taste of Manly

25-26 May 2019

Stallholder Information
(Alcohol)
Important Information Document (Alcohol)

The Basics
Event: Taste of Manly 2019
Date/s: Saturday 25 and Sunday 26 May, 2019
Event Time: 11.30am to 5pm daily
Location: Manly Beachfront and The Corso

To be eligible as an alcohol stallholder in the festival you must be either a:

• wine stall - open to Australia wide wineries.
• beer stall - open to operating breweries on the Northern Beaches only. Must have a shop front, bar or brewery on the Northern Beaches.
• cider stall - open to Australia wide brewers.

Option 1
$4,800 + GST for a stand-alone 3m x 3m stall
The above fee includes:
• 3m x 3m marquee with three-sided skirting
• 3 x 2.4m trestle tables
• Shared cooling facilities
• Waste management
• 1 x parking pass valid for the event days
• Stall signage
• Event promotion

Option 2
$2,400 + GST for a shared stall space
The above fee includes:
• A service point in a shared marquee
• Shared cooling facilities
• Waste management
• 1 x parking pass valid for the event days
• Stall signage
• Event promotion
Stallholder Selection and Placement

Following the largest ever Taste of Manly in 2018, we’re looking towards the future to refresh and refine the event to make it even better for the community, event participants and event goers.

Stallholder applications will be evaluated based on business location, product quality, differentiation and variety, alignment with the event look and feel, previous event experience and all requested paperwork submitted.

As the event organiser, Northern Beaches Council reserves the right to determine and/or alter the festival details including dates, times, fees, conditions, participants, and the format and location of stalls.

The event organiser aims to allocate stall locations (stand-alone and shared) within the event site in a fair and equitable manner. While every effort will be made to satisfy any individual requests, the event organiser also reserves the right to place selected stallholders in locations within the event site that, in the event organiser’s opinion, best balance the type, style and nature of the surrounding stallholders and facilities.
Stall Information

• Stallholders will be advised of their location within the event site prior to the festival.
• Stallholder operations cannot be extended beyond their stall.
• Approval must be sought from the event organiser prior to anything being set up on the sides of stalls.
• Only one brand of product is permitted to be sold at any one stall.
• It is strongly recommended that no items are left overnight within the site stall area. Penalties may apply for stalls that are not left in a tidy and secure state overnight. Northern Beaches Council accepts no responsibility for theft or damage to any property owned by the participant.
• Sales can be cash transactions or wireless EFT provided by stallholders.
• No change or money holding facilities will be available on the site.
• Promotional giveaways are not permitted unless they are approved by the event organiser before the event.
• Participants are expected to keep their area well presented at all times and road surface/pavers are to be protected.
• Post event on Sunday 26 May, before 6pm, stallholders are to return the following to festival headquarters:
  • Cool room keys
  • Unused and unsold festival glasses for refund (amount to be deducted off final invoice)
  • Stallholders are to counter-sign for the agreed amount to be invoiced for glass sales. Stallholders will be charged $10 (inclusive of GST) per glass sold. The final invoice will be sent out the week following the festival.
  • Stallholders must provide their own fire blanket and appropriate extinguisher.

Cancellation Policy

In the event of hazardous weather or other extenuating circumstances, Northern Beaches Council has the authority to cancel the festival.

In the case of the festival being cancelled prior to the event (25 May), stallholders will be entitled to a full refund or credit for the event fee of $4,800 + GST (stand-alone stall) / $2,400 + GST (shared stall space).
Event Operations

Trading Hours
Trading days: Saturday 25 and Sunday 26 May
Trading hours: 11.30am to 4.30pm daily - to be checked with licensee/police

Vehicle Access
Vehicle access: strictly between 7am and 10.30am each day.
• A one way system will operate with vehicles only entering via Wentworth St (south end) and exiting via Raglan St (north end).
• Beachfront located stalls to unload from the roadside curb.
• Corso located stalls will be allocated vehicle access points accordingly.
• Site access is not permitted before 5.30pm daily.
• No vehicle that exceeds one tonne per axle can access any off roadway areas i.e. The Corso.
• Absolutely no parking is allowed in the festival area.

Glass Sales / Transactions
• Northern Beaches Council have undertaken a new environmental initiative to introduce sustainable reusable glasses in 2019.
• Alcohol can only be served in the official (Taste of Manly) festival glasses provided by the event organiser.
• Stallholders are to purchase the official (Taste of Manly) festival glasses at $10 per glass and sell them to patrons for $10 per glass.
• Wine is to be poured at 125ml and sold at $5 per serve.
• Beer and cider is to be poured at 200ml and sold at $5 per serve.
• No wine bottle, beer bottle/can, cider bottle/can sales are permitted on site.
• Northern Beaches Council staff will deliver festival glasses to each stall throughout the festival as required. Each stallholder must sign upon purchase 1 x box of 108 glasses = $1,080 per box inclusive of GST.
• All service of alcohol is strictly limited to 11.30am - 4:30pm daily. Penalties will apply if stallholders fail to comply with the licensed trading hours.

Power (Brewers only)
• Access to three power outlets will be available.
• Stallholders are responsible to provide their own 30 metre power leads for each appliance.
• All power leads are to be connected by the certified festival electrician.
• All electrical equipment is to be checked and tagged prior to the event and must comply with all safety standards.

Refrigeration
• Stallholders are to provide their own ice. No ice will be available on site.
• Stallholders will share designated mobile cool rooms.
• Keys to the cool rooms will be available from festival headquarters (Manly Library) between 7am and 10am on Saturday 25 May, and must be returned by 6pm on Sunday 26 May.
• The cool room supplier recommends that all stock is delivered cold to the cool rooms.
Waste Management

- Waste and recycling must be placed in the appropriate bins provided.
- All bins will be collected and emptied regularly by the event organiser throughout the festival.
- No bottled water can be sold or distributed.
- Balloons are not permitted anywhere in the festival site.
- Council’s Waste Education Officer will be available to discuss any waste related issues.
Safety and Insurance

Work Health and Safety
Northern Beaches Council is committed to the health and safety of all persons at the event site. This includes staff that are employed by Northern Beaches Council, contractors, labour hire agency personnel, volunteers and visitors to the workplace. All vendors are expected to abide by all safety regulations and requirements to ensure that the event is a safe and Work Health and Safety (WH&S) compliant event.

You are responsible for the WH&S training of yourself and your staff who are present at the event. Any WH&S incidents must be reported to festival headquarters.

Licensing Requirements
- The liquor license for this event will be held by Northern Beaches Council.
- Alcohol is to be sold out of festival wine, beer and cider stalls only, to comply with the license.
- As the licensee, Northern Beaches Council is purchasing the products from the individual businesses who will then be Northern Beaches Council agents to sell that product to the consuming public.
- ALL staff at each stall including volunteers are required to have on them at all times a valid NSW Competency Card.
- Stallholders are to supply a list of all their staff working at the festival and supply a copy of their valid NSW Competency Cards. This needs to be provided to Council by Wednesday 24 April, 2019.
- Stallholders must continually and prominently display the required liquor license signage throughout the event.

House Policy Statement
The following is Northern Beaches Council’s Responsible Service of Alcohol (RSA) policy for this event. All stallholder staff must read, accept and abide by the terms of this policy.

Taste of Manly
Food and Wine Festival
Saturday 25 and Sunday 26 May, 2019

- Staff will not sell or supply alcohol to a person who appears to be under the age of 18 years, nor allow that person to consume alcohol within the festival area.
- Staff will not serve alcohol to any person who appears to be intoxicated or affected by drugs or alcohol, or allow such a person to remain in the festival area.
- Light meals and free water will be available to the public during all hours of the festival.
- Intoxicated, indecent or aggressive persons will be escorted from the festival area by security and/or police.
- Security and police will assist staff to deal with intoxicated persons or juveniles.
- On closing, all patrons will be asked to leave the festival area quietly, showing regard to local residents and businesses.
Public and Product Liability Insurance (PLI)
Council requires that participating stallholders provide a copy of their current public and product liability insurance policy, with an Australian Prudential Regulation Authority (APRA) approved insurance company, for no less than twenty million dollars ($20,000,000) both in the aggregate and in respect of any single occurrence.
Council’s interest must be noted on the policy. All stallholders are required to provide Council with a copy of this policy prior to the commencement of the festival.

Indemnity
The proprietors of the participating business jointly and severally (in this indemnity, the “participating business”) will at all times indemnify and keep indemnified Northern Beaches Council (“Council”) from and against any costs, expenses, damage, loss or liability incurred by Council arising from any claim, suit, action or proceedings (including legal costs on an indemnity basis) by any person against Council where such loss or liability is as a consequence of:
- any negligent act or breach of law by the participating business, its officers or agents;
- any claims made against Council (by any third party) arising from the participating business’s exercise of its entitlements under this Agreement;
- any actual or alleged infringement of any third party’s intellectual property rights.

The participating business’ liability to indemnify Council is reduced proportionately to the extent that a negligent act or omission of Council has contributed to the damage, loss or liability. In this indemnity, “Council” includes Council’s agents including but not limited to the Mayor and Councillors, members (if and when there are members) and employees.

Matters covered by this indemnity include, but are not limited to, loss of, loss of use of, or damage to property of Council, personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property.

No Partnership, Joint Venture, etc.
The contractual relationship between Council and the participating business is not a relationship of partnership, joint venture or employment.
Checklist

Please provide the following documents on or before Friday 22 March 2019.

☐ Provide a copy of your business logo (EPS and/or JPG) for website and advertising purposes.

☐ Provide a paragraph summary about your business (up to 50 words) for website and advertising purposes.

☐ Provide a copy of your business’ Public & Product Liability Insurance.

☐ Provide drink menu with alcohol content of each beverage being served.