



## 2024 EVENT CATERING – COMMUNITY GROUP EXPRESSION OF INTEREST SPECIFICATIONS

The Energy Breakthrough is a unique multiple day youth event held in November in Maryborough annually. The event commenced in 1991, and has been held at the Princes Park Precinct, Maryborough every year since.

The event attracts over 7,000 participants who camp and participate in the various events conducted as part of the Energy Breakthrough. For further information regarding the event please visit the Energy Breakthrough website at [www.eb.org.au](http://www.eb.org.au).

### 2024 EVENT

- Track 1 will host all HPV practice and trial events (both primary and secondary).
  - o Track activity days and times:
    - Wednesday 6:30pm – 8:30pm
    - Thursday 9am – 5pm
    - Friday 6am – 12noon, 7pm – 9:30pm
    - Saturday 12noon – Sunday 12noon
- Track 2 activities will be limited to Pushcarts, and Tryathlon Obstacle events.
  - o Track activity days and times:
    - Wednesday 1pm – 5pm
    - Thursday 9am – 4pm
    - Friday Afternoon 1pm – 5pm

### CATERING REQUIREMENTS

Council is seeking community groups to provide catering for patrons during the event from Wednesday 20 – Sunday 24 November.

Caterers must provide catering options for all dietary requirements including (but not limited to):

- Vegetarian
- Vegan
- Gluten free
- Dairy free
- Nut free

Catering inclusions:

- Supply drinks - soft drinks and water (cans only)
- Tea and Coffee
- Cakes/slices/biscuits/muffins
- Fruit
- Rolls/wraps
- *Optional* - warm food: soup, party pies, quiches, sausage rolls etc.

## HEALTHY EATING

Healthy Loddon Campaspe (HLC) is supporting this event to increase healthy food and drink options for participants and the community. HLC projects are designed to encourage healthy eating and to get more people, more active, more often.



Energy Breakthrough in 2024 will focus on:

- Promoting healthy food options such as soups, fresh sandwiches, toasted sandwiches and wraps
- Promoting free drinking water as the drink of choice
- Reducing sugary foods and drinks (such as coke, pepsi, lemonade, and foods such as slices, cakes, chocolates and lollies)
- Reducing fried food options such as chips, potato cakes and dim sims

If you would like support/advice to increase your range of healthy food and drink options, please contact the HLC Health Broker for Central Goldfields Shire– Adam Tarr ([adam.tarr@cgoldshire.vic.gov.au](mailto:adam.tarr@cgoldshire.vic.gov.au))

## LOCATION AND OPERATING HOURS

Community Group Catering locations include, but are not limited to, the following locations:

LOCATION	EB PROGRAM HOURS				
	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Track 1	6:30pm – 8:30pm	9am – 5pm	6am – 9:30pm	12noon - > (24hr Trial)	> - 12 noon (24hr Trial)
Track 2	1pm – 5pm	9am – 5pm	1pm – 5pm		
EB Central	9am – 5pm	9am – 5pm	9am – 5pm	10am – 9pm	

## STUDENT CAMPING

*These are the anticipated days schools will be camped at these locations.*

LOCATION	CAMPING				
	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Track 2	TBC				
Princes Park Oval	✓	✓	✓	✓	
Jubilee Oval and Tennis Court		Potentially - TBC	✓	✓	✓

## SITE ALLOCATION

Allocated locations must be observed, and goods, equipment and supplies are to be contained to this area only. It's the Community Group Caterers responsibility to ensure everything in and around the stall is securely anchored (pegs, weight bags) and capable of withstanding strong winds and weather conditions. Keeping your allocated boundary areas clean and tidy is the responsibility of the Community Group.

## SUSTAINABILITY AND THE ENVIRONMENT

It is essential those taking part in EB support and embrace the event's environmental and sustainability goals and have a want to work with the event. Caterers must work together with sustainability and waste contractors by adhering to the following:

- Serve food in reusable plates, bowls and cups provided by event organisers
- Use canned water and drinks instead of single-use plastic bottles.  
All attending patrons will be encouraged to bring their own reusable water bottle to the event.
- Use fully compostable food packaging - serviettes, brown paper bags, brown cardboard, bamboo, certified compostable packaging.
- Use reusable cups instead of polystyrene cups.
- Use compostable paper bags instead of individually wrapped lollies.

### The following is not permitted:

- Single use plastics – this includes cutlery, containers, plastic wraps, bottles, straws, coffee/tea stirrers.
- Glass sold on site (safety reasons)

## Reusable Crockery Systems

This year we will be implementing B-Alternatives reusable crockery service. This includes the provision of reusable plates, bowls, cups and sporks for serving of food. As caterers you will be contacted by B-Alternative in the lead up to the event to confirm your crockery needs.

### Additional practices:

- Sauces are served out of bottles rather than sachets.
- Sugar provided in bowls with spoons/ dispensers rather than sachets.
- Salt/Pepper provided in shakers rather than sachets.
- Food Vendors must supply ample and accessible hand sanitisation for use.
- Straws should only be paper or other sustainable alternative.
- Promotional literature kept to a minimum.

## INSURANCE

Community Group Caterers must:

- Register on [Foodtrader](#) and submit a statement of trade prior to the event.
- **Public Liability (and Products) Insurance** to the value of at least \$20 million. A current certificate of currency must be provided with your EOI application.
- **Property Damage Insurance** for their own property used at the event. EB will not be responsible for any loss or damage to your property.

- A **Personal Accident Insurance Policy** to cover their workers and volunteers

Please note: The Central Goldfields Shire Environmental Health Officer may inspect Community Group Caterers over the course of the event, should you not lodge a statement of trade you may be issued with an infringement penalty and be prohibited from operating at the event.

All Community Group Caterers must comply with Food Act 1984 & Food Safety Standards. This includes maintaining a neat, clean and safe working environment for “workers” and customers alike and will be responsible for the upkeep of the immediate area.

### **WORKING WITH CHILDREN CHECKS**

Due to the nature of the event, all onsite parties (including Community Group Caterers) must have and supply a valid Working with Children Check (WWCC) before the event.

### **TERMS AND CONDITIONS**

#### **Warranties & Representation**

EB management permits the Community Group Caterers to attend EB in reliance on the following warranties and representations hereby made by the Community Group Caterers:

- the Community Group Caterers is the owner of the approved products with full power and capacity to sell absolute legal and beneficial ownership of the approved products to a third party;
- the Community Group Caterers is not in reliance on any representation or statement made by EB management that is not expressly contained in these terms and conditions;
- the Community Group Caterers is responsible for obtaining all relevant permits and permits required to operate the Community Group Caterers business and that all merchandise sold complies with all relevant safety and compliance standards and retails laws currently in force;
- the Community Group Caterers does not bring into the event any hazardous materials of substances; and
- the Community Group Caterers will comply with all of the terms contained in these terms and conditions and will comply with any changes to the event terms and conditions, or any relevant local government and other statutory laws and regulations.

Without limiting the generality of these terms and conditions, the Community Group Caterers acknowledges and agrees that EB management is not liable for any claim or loss suffered or incurred by the Community Group Caterers in relation to or in connection with:

- theft or damage of approved products, equipment or goods under the control of the Community Group Caterers or any other property of the Community Group Caterers at any time including times when the event is not trading and such products, equipment, goods and property are stored overnight in a marquee, tent or umbrella supplied by EB management;
- any failure by the Community Group Caterers to sell the approved products;
- any journey from or to the event; or damage or injury to any property or person.
- The Community Group Caterers occupation at the event.
- Any injury or harm suffered by the Community Group Caterers;
- Any injury or harm caused to any property or suffered by any person as a direct or indirect consequence, in whole or in part, of any act or omission by the Community Group Caterers;
- Any loss of or damage to the Community Group Caterers property regardless of the cause of that loss or damage; the death of any person of a consequence, in whole or in part, of any act or omission by the Community Group Caterers;
- Any breach of these terms and conditions by the Community Group Caterers; or
- EB management's legal costs on a full indemnity basis incurred as a result of the Community Group Caterers breach of these terms and conditions.

## **SAFETY**

It is the responsibility of the Community Group Caterers to do all that is practical to ensure that workers/volunteers are not exposed to hazards in the workplace. This includes providing training, information, supervision and managing risks associated with the work.

Workers/Volunteers must consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures and using protective clothing or equipment provided, when required.

To ensure everyone's safety, a qualified Safety Officer will be onsite at the commencement of the event and will visit each Community Group Caterers to ensure safe practices are being adhered. All Community Group Caterers must comply with relevant Occupational Health & Safety standards and take advice from the Safety Officer as directed. This includes requirements regarding:

- Electrical test and tagging
- Safe and secure storage of gas cylinders.
- Requisite fire extinguishers, blankets etc.

Applicable personal protective equipment (PPE) such as safety vests and fully closed shoes must be worn during setup, each day before gates open, and during bump out.

### **Child Safety**

EB is a child centric event with Child Safety it's upmost priority. Due to the nature of the event, all onsite parties (including Community Group Caterers) must have and supply a valid Working with Children Check (WWCC) before event.

### **Security**

Security is undertaken by an external contracted organisation. Security is general and not specific to Community Group Caterers sites/stalls. The security contractor will be on-site during bump in and bump out, throughout the event and overnight to ensure site security. Energy Breakthrough and its security contractor take no responsibility for the security of your site/stall.

During the event, security personnel can be approached with any concerns Community Group Caterers may have. Security personnel are on-site to ensure the safety of all spectators and participants at the event.

Community Group Caterers may wish to remove stock/equipment each night and it is suggested you remove expensive items. Please ensure your stall is closed and secured at the end of each day. Community Group Caterers may wish to bring padlocks to secure items.

All effort is made to secure the site, but no responsibility will be taken for loss or damage to any person or goods whether or not that loss, damage or injury arises from the negligence of staff or agents of EB.

No drugs or alcohol are permitted at the EB event, this includes your site/stall. Failure to comply will result in instant removal from the site by security and/or police.

### **Food Safety**

Safety is important to us. It is the responsibly of the site/stall holder/community group caterers to ensure that all safety regulations for food, gas, fire and electrical equipment are adhered to. All the required certificates must be obtained by the Community Group Caterers, such as food registrations and notifications to the local council.

Please note there is limited dedicated access to water, and no cooling/refrigeration storage. Please make sure if this is needed it is supplied by you.

### **Gas Safety**

If a Food Vendor plans to install temporary gas for catering they must reference the Energy Safe Guidelines 'Gas safety at public events'.

### **Fire Safety**

The provision of appropriate portable firefighting equipment is paramount. Please ensure you have the following as a minimum:

Hazard	Type of firefighting equipment
Gas fired BBQ	Dry powder type fire extinguisher
Deep fryer (for chips, donuts, etc.)	Dry powder type fire extinguisher or wet chemical type fire extinguisher
Food warmer	Dry powder type fire extinguisher
LPG cylinder store or decanting area (less than 1,000 litres total gas stored)	Dry powder type fire extinguisher
LPG cylinder store or decanting area (more than 1,000, and less than 12,000 litres stored)	Dry powder type fire extinguisher and at least one fire hose reel

A fire blanket of 1.2 x 1.8m in size needs to be provided in each area where a deep fryer is installed. The blanket should be securely hung adjacent to the fryer.

Each fire extinguisher and fire blanket should have its location identified by a symbolic sign in accordance with Australian Standard: Portable Fire Extinguishers and Fire Blankets – Selection and Location (AS 2444-2001).

### **Electricity**

Community Group Caterers must include a list of ALL equipment and amp usage with a total maximum of amps required, based on 10 and 15-amp circuits. This is for the Event to assess its required energy usage. Exhibitors/Vendors must also specify how many 10/15-amp connections they require access to.

Our electrical team will be on site to assist with any issues once the Event commences. Overuse of power or faulty equipment can shut down the system for a period, affecting trade for ALL. Any Community Group Caterers found accessing additional power not requested may be asked to shut down site.

### **Electrical Equipment**

All electrical equipment including leads and power boards must be tested and tagged by a qualified technician prior to the event. All equipment will be inspected at the event and any equipment deemed unsafe and not test and tagged will not be connected to the electrical system. Any items that require testing and tagging will be charged to the Community Group Caterers at \$25 per item, to be paid at the time of testing.

Electrical equipment must be water resistant and always maintained above ground.

### **Products allowed for sale**

Only products approved by EB are permitted for sale at your stall. This is to ensure quality and a variety of items for customers to choose from and minimal doubling up of similar items.

The sale of a non-approved item may result in their removal from your stall. EB's discretion in this instance is final.

### **Cash and EFT**

Exhibitors will be required to use an online POS System in addition to cash facilities. POS System is preference.

### **Signage**

EB reserves the right to remove any signage, information, or material which is deemed not suitable or obstructive. It is your responsibility manage your own signage. We suggest signage is kept clear and visible to ensure patrons can acknowledge your brand.

## **SUSTAINABILITY & THE ENVIRONMENT**

It is essential those trading at EB support and embrace the event's environmental and sustainability goals and have a want to work with the Event to achieve these. Compostable food packaging is **compulsory** for the event. This is to align with the Victoria Government's single use plastic ban as of February 2023.

### **Waste Collection**

Waste is collected regularly each day.

Plastic bags, glass, polystyrene and oil drums are not permitted to be disposed at the event will not be removed by the site waste collection services. Community Group Caterers utilising these items must take them away at the end of the day and/or event.

To achieve our aims, we need all Food Vendors assist by:

- Disposing of materials in the bins provided. PLEASE use the correct bins as this helps us meet our environmental aims to compost or recycle as much of our waste as possible. Contamination through incorrect use of bins results in this all going to landfill.
- Plastic bags, glass, polystyrene and oil drums are not permitted to be disposed at the event will not be removed by the site waste collection services. Vendors utilising these items must take them away at the end of the event. We suggest vendors work with their suppliers in identifying other packaging methods that can be used for some goods.
- Stock beverages in canned varieties preferred. No glass beverages are to be sold at the event.

### **Water**

On site there will be a designated area for water access (no direct connection available). Water should be used sparingly at all times.

### **Grey Water and Oil Collection**

There is no plumbed sullage facilities available. Food Vendors must manage their own sullage storage and removal. In addition, Food Vendors must adhere to the following:

- Do not wash anything on the ground – all grey water must be collected via own waste water/grey water storage.



- Oils and contaminated water MUST NOT be poured down sinks or stormwater drains.
- Please preference biodegradable disinfectant sprays and cleaning fluids for all surfaces and to clean bins.
- Under no circumstances is there to be disposal of liquids in the gutters, on the grass, under buildings. EB will conduct inspections throughout the Event. Incorrect disposal may result in cease trading.

## **Glass**

For the safety of patrons, no glass is permitted. Please ensure all food and beverages are served in alternative containers.

## **Cleaning**

Cleaners have been contracted to clean public toilets and showers. This cleaning service does not extend to cleaning Community Group Caterers site/stall areas.

It is a requirement that all Community Group Caterers adhere to the following:

- Keep site and surrounding area (including Back of House areas) clean and tidy at all times
- Dispose of materials in the bins provided – PLEASE use the correct bins as this helps us meet our environmental aims to compost or recycle as much of our waste as possible. Contamination through incorrect use of bins results in this all going to landfill!

## **Weather**

EB operates in varying weather conditions.

Community Group Caterers should not apply for a site/stall unless you are prepared to take the risk on weather. There are no credits or refunds if the event is cancelled due to the weather. It is the responsibility of the Community Group Caterers to bring their own covers (unless hired) and other equipment for the purpose of protection in adverse weather conditions.

It is solely at the Community Group Caterers discretion as to whether the Community Group Caterers will set up, commence, continue trading, cease trading, or pack up on the day.

The Community Group Caterers's must advise site management of their intention to cease and pack up.

EB will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions or any decisions to the continuation of trade during adverse weather conditions.

## **STAFF**

### **Staff**

EB has over 1,000 people working on site across the event and your cooperation and support is required to ensure the event is enjoyed by all. As the Community Group Caterers owner/manager you are

responsible for your staff and their behaviour. If you or any of your staff breach the Terms and Conditions you will be held fully responsible and accountable. You may be removed from the EB Event site.

### **Parking**

There is limited dedicated parking on site. Vehicles in this area have strict movement timeframes they must adhere to. There is however plenty of free, unrestricted parking within walking distance of the EB Event site.

### **Hire of Equipment**

If you choose to hire equipment from individual hire companies (outside of the equipment hired through EB as part of this application), you must be onsite for delivery. EB takes no responsibility for items delivered by hire companies to Community Group Caterers that are placed in the wrong location or go missing if you are not on site to take the delivery.

### **Accommodation**

There is limited camping accommodation available on site. Alternatively, you will need to organise your own accommodation. Accommodation suggestions can be found via Goldfields Visitor Information Centre at [visitmaryborough.com.au](http://visitmaryborough.com.au) under STAY.

### **General Regulations**

- All vehicles must not drive faster than walking pace on site – 10km/h with hazard lights activated.
- No smoking or vaping within or around your stall area. EB is a smoke free event.
- No drugs or alcohol on site. EB is a dry event.
- The sale of cigarettes, tobacco or alcohol are strictly prohibited.
- All polystyrene brought on site must be removed from the site by the Community Group Caterers and not disposed of in the bins.
- Abusive behaviour will not be tolerated.

### **EOI Approval**

Successful/unsuccessful EOI applications will be communicated via email.

Successful applications will then receive an invoice emailed to you and confirmation after the invoice is paid. Payment is due on the date listed on the invoice. Fees can be made by direct deposit, with payment details outlined in your invoice or credit card payment. If payment is not made within the due date, late administration fees may apply. This fee is non-negotiable and applied to your unpaid account after 7 days from date of invoice.

### **CovidSAFE**

EB Event will follow the covid requirements at the time of the event.

### **Event Cancellation**

If the event is forced to be cancelled prior to the start date, all paid monies will be refunded in full.

**Smoking/Alcohol:**

No smoking, drugs or alcohol are allowed at the event.

**Termination of Contract:**

Termination of contract by either party will only be accepted in written form.