

# GOURMAY MARY VALLEY Food Festival 2024

## SATELLITE EVENT APPLICATION

GourMay Mary Valley 2024 is an event auspiced by Mary Valley Chamber of Commerce to support Mary Valley agriculture and tourism businesses and to showcase local farmers, producers, and chefs/ caterers.

The Mary Valley extends approximately 70km, from Crystal Waters to Jones Hill. Areas considered part of the Mary Valley: *Traveston, Kybong, Langshaw, Calico Creek, Gilldora, Dagon, Amamoor, Kandanga, Carters Ridge, Imbil, Belli Park, Kenilworth, Conondale, Crystal Waters.*

The event consists of two components - **Satellite events & Festival Day**

### Satellite Event Participation Criteria

To host an event and be included on the GourMay Mary Valley Food Festival 2024 calendar the following applies:

- The event **MUST** be held in the Mary Valley as defined by the Mary Valley Chamber of Commerce.
- Satellite events where food is served, **must** include a signature dish showcasing Mary Valley produce.  
The use of Mary Valley produce on the menu is **encouraged**.
- The event operator **does not** have to be based in the Mary Valley - e.g. A tour operator running an event to/ in the Mary Valley.
- The GourMay Mary Valley Food Festival 2024 name and logo is to be used in all promotional activities.
- Mary Valley Chamber of Commerce takes no responsibility for loss, damage or injury to property, or people, at a GourMay Mary Valley Food Festival 2024 satellite event.
- Events **must** be bookable using an online booking facility.
- Event booking facility **must** be available no later than February 20<sup>th</sup> 2024.
- All participating events **must** cross promote other GourMay Mary Valley Food Festival 2024 events through social media, including Festival Day and Gala Dinner.

# GOURMAY MARY VALLEY Food Festival 2024

## GourMay Mary Valley Satellite Event Application

Business/ Organisation Name \_\_\_\_\_

ABN \_\_\_\_\_

Name of Event

\_\_\_\_\_

Brief description of event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Public Liability Insurer \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

*A copy of Insurance policy must be provided with your application to Mary Valley Chamber of Commerce.*

Business/ Organisation profile for promotional purposes – photos welcome

I confirm that the above information is true and correct and agree with the GourMay Mary Valley Food Festival 2024 Terms and Conditions .

Signed \_\_\_\_\_ . Position in organisation \_\_\_\_\_

- An invoice will be sent to you once your application has been approved.
- Confirmation of your event being included on the GourMay Mary Valley Food Festival 2024 calendar will be sent once full payment has been received.
- Full payment is required no later than January 31<sup>st</sup>, 2024.

## **GourMay Mary Valley 2024 Terms and Conditions**

### **Event name**

The event is known as GourMay Mary Valley Food Festival 2024.

Event organisers must use the name **GourMay Mary Valley Food Festival 2024** when promoting their event.

The word GourMay **must** appear as follows,

- uppercase G
- lowercase our
- uppercase M
- lowercase ay

All other words in the event name must start with uppercase, followed by all other letters in lowercase  
As in – Mary Valley Food Festival.

### **Logo**

Event organisers **must** use the *GourMay Mary Valley Food Festival 2024* logo in all activities that are promoting the individual event. The logo will be sent once confirmation of inclusion on the calendar is confirmed.

### **Fees**

per event

Chamber of Commerce Member	\$50
Non member	\$60
Not for Profit (NFP)	\$40

- If hosting more than one event a 50% discount applies to all additional events.
- Confirmation of an events inclusion on the GourMay Mary Valley Food Festival 2024 calendar will be given once the Mary Valley Chamber of Commerce has issued an invoice and payment has been made in full.
- Refunds are NOT available if an event does not proceed as scheduled.

### **Marketing**

1. Mary Valley Chamber of Commerce will include your event in marketing materials including printed programmes.
2. In the period leading up to GourMay Mary Valley, Mary Valley Chamber of Commerce will promote all individual events through social media, as well as announcements on radio and TV when/ if opportunities arise.

### **Bookings**

1. Bookings for events can be made by phone, text, email, in person, or an online booking facility.
2. The event must have an online booking facility. GourMay Mary Valley recommends events are listed on Humanitix, so GourMay Mary Valley events appear together in searches.
3. The satellite event organiser is responsible for all bookings.

## General

1. Satellite event organisers are required to provide relevant information about their event. This includes
  - a. Name of event
  - b. Date of event
  - c. Nature of event eg. dinner, breakfast, farm tour
  - d. Details of the event
  - e. Contact details eg. phone, email address
  - f. Booking details. Link to booking facility
2. Satellite event organisers are responsible for notifying *GourMay Mary Valley Food Festival 2024* of any changes to the details of the event.
3. Mary Valley Chamber of Commerce will update any new information in a timely manner.
4. Mary valley Chamber of Commerce takes no responsibility for the information provided.
5. A GourMay Mary Valley teardrop banner must be placed at the entrance to the event (supplied by MVCOC) to indicate that the event is part of GourMay Mary Valley 2024.
6. GourMay Mary Valley Food Festival 2024 promotional material must be displayed at the event. This may include flyers, programmes, and posters.
7. A copy of the organisations Public Liability Insurance must be sent to Mary Valley Chamber of Commerce along with an application.
8. No political or religious signage, fliers, etc. are permitted at an event. Mary Valley Chamber of Commerce reserves the right to remove inappropriate signage.
9. Satellite event organisers will be asked to complete a post event questionnaire to enable us to gauge the success of the event. This helps with future planning and the ability to access funding.
10. *Whilst a food licence is not required by a non-profit organisation\*\* holding less than 12 stalls/markets/year, the non-profit organisation has an obligation to ensure that all persons undertaking food handling operations have appropriate skills and knowledge required to produce safe and suitable food. This means that the food handler has the ability to perform those tasks that are necessary to ensure the safety of the food being handled. The non-profit organisation is exempt from this requirement if the food sold is not potentially hazardous (e.g. biscuits, cakes without cream, jams) or the food is consumed immediately after thorough cooking (e.g. sausage on bread).*

### **Non-profit organization\*\*:**

*A non-profit organisation distributes all the money raised to a charitable, cultural, educational, political, social welfare, sporting or recreational purpose and does not provide a benefit for any individual member or person.*

*A person may work for a non-profit organisation and recover any personal costs or costs of fundraising. No individual person undertaking the activity should receive any personal benefit, gain, or profit.*

*Any organisation that wishes to publicly raise funds for a charitable or a community purpose in Queensland is also governed by the **Collections Act 1966**.*