



## Omokoroa Number 1 School Lawn Mower Racing Gala 2021 Site Holder Application Form

- Please complete all fields of this form and make a copy for your own records
- Email the completed form to [fundraising@omokoroa.school.nz](mailto:fundraising@omokoroa.school.nz) or post to Omokoroa Number 1 School c/o Fundraising, Cnr Emeny & Plummers Point Road, RD 2, Tauranga 3172
- Site Holder Applications must be received no later than **3pm on Thursday 4<sup>th</sup> November 2021**
- To minimise waste at this event we ask that you support us by supplying where possible compostable or recyclable packaging to your customers

### Key Dates and Times 2021

<b>Date &amp; Times</b>	<b>Sunday 21<sup>st</sup> November 2021</b>	10:00am to 3:00pm
<b>Set Up</b>	<b>Sunday 21<sup>st</sup> November 2021</b>	6:30am to 9:30am
<b>Dismantling</b>	<b>Sunday 21<sup>st</sup> November 2021</b>	3:00pm to 6:00pm



### Applicant Site Holder Details 2021

Trading Name _____	Contact Person _____
Site Name _____	Phone Mobile _____
Email _____	Website _____
Address 1 _____	
Address 2 _____	City / Postcode _____

Site Activity, Service or Product Description *(to be used in the Site holder directory)*

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Please select the category that best describes your activity, service or product:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Arts and Crafts        | <input type="checkbox"/> Health, Healing and Beauty | <input type="checkbox"/> Food, Confectionary, Beverages |
| <input type="checkbox"/> Leisure and Recreation | <input type="checkbox"/> Education                  | <input type="checkbox"/> Other _____                    |

You must supply all your own tables, gazebos and required equipment. Please select your site requirements:

- |  |  |  |
|--|--|--|
| Exhibitor Site (7m x 7m)                   | Market Site (3m x 3m)                      | Market Site <i>school affiliated</i> (3m x 3m) |
| <input type="checkbox"/> \$250 Single Site | <input type="checkbox"/> \$60 Single Site  | <input type="checkbox"/> \$40 Single Site      |
| <input type="checkbox"/> \$500 Double Site | <input type="checkbox"/> \$120 Double Site | <input type="checkbox"/> \$80 Double Site      |
| <input type="checkbox"/> \$750 Treble Site | <input type="checkbox"/> \$180 Treble Site | <input type="checkbox"/> \$120 Treble Site     |

Please state any additional requests *(we will do our best to accommodate these)*

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Payment option *(tick one below – if successful you will receive a confirmation email with payment details)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bank transfer | <input type="checkbox"/> Cheque payable to "Omokoroa Number 1 School" | <input type="checkbox"/> Cash to be paid to school reception |
|--|---|--|

This acknowledgement confirms that:

- You understand and accept the Omokoroa Number 1 School Terms and Conditions as provided with this application
- With respect to the New Zealand Privacy Act of 1993, the name, address, contact details and other information provided on this form may be held by Omokoroa Number 1 School and used by Omokoroa Number 1 School for promotional purposes.
- All charges will be paid within 7 working days of your booking conformation. Failure to do so could result in cancellation of your booking.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Terms and Conditions for Site Holders 2021

## Application

1. Omokoroa Number 1 School may accept or decline any Site Holder Application.
2. Site Holders may not sub-let their Site with others.
3. Site Holder name, address, contact details and other information may be held by Omokoroa Number 1 School and used by Omokoroa Number 1 School Lawn Mower Racing Gala for promotional purposes.

## Fees and Charges

4. A charge of \$40/\$60 per Market site OR \$250 per Exhibitor site.
5. The Site Holder fee must be paid to Omokoroa Number 1 School within 7 days from confirmation of the site booking or no later than 3pm on Thursday 11th November 2021.
6. If the Site Holder fees are not received by the due date the site may be offered to others.
7. The Site Holder agrees to meet all costs (including collection agency fees) incurred by Omokoroa Number 1 School in recovering any amounts that are unpaid.

## Setting Up

8. Site Holders may set up their Sites between 6:30 and 9:30 am on Sunday 21st November 2021. All Sites must be set up before 9:30 am on Sunday 21st November 2021.
9. Site Holders may bring one vehicle onto the Omokoroa Number 1 School site to set up.
10. Maximum speed inside the grounds is 5 km/h.
11. All vehicles must be then removed off site by 9:00 am Sunday 21st November 2021.

## On the Day

12. Omokoroa Number 1 School will be open to the public from 10:00am to 3:00pm.
13. Site Holders must be fully operational during these hours. Personnel must be in attendance between these hours.

## Site Dismantling

14. Dismantling of sites may take place from 3:00pm on the Sunday 21st November 2021.
15. All sites must remain set up whether still operational or not until closing at 3:00pm. Site must not begin to pack up prior to 3:00pm.
16. All Site Holder materials must be removed from the site by 6:00pm on the Sunday 21st November 2021. Items remaining on the site after this time will be removed and disposed of.
17. Site Holders must take all steps to ensure their site is returned to its original condition after the Lawn Mower Racing Gala.
18. Site Holders must remove all of their own rubbish from the Omokoroa Number 1 School Lawn Mower Racing Gala site.
19. Any costs incurred by Omokoroa Number 1 School in restoring the site or removing their rubbish will be invoiced to the Site Holder.

## Insurance and Indemnity

20. Site Holders are to arrange personal Insurance cover for their own property and public liability Insurance. Omokoroa Number 1 School will not be responsible for any claim. Each Site Holder will indemnify Omokoroa Number 1 School for any losses or damages suffered by Omokoroa Number 1 School (directly or indirectly) through any act or omission by a Site Holder or an agent/employee of a Site Holder.

## Exclusion and limitation of liability

21. Omokoroa Number 1 School (and including, for the avoidance of doubt, its employees, agents and volunteers) will not be responsible for any losses or damages of any kind whatsoever incurred by the Site holder at this event. This exclusion of liability clause applies whether or not such losses or damages are caused (directly or indirectly) by Omokoroa Number 1 School, its employees, agents or volunteers. If, for any reason, this exclusion clause is held to be unenforceable (eg, by decision of a Court) the liability of Omokoroa Number 1 School (and including, for the avoidance of doubt, its employees, agents or volunteers) will be strictly limited to the fee charged under clause 4 of these Terms and Conditions for Site Holders.

## Health and Safety

22. Site Holders must follow the instructions of Omokoroa Number 1 School Lawn Mower Racing Gala staff.
23. Omokoroa Number 1 School reserves the right to request immediate removal of any item considered dangerous, offensive, unmanageable or inappropriate for the event.
24. Site Holders must comply with local authority regulations and bylaws, and Acts of Parliament which govern the erection of structures, the display and/or sale of products or goods.
25. Site Holders are responsible for preparing and monitoring the Health and Safety for their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
26. Site Holders are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
27. No Smoking is allowed anywhere on the Omokoroa Number 1 School Lawn Mower Racing Gala site.
28. Site Holder will not install any LPG container greater than 10 kg. All compressed gas cylinders must be secured against tipping and must have snap couplings.
29. Site Holders using LPG cylinders are required to have suitable, approved fire extinguishers at their Site at all times.
30. Site Holders must ensure that they keep walkways clear and no dangerous equipment or chemicals are accessible to the public.
31. The First Aid Station will be located on site.
32. Accidents and hazards must be reported to a First Aid Station.

## Cancellations or Postponement

33. In the unlikely event the Omokoroa Number 1 School finds it necessary to cancel or postpone the event, this contract will cease to operate once the Site Holder is advised by email or mail, in person or by phone.
34. Omokoroa Number 1 School shall not be liable to the Site Holder for any compensation whatsoever as a result of the cancellation or postponement of the event.
35. Refunds to Site Holders as a result of cancellation or postponement will be at the discretion of the Omokoroa Number 1 School Lawn Mower Racing Gala.

## Site Holder Cancellation

36. If a Site Holder cancels their Site Application the following shall apply
37. Omokoroa Number 1 School Lawn Mower Racing Gala has the right to cancel this agreement and to retain any monies paid in relation to this contract if the Site Holder infringes any of the Site Holders conditions, or does not occupy the site during 10:00 am to 3:00 pm on the day of the event