



Site Holder or Vendor Terms & Conditions

The Objective of these Terms & Conditions is to assist Site Holders by providing Fundamental Guidelines on the obligations and requirements of the Event Organiser and the Kawerau District Council.

1) Registrations

As part of the event process, the Event Organiser is required to apply to the Kawerau District Council for an Application to hold an event and sell food at an event. The Event Organiser is then responsible for supplying the Council with a current list of all Site Holders/Vendors and for liaising with the appropriate Council Staff to ensure that all Site Holders/Vendors comply with the appropriate Legislation and Council Bylaws.

Therefore, all Site Holders must be registered with the Event Organiser prior to the commencement of the event. Site Holders may also be required to seek approvals with the Council and the Event Organiser will help facilitate this process if required, but failure to complete the required registrations and/or applications may prohibit participation in the event.

2) Site Holders/Vendors

We have defined and categorised two types of Site Holders, to which these Guidelines apply:

a) Commercial/Business Owner

- Whose operation generates revenue for the sole benefit of the business.

b) Fundraiser/Community

- Whose operation generates revenue for the sole benefit of the community or a charitable organisation.

3) Food Stalls

All Commercial Site Holders intending to offer food and drink for sale must hold a current Registration Certificate. The Site Holder may be subject to an onsite inspection and remedial work may be identified and required to continue trading at the event.



4) Amusement Devices

Registration for mechanical rides will not be accepted by the Event Organiser unless accompanied by a current certificate of registration issued by the Ministry of Business Innovation and Employment .An Application to Operate must also be approved by Kawerau District Council.

A permit application form can be obtained from Kawerau District Council and the fees are:

- For one device \$10.00 (GST incl.)
- Each additional device operated by same owner \$2.00 (GST incl.)

5) Marquee

Any Marquee exceeding 100m² requires a building consent from Council. A blanket building consent can be sought by the Event Organiser, therefore it is important to note during registration that you are erecting a Marquee, so that individual Site Holders/Vendors can be included in this consent process.

6) Alcohol Sales (not permitted)

Any Site Holder intending to provide alcohol at the event must have a Special Licence to operate at an event. To ensure that sufficient time is allowed for this process, Site Holders should make application one month prior to the event.

7) Sale of Herbal Remedies

Sale or promotion of Herbal Remedies requires the approval of the Ministry of Health. Event Registration Applications must be accompanied by proof of approval.

8) Registration Fees (incl. GST)

- | | | |
|--------------------|----------------------------|---------------------------------|
| • Large sites | (Above 50 m ²) | TBA (contact Amy Hayes 3069009) |
| • Premium Zone | (10 metres max. length) | \$ 300 |
| • Commercial sites | (10 metres max..length) | \$ 230 |
| • Community sites | (3mx3m) | \$ 70 |

PREMIUM ZONE

Each year we are inundated with requests from traders to be positioned close to the stage. This indicates that being positioned closer to the bulk of the public is seen as a desirable area to trade and possibly increase sales.

In 2017 it has been decided to create 4 trade spots closer to the stage/public seated



area. These will be powered sites and the site fee is reflective of this desired location.

Reservations in the **PREMIUM ZONE** will be on a *first in first served* basis.

Once these sites have been allocated the next closest available site will be allocated as and when you have registered and paid in full. If you wish to be closer to the stage you should complete your registration and make payment immediately to guarantee this.

RESERVATION DEADLINE

All registrations must be received and paid in full by **Friday 23rd November**

LATE FEE:

Any registration and payments received after Friday 23rd November will incur a \$50 administration fee; **no registrations** will be accepted within 7 days of the event.

9) Resources

The Event Organiser will **NOT** provide

- Fire extinguishers
- Fire blankets

The Event Organiser will provide:

- Electricity to *some* sites (**Please note:** there may be an additional fee to be negotiated if you require power. Please attempt to provide your own power source to avoid additional costs).
- Area Allocation
- Registration Receipt

10) Cancellation/Refunds

In the event of a total cancellation of the Event, all site registration monies paid will be refundable.

Site Holders must give a minimum of 7 days cancellation notice prior to the commencement of the event for their fees to be considered for a refund.

The Event Organiser has the right to cancel any Registrations and remove any vendor that they deem to be:



- Selling, promoting or offering inappropriate/unsuitable items during the event, items include:
 - Weapons (imitation or other) capable of causing harm
 - Items or material of sexual content
 - Drug or Alcohol paraphernalia
 - Gang regalia
- Non-compliant with Event Organiser Conditions

11) Damages/Liability

Site Holders/Vendors will be held responsible for any damages caused by them during their time of use. It is also the responsibility of individual Site Holders to ensure that Safety Standards appropriate for their place of business are met during the entire duration of the event.

The Event Organiser will not be liable for any personal Injury or Claim suffered during the event.

12) Registration & Payment

Please ensure you fully complete the provided registration form and sign to acknowledge you have read and understand these terms & conditions.

Please include full payment with registration.

Direct Transfer:

02 - 0348 – 0014307 - 00

Please note: quote **CITP** & your **name** on transaction

Cheques (*made payable to*):

Kawerau District Council

Any further queries please contact:

Amy Hayes (Event Coordinator / Take the Lead facilitator)

07 306 9009

amy.hayes@kaweraudc.govt.nz