Office Use Only
Date received: / /2022
Application Number:
Stall offered: Y/N
Payment Received: Y/N
Final Stall Number:

MAWSON CENTRE CHRISTMAS MARKET

SUNDAY 27th NOVEMBER 2022, 10am-2pm

STALLHOLDER REGISTRATION FORM: EXPRESSION OF INTEREST

Applications open: Monday 4th July, Waiting Lists May Apply

This document will act as a tax invoice for GST purposes when you make full payment. ABN 8261 5416 895 – City of Salisbury

Please note, all fields are required to be completed

Business or Stall Name (If applicable)	
ABN	
Contact Name	
Phone	**(D) (M)**
Public Liability (PL) Insurance?	**YES- I can provide** **NO- I/ We do not have PL Insurance for my stall/ business**
Email: (Must provide clearly)	
Postal address	
Product or Services (Please give full details)	
Can you provide own Marquee?	**YES/ NO**

STALL HIRE FEES	**Outside Stalls Only** *Approx 3m x 3m*
Current regular Mawson Centre community room hirer	Free
Event Partner ie. Uni SA, Mawson Library, City of Salisbury Council, Food Truck	Free
All other Applications Individual stall holder, Business or Community Not-for-Profit Organisation	$40.00

Payment - Due at time of final stall spot being offered by The Event Coordinator

☐ **Cash** Please pay in person at The Mawson Centre accompanied with copies of relevant insurance documentation.

☐ **Eftpos** Payment must be made **via an Eventbrite link** that will be sent to you if successful to complete the registration process. Only after payment is received, your application will be finalised.

Please turn over for terms and conditions of hire

Terms and Conditions

1. The Mawson Centre Board of Management shall not be held liable for any injury or loss relating to the hirer, or any employee of the hirer or any person on the premises by invitation or with the authority or permission of the hirer.
2. All incorporated Organisations must hold their own insurance cover for public liability and property damage to ensure full protection in case of injury to persons or damage to The Mawson Centre or private property. A copy of the relevant certificate of currency must be attached to this form at the time of booking.
3. There will be no refunds of stall hire fees for cancellations by the stallholder.
4. Full refunds will be processed to stall holders where by the event is postponed or cancelled by The Mawson Centre for safety reasons up to the morning of the event before 10am. For example, extreme weather conditions forecast
5. All electrical appliances, cords and cables must be tested and tagged prior to the event by a registered electrical contractor and must meet commercial standards. This will be inspected prior to commencement of the Market opening and any equipment that is not properly tested and tagged will need to be removed.
6. All gas bottles must be pre-tested, and secure and be safely stored away from the public when in use.
7. All stallholders are required to follow safe food handling practices and follow health regulation guidelines. An inspection will occur prior to commencement of the event and The Mawson Centre has the right to refuse activity based on Workplace Health and Safety standards.
8. Market stallholders must ensure they are responsible for the cleaning and removal of rubbish within a 1 metre area surrounding their stall throughout the duration of the event.
9. Potential stall holders must complete this expression of interest form to register. Please note places are limited. Mawson Centre Management will then assess and welcome successful stall holders to complete registration with final payment. Therefore, please note there is no guarantee previous stall holders will be able to secure a stall or even the same stall location as previous years
10. This event will commence at 10am and conclude strictly at 2pm. No pack down is permitted before the end of the event due to safety reasons.
11. Please note- all stall holders must provide their own trestle tables. Alternatively we have a limited amount of trestle tables for the event that can be requested. This will also be assessed on a first in, first served basis. We encourage all stall holders to bring their own trestle table where reasonably practical on the day.
12. Stallholders are encouraged to bring along your own chair if required as our furniture cannot leave the building.
13. Please note: This is a City of Salisbury Council community event. At such events, we expect all participants and stall holders to behave in a respectful and courteous manner towards one another, event staff, volunteers and the general public. Any behaviours that are determined to be offensive or aggressive will not be tolerated and may result in removal from the venue
14. Successful stallholders are able to **set up from 8:00am on event day**. Your site will be clearly marked on arrival with your allocated site number and map provided prior to the event.

If you have any needs (ie trestle) or special requirements- please detail them here and we will contact you in regards to them if we are not able to accommodate

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I have read and accept the conditions above:

Date / / 2022 **Signature……**

Printed Name……

Please scan and return signed form to:

Andrew Murray
The Mawson Centre,
2-8 Main Street
MAWSON LAKES SA 5095
Enquires: 8302 5449
Email: amurray@salisbury.sa.gov.au