

# COMMUNITY DISPLAYS



Thank you for your enquiry about fund raising opportunities at Bunbury Forum Shopping Centre.  
To enable us to register your request please complete the following Application Form and return to:

Marketing / Administration  
Bunbury Forum Shopping Centre  
Sandridge Road  
BUNBURY WA 6230  
Ph: 9721 5899  
Fax: 9721 2499

*Please note this application does not provide booking confirmation. All applications are subject to confirmation by Centre Management and will be therefore advised subject to availability and prior requests.*

## APPLICATION FORM

NAME OF ORGANISATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DATE REQUIRED FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(Each booking requires a separate application form and payment)

PURPOSE OF DISPLAY: \_\_\_\_\_

RAFFLE PERMIT NUMBER: \_\_\_\_\_

PERMIT HOLDER NAME: \_\_\_\_\_

PERMIT HOLDER CONTACT NUMBER: \_\_\_\_\_

**PUBLIC LIABILITY INSURANCE** (PLEASE PROVIDE A CURRENT COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE)

POLICY NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS APPLICABLE TO COMMUNITY DISPLAYS.**

## **COMMUNITY BOOKING – TERMS & CONDITIONS**

**PLEASE READ AND RETAIN THE FOLLOWING INFORMATION FOR YOUR RECORDS.**



*The Centre of the South West*

### **BOOKING**

- Fee of 10.00 (plus 10% GST) is applied to cover administration costs for all community bookings
- All cheques are to be made payable to "Bunbury Forum Promotional Fund" with full payment received by this office following confirmation of booking.
- Copy of permit from Department of Racing, Gaming and Liquor must be presented for any raffle ticket sales.
- The management of Bunbury Forum Shopping Centre reserves the right to cancel this arrangement or relocate the display at any time prior or during the display period, at its discretion, and if there is a conflict of interest in the products or services with an existing tenant.

### **CANCELLATION**

- Written cancellation is required at least 10 days prior to the commencement of your booking.
- Booking fee of \$10.00 (plus 10% GST) is not refundable.

### **INSURANCE**

- We require a current "Certificate of Currency" of Public Liability Insurance cover, which will indemnify the Owner of the Shopping Centre in the case of claims arising out of your use of the common mall area.
- Minimum cover required is \$10million dollars. Certificate must come from the Insurance Company and list "Savills (WA) Pty Ltd" as Interested Parties on your policy.
- Situation on policy to be noted as "Australia Wide".
- We require a current copy of your Workers' Compensation Certificate. Current copy is to be forwarded to the Casual Mall Leasing Administrator prior to commencement of your display period.
- Children under the age of 16 must be accompanied by an adult at all times.

### **INSTALLATION / DISMANTLE**

- The Centre's shopping trolleys must **not** be used to transfer stock, equipment, etc into or out of the Centre.
- All displays must be installed and ready to commence trading by **8:30am** on the morning of the commencement of your display. Should your display not be completed by the above times, permission for set-up will be postponed until after trade on that day or prior to trade the following day. No refund or discount will be forthcoming to compensate for the loss of trading time.
- The display must **not** be dismantled before close of trade on the final day of your display period.

### **PRESENTATION**

- Displays must be kept neat and tidy at all times.
- All tables must be covered with a full length cloth that is acceptable to Centre Management or can be obtained from Bunbury Forum Shopping Centre.
- Over stocking of displays will not be permitted. If this occurs, you may be asked to remove some of the stock from your display.
- The height restriction for displays is 1.8m (6ft). Placement of objects / signage which will make the display exceed the height restrictions will not be permitted.
- Neat and tidy dress must be worn at all times.
- No eating, drinking or smoking at display.
- Electrical cables must be safely contained within the display area at all times.
- Adhesive tape of any sort is **not permitted** to be taped to the tablecloths or floor.

### **SIGNAGE**

- No hand written or stenciled signage is permitted. All signage must be computer generated or professionally printed.
- No signage will be permitted to rest on the floor without the support of a chrome display stand. These are available from Center Management at not fee.
- Signage must be kept clean at all times and all forms of attaching the signage i.e. sticky tape, blue tack, etc must not be visible.
- Signage will not be permitted to be attached to trestle cloths. You will be asked to remove any signage that has been attached. If trestle covers are lost or misplaced or damaged by the way of staples, blue tack, sticky tape etc; the cost for replacement will be at the expense of the hirer.

### **GENERAL**

- We cannot place your casual stall near a tenant stocking or providing the same product or service.
- Management and staff of the Shopping Centre take no responsibility for merchandise damaged or stolen during the display period.
- All displays **must** be manned for the full duration of trading hours.
- Management must stress that your personnel cannot approach or call out to shoppers. They must wait for shoppers to approach them. **There will be no canvassing allowed whatsoever.**
- Sirens and flashing lights are not permitted on displays. No spruiking equipment is permitted to be used in the Centre at any time. All power leads, extension cords, electrical appliances and lighting equipment must be tagged and be in accordance with Worksafe Australia's Acts and regulations. Non-compliance with these regulations will result in cancellation of your booking and monies will not be refunded.

**\*TERMS AND CONDITIONS CURRENT AS OF 1 JULY 2009.**

**BUNBURY FORUM SHOPPING CENTRE CASUAL MALL LEASING  
 CONTRACT AGREEMENT (COMMUNITY BOOKING) BETWEEN  
 SAVILLS (WA) PTY LTD AND THE LESSEE AS STATED HEREIN.**



**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SUBURB:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_ **MOBILE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**SITE LOCATION:** (Community site – along Link) \_\_\_\_\_

**ADMINISTRATION FEE:** \$10.00 **+GST AMOUNT:** \$1.00

**TOTAL DUE:** \$11.00 **DATE DUE:** \_\_\_\_\_

**TAX INVOICE NUMBER:** \_\_\_\_\_ **DISPLAY DATE:** \_\_\_\_\_

**DISPLAY REQUIREMENTS:**

The following equipment is available at no charge from Bunbury Forum Shopping Centre.  
 Please note: All items must be returned in the same condition. Damage or loss will incur replacement costs.

ITEM	QUANTITY REQUIRED
Trestle table with full length cover	
Chairs	
Display Board	
Power required	Yes <input type="checkbox"/> No <input type="checkbox"/>

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I / We have read the Community Booking Terms and Conditions for this agreement and agree to abide by them for the duration of this Contract:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS FORM INTACT, ACCOMPANIED BY THE REQUIRED PUBLIC LIABILITY INSURANCE DOCUMENTS. THANK YOU.**