.

Our Vision

To stage an annual Berrinba East State School Festival for all the people in our community.

To establish pride in the vast multicultural community of Berrinba East through delivering quality family friendly entertainment that allows visitors to experience the sights, sounds and tastes of nations from all corners of the globe.

To raise funds for the continuation of school improvement projects to enhance the education experience of our students. Current goals include the completion of walkway covers to provide all-weather access right across the school grounds, and new and upgraded event and performance equipment.



Berrinba East 40th Birthday Festival
P.O. Box 138, KINGSTON, QLD 4114
Mobile: 0490 855 039
pandc@berrinbaeastss.eq.edu.au
www.bessfest.com.au

FESTIVAL DETAILS
Saturday 2nd September 2017
2pm start. 7pm fireworks
Berrinba East State School

OFFICE USE ONLY
Actioned: __/__/__
☐ Successful ☐ Unsuccessful
☐ Paid STALL #: _____
Rcpt #: _____ SZ: _____

2017 Stallholder/Entertainment Application Form

Business/Entertainment Group Name	
Australian Business Number (ABN)	
Contact Person Name & Position	
Postal Address	#/Street: _____ Suburb: _____ State: _____ PostCode: _____
Contact Number	Landline: (0____) _____ Mobile _____
Email Address	
Public &/or Product Liability Insurance	<input type="checkbox"/> YES <input type="checkbox"/> NO (Supporting documents must be submitted with application, with "Berrinba East Primary P&C Association" recorded as a Principal)
Logan City Food Handling License	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (Supporting documents, including any exemptions, must be submitted with application)
Non-Profit Organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO (Concessions may be available upon application)
I Am a Stall Holder/Exhibitor	Type of Stall: <input type="checkbox"/> Food <input type="checkbox"/> Market <input type="checkbox"/> Information <input type="checkbox"/> Activity/Rides Ethnic Origin: _____ (if applicable) Description _____
Stall Type & Size	<input type="checkbox"/> Information/Demonstration Stall.... <input type="checkbox"/> \$20 - 3m x 3m <input type="checkbox"/> \$40 - 6m x 3m <input type="checkbox"/> Market Stall..... <input type="checkbox"/> \$50 - 3m x 3m <input type="checkbox"/> \$80 - 6m x 3m <input type="checkbox"/> Food Stall..... <input type="checkbox"/> \$100 – drink/snack/dessert only - up to 3m x 3m <input type="checkbox"/> \$150 - up to 6m x 3m (size: _____ van/marquee) <input type="checkbox"/> Activity/Rides by negotiation
Stall Resources for Hire	<input type="checkbox"/> \$40 - Table + 2 Chairs (\$150 deposit payable) Limited number available
Equipment Being Used	<input type="checkbox"/> Generator <input type="checkbox"/> BBQ <input type="checkbox"/> Vehicle (NB for site allocation purposes only.) (NO equipment is supplied by the Festival organisers.)
I Am an Entertainer	Ethnic Origin: _____ No. of Participants: Adults ____ Under 18: ____ (see T&C's - Photography) Entertainment Type: <input type="checkbox"/> Vocal <input type="checkbox"/> Dance <input type="checkbox"/> Activity <input type="checkbox"/> Other _____ Preferred Performance Location: <input type="checkbox"/> Indoor Stage <input type="checkbox"/> Outdoor Stage <input type="checkbox"/> Grass <input type="checkbox"/> Solid Ground
Acknowledgement & Acceptance: To be considered, you must tick all boxes. Applicant Signature: _____ Date : ____/____/____	<input type="checkbox"/> I hereby declare that the above information is true & correct. <input type="checkbox"/> I understand it is my responsibility to inform the Festival organisers of any changes to the above information. <input type="checkbox"/> I understand that returning this application does NOT guarantee selection <input type="checkbox"/> I acknowledge I have read the Festival terms & conditions, Indemnity & Disclaimer, and Photography & Social Media Release, and accept them in their entirety. <input type="checkbox"/> I have attached a completed and signed copy of the Indemnity & Disclaimer, and Photography & Social Media Release.

2017 TERMS AND CONDITIONS

*Berrinba East State School
165 Bardon Road, Berrinba QLD 4117
P.O. Box 138, KINGSTON, QLD 4114
Mobile: 0490 855 039
www.bessfest.com.au
pandc@berrinbaeastss.eq.edu.au*

Berrinba East 40th Birthday Festival – Saturday 2nd September 2017 2pm-7.30pm

STALLHOLDERS

Stallholder applications strictly close on 28 July 2017. Late applications may not be considered.

Applicants acknowledge that the Festival organisers will not be held responsible for the financial success or otherwise of your stall.

Absolutely NO REFUNDS will be entertained - unless through cancellation of the Festival by the organisers in circumstances which do not contradict any other clause outlined below.

If your application is successful you will receive a formal letter of offer and payment is then required within 7 days. Payment will not be accepted before you are notified of the outcome of your application. Late payment may result in the cancellation of your stall.

Information Stall Application: available to any community organisation that wishes a stall for promotional or educational purposes only. The sale of any products is NOT permitted.

Food/Market Stall Application: available to businesses/organisations who wish to sell food or products from their stall.

Documents for all relevant insurances, licenses and/or exemptions must be submitted with application, and must be displayed in the stall or available for inspection, at any time during the event, by the organisers and/or relevant authorities. Failure to do so may result in the cancellation of your stall.

Activity/Amusements/Rides: available to business or organisations who wish to charge for their activities or services, including, but limited to, face painting, henna, amusement rides etc.

Documents for all relevant insurances, licenses and/or exemptions must be submitted with application, and must be displayed in the stall or available for inspection, at any time during the event, by the organisers and/or relevant authorities. Failure to do so may result in the cancellation of your stall.

Sizes: Stalls are available in two sizes, the Standard Stall (3 metres x 3 metres) and the Large Stall (6 metres x 3 metres). The maximum stall size will be 6x3 metres. No electricity is available.

Allocation: No undercover positions are available.

The Festival organisers consider a number of factors when deciding on stallholder positioning, including competition, weather, surface dryness & drainage, spatial constraints, shop owners interests, security & public safety, consumer behaviour & existing infrastructure. Stall locations once allocated will not be negotiable.

The Festival reserves the right to change and re-allocate your stall location.

Stalls will be marked with the stall number. Please do not adjust the stall spaces, other stalls or move weights. Staff will be around on the day if you need assistance with your stall.

Stall Fees: The stall fee entitles a stallholder trading rights from the allocated space on the Festival day paid for. All stall fees must be prepaid.

The stall fee is for the site only. All equipment and fit-out such as a marquee, cooking equipment, food storage units, preparation room and signage etc is the responsibility of the stall holder.

All fittings and equipment must be kept inside the site boundary. Gazebos, Marquees, Umbrellas, etc must be secured and/or weighted down at all times.

No structures will be allowed on site without prior written approval from The Festival Office.

Table and chairs are available from the Festival for hire should stall holders require. Refunds of any deposits paid are at the discretion of the organisers on return of equipment in its original condition.

Set up/Pack up: Please note you are not to arrive and set up before the bump in time and are not permitted to close your stall early and pack up prior to the bump out time. Special consideration may be made upon application. Stallholders must take reasonable care to avoid causing injury, loss or damage to themselves or to other persons or property during bump in and bump out.

Festival address is 165 Bardon Road, Berrinba, 4117.

Access is via Gate 2 on Bardon Road. See Map for further details.

Bump in (arrival and set up times):	Bump out (pull down and departure times):
Saturday 2nd September 2017 – 10.30am-1.30pm	Saturday 2nd September 2017 - 7:30pm-9pm

No vehicle movement is allowed in the event area during the event time.

Expectations: The stall is to be occupied by the person registered on the Application Form. Stalls may not be on-sold, sub-let or transferred in any way.

Any stallholders acting in a hostile manner toward other stallholders, consumers, visitors or The Festival management team that presents conflict or disruption to the Festival may be removed from the festival site and prevented from trading with The Festival in the future.

All stallholders and performers are expected to act in a professional manner at all times. Offensive comments, abuse or abusive language, violence, unwarranted gossip, poaching, disrespect or unruly or disruptive behaviour of any kind will NOT be tolerated.

To respect performers, NO LOUD MUSIC is allowed in stalls.

Insurance: It is a requirement that all Festival Stallholders have a current, non-cancellable, Public Liability, Product Liability and Personal Indemnity insurance policies for the duration of the event, as required by law. This includes the period before and after the event allowing for the preparation, dismantling and removal of all equipment.

All Stallholders are required to provide the Association with a Liability Certificate of Currency. Amusement and Activity stallholders Certificate of Currency must have Berrinba East Primary P&C Association recorded as a Principal. Failure to do so will result in the cancellation of your stall.

The Festival accepts no responsibility for any loss or damage to any property of the Stallholder brought to the Festival; or injury to any person associated with the Stall or Stallholder.

Market Stallholders Policies are available as Group Coverage or Individual Cover. Group Cover with Marsh Advantage Pty Ltd may be extended to interested parties if minimum enquiry numbers are met. More information is available on request.

Food Stall / Business Registration: No stallholder is permitted to sell any food or drink without prior approval. Applications to supply drinks will only be considered for specialty/ethnic/traditional beverages.

Any Stallholder who intends to sell or handle food at The Festival is required to comply with the Food Act 2006, regardless of whether they are required to be licensed with local government or not. Please visit http://www.health.qld.gov.au/foodsafety/food_act_2006/default.asp

It is the responsibility of Stallholders to carry and maintain relevant and up-to-date licenses. Please visit <http://www.logan.qld.gov.au/laws-and-permits/business-licensing/licensing-and-approvals>

Food handlers must take reasonable precautions to protect food from contamination. Only persons directly involved in food preparation, cooking and sale of food are to be permitted into the food stall. Adequate hand washing facilities should be available and utensils and food contact surfaces should be kept clean. Food preparation and storage areas should be kept in a clean and sanitary condition.

Temperature Control – Potentially hazardous food should be maintained at 5 °C or below or at 60 °C or above. Potentially hazardous food is food that has to be kept at safe temperatures to minimise the growth of pathogenic micro-organisms or prevent formation of toxins. Hot food needs to be kept and served at 60 °C or above and cold food should be kept refrigerated.

For further information on safe handling of food at food stalls, please refer to the relevant factsheets that can be found on <http://www.health.qld.gov.au/foodsafety/>

ENTERTAINMENT:

Applicants understand that the Berrinba East 40th Birthday Festival will do its best to accommodate requests for preferred performance times but that it cannot guarantee a place or slot.

Applicants understand and accept that the Festival Team will notify successful applicants in early August 2017 if their organisation/performance group has been accepted to perform at the Festival and will provide all associated details pertaining to performances at that time.

Applicants also understand that their organisation/performance group should not expect to perform at the Festival if they have not applied to the Festival Office before 28 July 2017.

Applicants understand, should they have special requirements outside of the following, they are to contact the Festival Team accordingly.

Applicants understand that the Festival will do its best to accommodate their requests but understand the Festival cannot guarantee to accommodate them.

The Berrinba East 40th Birthday Festival will provide to performers:

- Performance stage to support music performances by vocal and instrumental groups/artists.
- Performance stage or ground area to support dance performances by community groups and professional dance performers. (see below for 'estimated stage set up')
- A Master of Ceremonies/Stage Manager to coordinate performers, provide performer's introductions and for general announcements.
- Audio system and microphones for use by vocal/instrumental performers.
- Audio equipment for use by dance performers including a Music Player and a microphone for use by the dance coordinator/leader, for dance performance introductions and other information.

WEATHER

The Festival reserves the right to cancel events due to storms or dangerous conditions. The Festival does not accept any liability for inclement weather and will not refund fees if the festival is cancelled because of adverse weather conditions.

WORK SAFETY

Strictly NO SMOKING is permitted on any part of the school grounds or car parks due to government health regulations. Stall operators have obligations under the Work Health & Safety Act 2011 to manage ALL health and safety aspects of their stall. Please consider your stall layout. Keep all heavy and sharp objects stored properly and ensure any potential slip & trip hazards are removed at all times. Please keep stall area and event site clean and tidy at all times. ALL rubbish and boxes remain the responsibility of the stallholder and must be taken at the conclusion of the event. DO NOT put ANY rubbish in school bins.

SOCIAL MEDIA, MARKETING & PHOTOGRAPHY

The Stallholder and Entertainment Applicant consent to the Festival making any images and recordings of the Stallholder, Stall and performance before, during and after the Festival, for the promotion and reporting of this Festival and future festivals in any media.

Applicants grant to the Festival or licensees or assignees the permission to film and/or photograph them, their stall, their performance. Applicants also grant the festival, separately or together, either wholly or in part, the perpetual and irrevocable and unrestricted right to use and publish video and/or photographs taken, for such purposes as publicity, illustration, advertising and Web content. The applicant, through signing of the application, also signs on behalf of those who are under the age of 18 who are directly or indirectly involved in the operation of the stall or in the performance.

WAIVER

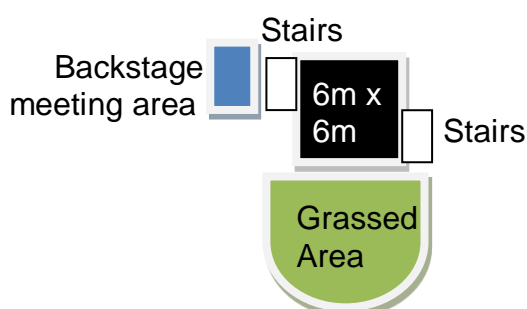
In consideration of being permitted to participate in the Berrinba East 40th Birthday Festival, applicants, for themselves, their heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the Berrinba East 40th Birthday Festival, its officers, employees, and agents from liability from all claims resulting in personal injury, accidents, or illnesses (including death), and property loss arising from, but not limited to, their participation in the Berrinba East 40th Birthday Festival.

NO WARRANTIES PROVIDED

While reasonable care is taken in the preparation of these Terms & Conditions, The Festival does not guarantee or warrant the accuracy, reliability, completeness or currency of the information on this schedule or its usefulness in achieving any purpose. Information on this schedule should not be used without validating that information from appropriate sources and obtaining professional advice where it is prudent to do so. You should make and rely upon your own assessments and enquires to verify the accuracy of the information provided.

ESTIMATED STAGE SET UP

No responsibility is accepted for the accuracy of the following illustration. Actual set up at the event is dependent on ground quality etc.



Indemnity Declaration & Disclaimer Form

Stallholders/Demonstrators/Attractions/Performers Disclaimer

I/We _____ (referred to as the "Contractor") in consideration of the services, works or other activities provided by the Contractor to the Association, hereby expressly covenants and agree with Berrinba East Primary P&C Association (referred to as the "Association") to indemnify and keep indemnified its officers, employees, volunteers, members and agents from or against all actions, claims, demands, costs and expenses (including costs of defending and settling the action, claim or demand) made, sustained, brought or prosecuted in any manner based upon, occasion by or attributable to any injury (including death) or any loss or damage to property or financial loss to or suffered by any person (and whether that person is a servant, agent, independent contractor, volunteer, licensee or invitee of the Association or otherwise, which may arise from or in connection with the services, works or any other activities provided by the Contractor, their servants, agents, officers, employees and associates.

Signature of the Contractor: _____ Date: _____

Signature of the President (or Representative)
Berrinba East Primary P&C Association: _____ Date: _____

I/We also acknowledge that I/we have been informed that the Association will not accept or assume responsibility for any third party property damage and/or personal injury claims arising from the negligence of the Contractor or from their activities and or products.

I/We have been advised to carry and maintain my/our own Public and Products Liability Insurance to protect the Contractors own liabilities.

Consequently, the Contractor has/has not provided the Association a Liability Certificate of Currency with/without the Association recorded as a Principal.

Signature of the Contractor: _____ Date: _____

Signature of the President (or Representative)
Berrinba East Primary P&C Association: _____ Date: _____

Photography & Social Media Release Form

Stallholders/Demonstrators/Attractions/Performers Release

I/We _____ (referred to as the "Contractor") in consideration of the services, works or other activities provided by the Contractor to the Association, hereby expressly covenants and agree with Berrinba East Primary P&C Association (referred to as the "Association") to consent to the Association making any images and recordings of the Stallholder, Stall and performance before, during and after the Festival, for the promotion and reporting of this Festival and future festivals in any media.

I/We also grant to the Association or licensees or assignees the permission to film and/or photograph us, our stall, our performance. I/We also grant the Association, separately or together, either wholly or in part, the perpetual and irrevocable and unrestricted right to use and publish video and/or photographs taken, for such purposes as publicity, illustration, advertising and Web content. The Contractor, through signing, also signs on behalf of those who are under the age of 18 who are directly or indirectly involved in the operation of the stall or in the performance.

Signature of the Contractor: _____ Date: _____

Signature of the President (or Representative)
Berrinba East Primary P&C Association: _____ Date: _____