

# Information Sheet - Culture Galore!

22<sup>nd</sup> February 2020  
Ray Blank Park, Maidstone Road  
12noon – 4pm

\*Event will be cancelled if wet (announcement will be made on Plains FM & message left on the CCC website)

## What is Culture Galore?

Culture Galore is a multi-cultural festival that provides an opportunity for different ethnic groups in our community to showcase their culture. This is achieved through performing arts, ethnic food, crafts, demonstrations, sports, games and language. Culture Galore is a prime opportunity for the people of Christchurch to experience and celebrate the diversity of cultures that exists in our community.

## Event Organisation

Culture Galore is organised by Christchurch City Council Recreation staff and is funded by jointly by the Fendalton-Waimairi-Harewood and Halswell-Hornby-Riccarton Community Boards.

## Event Format

The event consists of groups performing on a main stage with performances timetabled in 10 minute slots from approximately 12.10pm to 4.00pm.

There are also opportunities for groups to promote their culture through displays, ethnic food stalls, craft stalls and interactive information stalls. There will also be a range of children's entertainment including face painting, climbing tower, bouncy castle, stone carving, baseball, archery, henna tattoos and other activities.

## Performance Area

It is essential that performances are a **maximum of 10 minutes**, including getting on and off the stage.

We are again using the new stage in 2020 and the dimensions are: 9m wide x 7.2m deep and 1.2m high. A marquee is available for performers to use as a changing area, with a separate area for males and females.

If you are a performing group, please also provide a 'Brief Performance Description' on the registration form for the MC Intro. If at this stage you're unsure of what your performance will be, we'll contact you at a later stage for MC details.

\*Please note that there is no guarantee that all groups will be able to perform on the day. We try to include a variety of performances and only have limited spaces.

## Reimbursement for Performing Groups

For groups that are performing a grant of \$100 is available to assist with expenses. For new groups - To action any payment after the event, we require a bank generated deposit slip or bank statement from your organisation and ask that you upload this when you register online, or email directly to Lisa. Please ensure the organisation name on the registration form is the name on your bank account. Other information required with the bank slip includes: The full name of the group's contact person (including their middle name), their address, phone number, email address.

If you submitted a deposit slip previously, you do not need to do this again unless your bank details have changed. Food stall and information stalls are not eligible for this grant. This fundraising opportunity is offered to non-profit groups only.

## Information / Craft Stalls

Please note that groups are to provide their own shade structure/gazebos/tables/chairs.

As Culture Galore is adopting the initiative to reduce landfill waste at CCC events, this could refer to items that you may have used as part of your craft/information stall in the past such a balloons, plastic wrapping, straws, glitters, plastic beads etc. You will need to state any items that you intend to hand out to attendees at the event as these will need to be cleared by event staff first, even lollies, snacks and brochures.

There will only be 1 marquee for those information groups that need power and absolutely cannot access their own gazebo and spots will be allocated to those who apply first. Please note groups are to supply their own tables in 2020.

In response to event surveys we would like to include more stalls that are interactive and hands on for the community to attract the public. Ideas for this include have a go activities, games, competitions and selling crafts that are especially related to cultural aspects of your country. The provision of information on services that are relevant to the refugee/migrant community are also vital. Please note though this is not the forum for promoting political or religious views.

For health and safety reasons the information and craft stalls are located away from food stalls which means groups operating both information and food stalls require people for each stall. There is no site fee for information stalls.

## Food Stalls – PLEASE READ CAREFULLY

Please note that groups are to provide their own shade structure/gazebos/tables/chairs.

This year Culture Galore is participating in the Council-led initiative called Composting Food Packaging at Events (CFPE). This means that all food packaging handed over to your customers must be from the CFPE approved manual (attached), which is then hand-sorted at the event and sent to be composted. This also means there will be a clean recycling stream that will actually be recycled at this event

You will all be required to attend a compulsory 60 minute training session around this. This is a one-off training and must be attended if you want to sell food at the event. The dates are as follows:

Thursday 12 December: 6.00 - 7.00pm. Fendalton Library and Service Centre - 4 Jeffreys Rd Fendalton.

Wednesday 22 January: 10.00 - 11.00am. Riccarton Service Centre - 199 Clarence St, Riccarton.

Emily Toase will be your first hand contact for everything around CFPE so please contact her if you have any questions (9415216 / 021 1921112 / Emily.toase@ccc.govt.nz). Stephanie Lovelock from Council and Kat from Total Waste Solutions will be auditing your packaging onsite before the event, so please remember to either have boxes or receipts with you.

Over the last few years the CFPE initiative has diverted over 100 tonnes of waste from landfill to recycling and compost instead, which is 75% of all waste generated from the participating events (CFPE Trial 2.0 summary attached).

The cost of a standard food stall is **\$35** and food caravans will be charged **\$60**. Fees will be collected on the day and a receipt given. Each stall will be allocated an area of 5m x 4m, food stalls must provide their own shade structure/gazebo/chairs and tables as well as adhering to other health regulations (as indicated on separate sheet). Please note groups are to supply their own tables in 2020.

Electricity is available and groups are asked to state their electricity requirements on the registration form if it is greater than a standard 10amp plug.

Due to electrical regulations, all groups using electrical implements **MUST have these tested BEFORE the event and all appliances must show a current electrical test tag to ensure they are safe**. If your appliances do not have these tags, the electricians on site may stop you from using them or you will be charged \$10 per appliance to have them tested. We will be doing a full check on the day. All caravans must also follow this process and also have an electrical warrant of fitness for the van. You can get your implements tested at Electro-Tech Services, 72 Mowbray St 374 3211 at a cost of \$5 per appliance. Alternatively any qualified electrician can do these tests.

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 or have a plug that differs from the standard 10amp, please let us know.

All food groups must **acknowledge** when they return their registration form that they have read & understand the food health regulations. If you are a moveable premises or a caravan, you must provide a **copy of your registration certificate**.

\* Please note that commercial vendors are not eligible. If there are spaces available after registrations have been received from Community groups, commercial vendors might have an opportunity to be involved.

\*Groups should not request 2 food stall sites. If there are gaps in the site plan after all the registrations have been received, a second site might become available then.

## Registration of Interest

If your cultural group is interested in participating in this event, can you fill out the online 'Registration of Interest' form no later **Friday 13<sup>th</sup> December 2019**.

## Car Parking

Parking will be available for participating groups and the public on Ray Blank Park, entry to the car park will be off Maidstone Road or Gothic Place. Groups setting up stalls are asked **not to arrive before 10.00am** as electricity is still being connected at this time.

There will be an area roped off for **performing groups** throughout the day (you will be issued with 2 parking passes).

Food and information stalls are asked to park behind your stall, or in the main carpark. Please note that if you choose to park behind your stall, no vehicle movement is allowed from 11.30am – 4.15pm.

## If you have any questions please contact:

Lisa Gregory  
Community Recreation Adviser  
Fendalton Service Centre & Library  
Cnr Jeffrey's and Clyde Road, Fendalton  
941 6729 / 027 2273064  
Email: [lisa.gregory@ccc.govt.nz](mailto:lisa.gregory@ccc.govt.nz)

Emily Toase  
Community Recreation Adviser  
Fendalton Service Centre & Library  
Cnr Jeffrey's and Clyde Road, Fendalton  
941 5216 / 021 1921112  
Email: [emily.toase@ccc.govt.nz](mailto:emily.toase@ccc.govt.nz)

## Event Location

Entrance to the park is off Maidstone Road or from Gothic Place at the back of the park. If you are a food group, enter from Maidstone Rd. If you are an information stall only, entry is best from Gothic Place.

Performing groups through the day might be better to enter from Gothic Place as well as the Maidstone Ave entrance can become congested.

