

KID'S FUNFEST TUESDAY 23RD OCTOBER 2025 TERMS AND CONDITIONS



Introduction

The City of Greater Geelong Family Services Team invites organisations to participate in the Kid's FunFest, a FREE community event for preschool children and their families.

Being involved in the event demonstrates your organisation's commitment to providing a fun interactive activity for pre-school children that align with the theme of children's week – "Everyone Should Know about Children's Rights,"

The event is being held at Norlane ARC Auditorium, 1-9 Cox Road, Norlane 3214 on Thursday 23rd October 2025 between 9:30 and 12.00pm.

These terms and conditions provide operational information that is relevant to Kid's FunFest. If there is any information that is not contained in the terms and conditions, or if you require clarification, please contact childrensevents@geelongcity.vic.gov.au

Invitation to Participate

Organisations are invited to complete their intention to be part of the Kid's FunFest between 20th August 2025 and 5pm 11th September 2025:

https://www.geelongaustralia.com.au/ct/forms/form.aspx?form_id=20578

Certificate of Currency / Public Liability

All participating organisations are required to provide a copy of their current Public Liability Insurance certificate.

Working With Children Checks

All organisation staff, volunteers and performers must have a current Working with Children Check or be in possession of a Victorian Institute of Teaching card. Working with children check name, number and expiry date needs to be provided in writing for our records.

Site Fees

There is no charge to participate in this event.

Kid's FunFest Contact

Event Coordinator: Nikki Welsh

Email: Childrensevents@geelongcity.vic.gov.au

Mobile: 0423 057 878

Event Support: Julie Brooks

Email: jbrooks@geelongcity.vic.gov.au

EVENT SCHEDULE

8:00 AM – 9:15 AM **Bump in and set up**

9:30 AM **Welcome to Country,**

FIRST SHOW AND ACTIVITIES

9:40AM-10:05 **MikMaks First Performance**

10:05 AM – 12:00PM **Activities**

SECOND SHOW AND ACTIVITIES

10:30am-10.55am **Mikmaks Second Performance**

12.10 PM - 1.00 PM **Bump out**

Media

Kid's Funfest is promoted to early years services and organisations, primary schools and is supported by, email and digital media campaign.

Promotional materials will provide to all participating organisations. Your support in promoting the event would be appreciated.

Site Information

All activities will be set up inside. In the event of extreme weather or rain the event will be cancelled.

The location of the organisations site will be entirely at the discretion of the event organisers. All sites must be setup by 9.15am and remain setup until the event closes at 12.00pm.

Site size will be 2m x 2m, please advise if you will require more space.

Organisations are required to bring all requirements for their display and activity, **except for an adult size table and 2 chairs, which will be provided**. Promotional signage must be located close to activities and not present a hazard to participants. Organisations are to ensure that their site is always attended, presentable, professional and safe at all times. Organisations are responsible for the security of their stall area, equipment and goods. *Please note: power is not available onsite.*

Bump In

Please ensure that you arrive at your bump in time or within 10 mins either side of this time. This will ensure less congestion, as organisations unload materials, and will mean that we will have capacity to guide you to your location.

Parking

Car parking is available onsite. To maximise parking spaces for patrons, we encourage car-pooling by organisations attending, and once unloaded moving your car to a parking space that is further from the auditorium to all families to park as close as is possible.

Dress code and behaviour

All organisation staff and volunteers are to appear in clean, neat presentable attire. Staff and volunteers must interact with participants and City staff in a courteous manner and shall refrain from using obscene or offensive language or behaviour.

Safety requirements

All participants must report any incident, accident or near miss to the event coordinator.

Smoking, Alcohol and Drugs

The event is a smoke, alcohol and drug free event.

Emergency Evacuation

It is each organisations responsibility to ensure that they are familiar with the surroundings at the event site. In the case of an emergency, please comply with the directions of staff.

First Aid

First Aid support will be provided at the event. All incidents must be reported to the event Coordinator.

Accessibility

Pram and wheelchairs access is available at the venue.

Sustainability

Some ways to contribute to the sustainability of the event include:

- Car pooling
- Minimising the waste you bring – ‘nude food’ is encouraged.
- Bring your own refillable water bottle.
- Taking home your rubbish or disposing of litter thoughtfully in the bin system provided.

Photography and filming

The City of Greater Geelong takes photos and videos of people to promote its services, projects and events in print and online (including social media). This information is collected and handled in accordance with the City's Privacy Policy, which is available from www.geelongaustralia.com.au and Customer Service Centres

Event feedback

Your feedback is important, an evaluation form will be emailed to all participants after the event.

Disclaimer

All who participate in the event do so at their own risk.

We greatly appreciate your support of the Kid's FunFest and hope you enjoy a wonderful day!