

CultureFest

Celebrating Selwyn's Diversity

Sunday 1 October 2017

Food Stall Information Sheet

Background

Selwyn is one of New Zealand's fastest growing districts, and in 2017 the population of Selwyn was estimated to be over 56,000 with projections anticipating a total population of 77,000 by 2033.

With a growing population comes a growing diversity and this prompted the Selwyn District Council to develop the Newcomers and Migrants Strategy. This strategy falls out of the Council's Social Wellbeing Strategy that outlines a broad range of wellbeing objectives and initiatives for all parts of the community.

The Lincoln Multi-Cultural Festival, organised by Rotary Club of Lincoln, has been celebrating cultural diversity for 12 years in Lincoln between 2004 and 2015. As the district has grown, and through the development of the Newcomers and Migrants Strategy, it has been identified that a Selwyn District multi-cultural event is required to celebrate Selwyn's growing diversity. This will be achieved through a collaborative approach with Lincoln Rotary, Christchurch Multicultural Council, community representatives and Selwyn District Council.

Introduction

Selwyn District Council's Newcomers and Migrant Strategy states that "welcoming people of diverse cultures makes a community more connected with the world, and more open to the opportunities the modern world offers. Integration into a new community does not, however, mean loss of cultural identity: cultural identity matters to all residents, it is important that the community celebrates and values the ethnic and cultural diversity that newcomers and migrants bring to Selwyn" (Selwyn District Council 2015)

In order to celebrate and value such ethnic and cultural diversity the first ever district wide multi-cultural festival has evolved, called:

CultureFest: Celebrating Selwyn's Diversity

CultureFest, as the name suggests, aims to celebrate Selwyn's growing diversity, by showcasing the diversity of Selwyn's communities in association with our own Aotearoa culture. This will be achieved through a variety of activities including stage performances, food, art and craft demonstrations, have a go sessions, traditional sports and games.

Food Stall Information

Each stall area will be approximately 6m x 4m. Commercial vendors may be eligible if groups are unable to fill allocated food sites. The cost of a standard food stall is \$35 and food caravans will be charged \$50. **Fees will be collected on the day and a receipt given.**

All food stalls must provide their own shade structure/gazebo.

All food stalls must read and follow the guidelines, checklists and safety tips as outlined below and in any attached or supplementary information.

Electricity

Due to electrical and health and safety regulations, **all electrical equipment must be tagged and tested** before the event to ensure they are safe. If your appliances do not have these tags, Event Management may stop you from using them. All caravans must follow this process as well and have an electrical warrant of fitness for the van. You can get your implements/equipment tested at any qualified electrician. Please be sure to shop around as some are more expensive than others.

Please also note that stalls are to limit their power requirements to 10amps or 2400 watts. Check your appliance as it will indicate how much power it draws. If you have more than one appliance, simply add up the total watts and see if it totals more than 2400. If you require additional power there might be an extra charge.

Sale of Food

If you're selling food to raise funds, or for charity, it must be "safe and suitable". That means it must be safe to eat – no one should get sick from eating your food.

In the Selwyn District we expect to see a good level of standards maintained across all equipment, stalls, mobile shops and of course food at events.

Under the Food Act 2014, you will either:

- a) Be required to register under the Act
- b) Not be required to register under the Act

Below is some criteria which will help determine whether or not you need to be registered under the Food Act 2014.

You don't have to register under the Act if you're selling food:

- to raise funds for a charity, cultural or community group less than 20 times a year
- provided by members of sports clubs, social clubs or marae – where food is not the purpose of the event
- once in a calendar year at an event such as a local fair

However, you will have to register under the Act if you're:

- fundraising more than 20 times a year
- catering events at clubs, or selling food at club bars or restaurants
- bartering or exchanging food commercially
- selling food commercially at fairs, markets, or community events more than once a year

If you think you are required to register under the Act, or if you have any questions, please contact Food and Health Standards (2006) Ltd on 03 365 1667. Event management will be working with them to ensure all food at the event is safe to eat and to help you enjoy your time at CultureFest 2016.

Regardless of whether or not your food stall is registered, ALL FOOD STALLS are subject to the Food Act 2014 and should use **The Food Safety Checklist** (attached) as this is designed for stall holders to check that they have done everything to ensure their food is safe to eat. A copy of **Food Safety Tips – Food Stalls** is also attached for your reference.

Below is a list of basic requirements in addition to the Food Safety Checklist. All groups selling food must:

- Provide their own shade structure/gazebo to prevent dust & insects from falling on food and to keep food out of the direct sun.
- Provide their own chairs
- Ensure all benches and appliance surfaces are smooth, impervious and easily cleanable
- Wear latex gloves and clean hands frequently with disposable Wet Wipes
- Ensure any rubbish generated on the day is put in the appropriate bins provided on the event site and take any excess rubbish away with you. **DO NOT LEAVE IT AT YOUR STALL SITE.**

Food Handling

Please refer to the Food Safety Tips – Food Stalls attachment from the Selwyn District Council Event Planning Guide

There is to be no alcohol at this event.

Registration of Interest

If your group is interested in participating in this event please complete the official CultureFest Registration Form and return it no later **Friday 4 August**.

The Registration form is a fillable PDF. Please complete your Registration Form electronically, save it to your computer, then email it directly to:

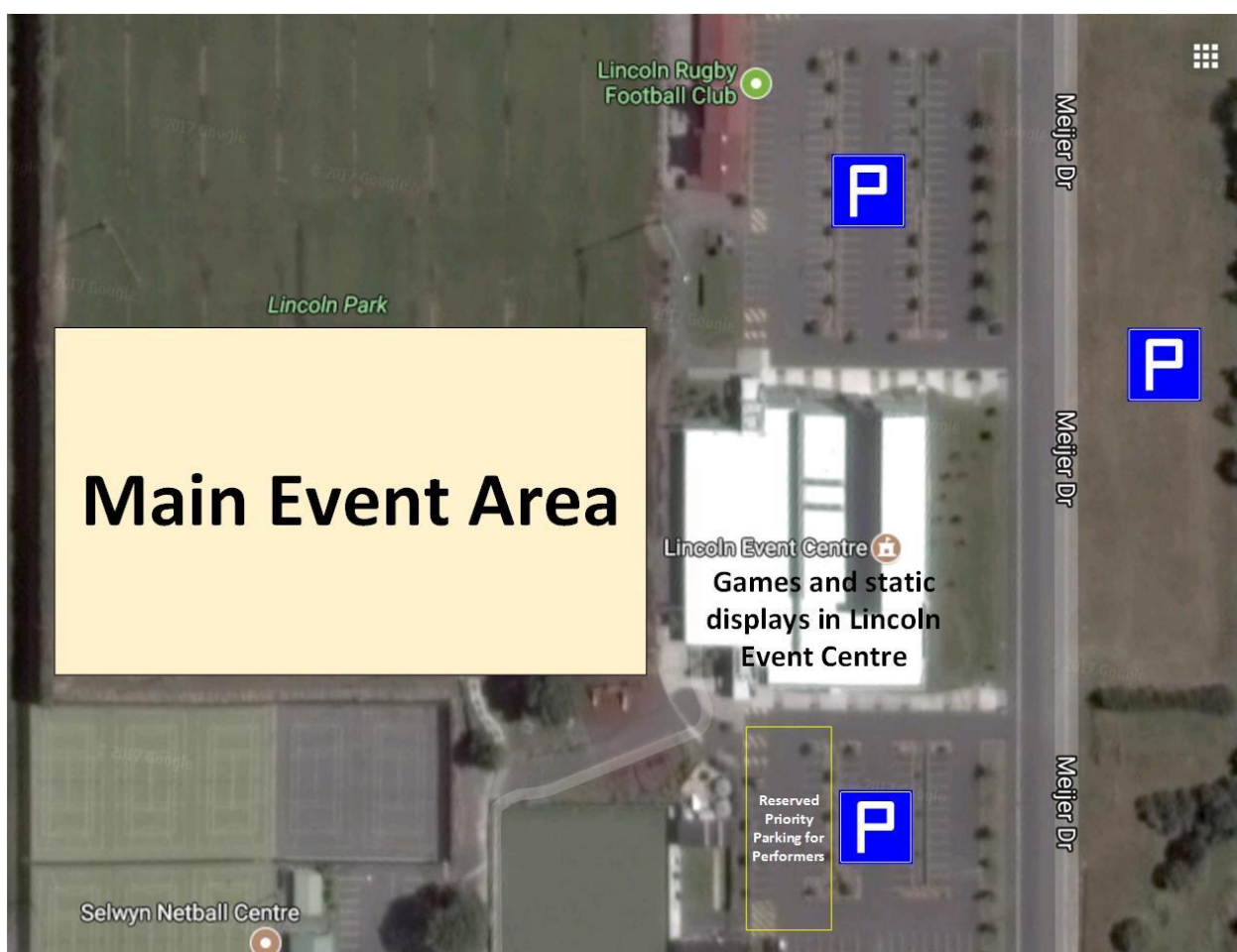
events@selwyn.govt.nz

You can also post the form to: CultureFest 2016
Selwyn District Council
PO Box 90
Rolleston 7643

If you have not received a confirmation email within 10 days, please contact me to confirm I have received your form.

Event Details

Date: Sunday 1 October 2017
Time: 11am – 4 pm
Venue: Lincoln Event Centre and Domain
Wet weather: Announcements will be made on Selwyn District Council's facebook page by 7:00am. Further information will be sent out to groups prior to the event regarding wet weather options for the event.



Car Parking

Priority parking will be available for participating groups at the Lincoln Event Centre. Public parking will also be available at the Lincoln Event Centre and also on the reserve area opposite the Centre on Meijer Drive. Entry to car parking is via Meijer Drive. Groups setting up stalls are asked to arrive **after** 8:30am as electricity is still being connected at this time. **There will be designated parking for performing groups** that arrive throughout the day (you will be issued with 2 parking passes). Food and information stalls are asked to park in the main carpark, as you are arriving early enough to get a park.

Event Contact (for any queries you may have)

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