



We Serve

Lions Club of Whitford 2016 Community Fair Booking Form

When: **Sunday 3rd April 2016**
Where: **MacDonald Reserve, Padbury**
Time: **10:00am to 4:00pm**

Name/Organization: _____
Postal Address _____
Post Code _____
Contact Person _____
Phone number _____
Email Address: _____

Community Group/Charity: 5m x 5m site Free: _____
Private/Business/Other: 5m x 5m site @ \$80: \$ _____
Negotiated Amount for larger site: \$ _____

Power Requirements

10 amp power @ \$15 per outlet \$ _____
15 amp power @ \$20 per outlet \$ _____
20 metre extension cord @ \$10 per cord \$ _____
TOTAL \$ _____

Proposed items to be sold or displayed _____

Please Note: All Bookings and fees are to be finalised by 13nd March 2016. Stalls will be allocated by the Lions Club of Whitford and receipts provided on the day of the Fair (see page 2 for conditions of booking).

Please complete this form and return it **ASAP** to maryhodgson777@gmail.com or post to: Mary Hodgson, 17 Gomez Way, Darch WA 6065.
Note: No money is required at this time.

Fees must be paid by 13nd March 2016 by sending a cheque/money order made payable to: **Lions Club of Whitford.**
Post to: Howard Martin, 28 Glenshee Loop, Kingsley, WA 6026
Contact: Howard Martin **Ph:** 0417 996 430 **Email:** hma18841@bigpond.net.au
Or by EFT to:
Lions Club of Whitford Fair Account **BSB:** 066 160 **Account:** 10423686

Conditions of Booking

1. It shall be the responsibility of the applicant to ensure that their stall complies with all Government, City and health Authority Regulations. Any licenses required for their stall shall be current and available on the day for inspection by the representative of any relevant authority. Food stallholders, please read clause 7.
2. Stallholders will be responsible for their own insurance and risk associated with the operation of their stall or concession. They shall indemnify the Lions Club of Whitford against all claims for product or public liability associated with their stall or concession. Stallholders will not be covered by the insurance of the Lions Club of Whitford.
3. To allow for set-up, the gates off MacDonald Avenue will open at 7:00am. Vehicles must be moved to the "Stallholders Parking Area" by 9:15am. In the interests of safety, no motor vehicle will be allowed onto the site without permission of the Lions Club of Whitford after 9:30am on the day of the Fair until 4pm.
4. Stallholders requiring 240 volt electrical power shall be responsible for providing their own extension leads (minimum 20 metres, maximum 30 metres), conforming to Western Power regulations. However, 20 metre extension cords may be hired at \$10 per cord on a pre-order basis.
5. Stallholders must provide their own tables, chairs, tents, shade structures etc. No equipment is provided by the Lions Club of Whitford, other than the extension cords as outlined above. The booking fee covers ground space and advertising only, for a standard site of 5 metres x 5 metres. The fee for larger sites is subject to negotiation.
6. Applicants wishing to sell food or drinks will need to complete an Application for Temporary Food Premise from the City of Joondalup. This should be submitted to the City of Joondalup at least one week before the Fair, for the attention of the Health department **requesting a waiver of the usual fee**. We have agreed this concession with the City of Joondalup.
7. Continuing with the selection of a stall shall constitute acceptance of these conditions. The decision to accept or reject any application will be at the sole discretion of the Lions Club of Whitford.
8. All stall fees are to be **paid by 13nd March 2016** and are **non-refundable** unless written notice is received by the Lions Club of Whitford at least two weeks prior to the Fair.
9. Cheques or money orders are to be made payable to the Lions Club of Whitford and sent to: c/o Howard Martin, 28 Glenshee Loop, Kingsley, WA 6026. Alternatively, electronic payment can be made to the account at the bottom of the previous page.
10. Bookings will be accepted and registered on clearance of the cheque. Unless otherwise notified, no booking confirmation will be sent.
11. Receipts will be given on the day of the Fair if required, along with the Bay number.