



FOOD VENDOR INFORMATION PACK

Expression of Interest 2019/20 season



INFORMATION

Burswood Park is a 56-hectare park located on the Burswood Peninsula. Burswood Park is open 7 days a week for general use, and is host to a diverse program of events throughout the year.

If you are an ice cream or coffee truck/cart vendor, or a combination of both, with quality product offerings and exceptional presentation, Burswood Park Board welcomes your expression of interest to exclusively provide ice-cream and/or coffee to general park users, and during Burswood Park Board hosted events.

Applicable Dates — October 2019–30 June 2020

Weekends and WA Public Holidays

WA School Holidays

Burswood Park Board Events



APPLICATION PROCESS

Food vendors can register their interest by completing a Food Vendor Expression of Interest (EOI) Application Form.

How to Apply

1. Vendors are required to read the Vendor Information Pack (VIP), including the selection criteria and the terms and conditions, prior to submitting an application.
2. Once satisfied that the requirements can be met, complete the Vendor EOI form located on the Board's website www.burswoodpark.wa.gov.au/whats-on/foodvendors
3. If your EOI is successful, you will be invited to provide a sample of your product range to the evaluation panel.
4. The Vendor who best meets the selection criteria and is deemed to offer the best quality and value for money will be selected to provide the service.

Mandatory Requirements

- A certificate of currency for public liability insurance (\$10m)
- Evidence of food registration with a Local Government Authority (LGA)
- Hold or be willing to obtain a permit to trade from the Town of Victoria Park
- A copy of a recent inspection report (within 6 months) from the relevant LGA

Support materials

- Detailed menu
- Images of the trailer/van/cart

Fees

Vendors should submit their preferred fee structure eg:

1. Flat fee per day
2. Percentage of daily takings
3. Annual Fee

The daily fees specified may vary for school holidays, weekends and public holidays.



Selection Criteria

Applicants will be assessed on the following criteria:

1. Product offering/s:

- Menu items should:
 - be professionally presented
 - consist of quality produce
 - service diverse customer groups
 - various price points
 - include healthier options

2. Presentation:

- Vehicle must be self-contained and fully mobile. It cannot be left unattended or stored onsite.
- Vehicle must have exceptional presentation (clean equipment, clear signage and menus)
- Staff must meet professional standards (neat hair, appropriate clothing and footwear).

3. Sustainability practices:

- Use of alternatives to plastic straws, single use plastic and polystyrene products is highly regarded.
- Appropriate measures must be in place for the disposal of waste, including recyclables.

4. Fees payable:

Applicants are required to put forward their fairest fee offer for consideration. Burswood Park Board draws guidance from the WA Mobile Food Vendors Association – Guidelines for Event Organisers Dealing with Mobile Food Vendors, when considering the fees payable by vendors.

5. Other considerations:

Selection of food vendors is at the Board's discretion. Canvassing of members or staff will automatically disqualify applicants.

FOOD VENDOR TERMS AND CONDITIONS

The following Terms and Conditions of Trade apply to all food vendors who are selected to trade during the 2019/20 season.

Health and Safety Requirements

1.1 Sale of Food

Food vendors must obtain and maintain registration with the Town of Victoria Park for the duration of the trading period. Food vendors must conform to minimum safety standards. Further details are available from vicpark.wa.gov.au.

1.2 Inspection of Sites

It is the responsibility of the food vendor to trade in accordance with the applicable Federal, State and Local Government laws and comply with the provisions of the Food Act 2008 and Australian New Zealand Food Standards Code.

From time to time, the Town of Victoria Park will inspect food vendors that operate at Burswood Park. Vendors not meeting the Town's minimum health and safety requirements for trading will not be permitted to trade unless and until the required improvements are made to the satisfaction of the LGA.

1.3 Secret Customers

In addition to LGA inspections, Burswood Park may, from time to time, conduct surprise inspections to ensure quality, service and presentation is maintained.

1.4 Fire Safety

The Board requires food vendors to have the appropriate serviced fire safety equipment, as outlined by Town of Victoria Park, available in their set-up when trading in the Park, in case of an emergency.

1.5 Accidents, Incidents and Risk Management

It is the responsibility of the vendor to promptly report any incident to the Burswood Park Board Administration Office. This includes incidents such as:

- Property damage;
- Illness, accident or injury;
- Anti-social or disruptive behavior;
- Concerns for the health, safety or security of the public; or
- Hazards and near misses.

1.6 Personal Safety and Security

Vendors are required to maintain an appropriate level of personal safety and security. The Board is not liable for the loss of goods, cash, or personal items or damage to any goods including loss or damage as a result of on-site power failure.



Trade Requirements

2.1 Licence Agreement

Prior to trading, the successful Vendor/s will be required to sign a Licence Agreement which addresses all the terms of trade including, but not limited to:

- a) trading dates and times.
- b) infrastructure requirements and catering equipment that must be provided by the Vendor.
- c) fees applicable and payment schedules.
- d) permits, registration and inspection documents issued by the relevant LGA.
- e) Public Liability Insurance in an amount of not less than \$10 million.
- f) the Vendor agrees to indemnify the Board against any liability for injury, loss or damage which may be incurred as a result of trading at the Park.
- g) Framework for promotional opportunities.
- h) potential access to additional events hosted in the Park.
- i) options and extensions for trade beyond the initial contract.

2.2 Location

The Board will provide a dedicated space for the Vendor that allows for the best possible access for service to the public.

The Vendor must confine their equipment, displays and signs within the designated space and keep all pathways and thoroughfares clear and unobstructed. Approval of the Board is required for items to be placed outside of the space.

At the conclusion of trade, all infrastructure must be removed from the space.

2.3 Attendance

Dates of trading will be agreed in advance. If unable to attend, food vendors must notify the Board in advance. Failure to attend on the agreed dates without notice may result in the Board withdrawing permission for the vendor to trade.

Food vendors must trade for the duration of the specified times, unless otherwise agreed. The vendor must supervise their vehicle at all times.

2.4 Sub-Letting and Assignment

Food vendors are not permitted to share, sub-lease or assign a site to another person without the prior written approval of the Board.

2.5 Utilities

Single-phase 10 Amp electrical power is available on a metered basis and invoiced monthly, if required.

Vendors must supply their own power boards and extension cords that have been tested and tagged in accordance with AS/NZS 3760:2010.

Please note, there is no direct access to water or gas at the location.

2.6 Signage

All signage must be confined to the designated space and directly relate to the products being sold. No commercial signs will be permitted. Approval of the Board is required for signage to be placed outside of the space.

2.7 Disposal of Rubbish

It is the Vendor's responsibility to remove and dispose of any rubbish and ensure that the area is kept clean and tidy. Large boxes and packaging are not to be disposed of on-site.

2.8 Marketing

From time to time, the Board may engage photographers to record activities in the Park. The Vendor consents to any photos of the Vendor or truck taken by the Board to be used for promotional or record-keeping purposes.

2.9 Surveys

From time to time, the Board may request the vendor's assistance in surveying park patrons.

2.10 Promotions

The use of public address systems, or loud amplified promotion is not permitted.

Product samples and promotional fliers may not be distributed outside the confines of your designated area without prior written consent from the Board.

2.11 Reporting

The vendor must provide sales reports to the Board in line with the fee structure used.

Daily fees or percentage of sales requires daily reports each week, while annual fees require a monthly reconciliation.

2.12 Amendments

Burswood Park Board reserves the right to amend the Terms and Conditions and will notify the vendor of any changes prior to their coming into effect.

DATES

Mandatory*

*Weather dependent

Weekends and Public Holidays

28 September 2019- 30 June 2020

School Holidays

Spring - September / October 2019

Summer - December 2019 / January 2020

Autumn - April 2020

Events

Burswood Park Board's Carols in the Park will be returning to Burswood Park on Sunday 8 December 2019 after a 2-year hiatus. Up to 4,000 people will be in attendance.

Negotiable

Weekdays

During school terms, vendors may wish to take advantage of fine weather and trade on those additional days.

Events

1. Hosted within Burswood Park

In 2018/2019, over 237,500 people attended events hosted in Burswood Park. Successful vendors will be notified of upcoming events at least 2 months in advance. Should vendors wish to attend, they must comply with any and all requirements, including application deadlines, and payment of any applicable fees and charges. Burswood Park Board makes no guarantee of access to these third-party events.

2. Hosted on the Burswood Peninsula

With the addition of Optus Stadium on the Burswood Peninsula, there is also opportunity for vendors to capitalise on increased traffic within the Park, before, during and after those events. Attendance on site during those periods can be negotiated with Burswood Park Board, at locations to be determined.

options to Extend

The successful applicant may be given options for extension periods beyond the initial dates.

