

CASUAL MALL LEASING for COMMUNITY / NON PROFIT



**THE SHOPS
AT ELLENBROOK**
Your Shopping Centre in the Valley

Thank you for your enquiry about Community / Non Profit Casual Mall Leasing / Display opportunities at The Shops at Ellenbrook.

To enable us to register your request please complete the following Application Form and return to:

Gamble Hines
Administration & Marketing Assistant
Savills (WA) Pty Ltd
204 Pinaster Parade, Ellenbrook WA 6069
Direct Ph: +61 (0) 8 9296 8488
Direct Fax: +61 (0) 8 9296 8499
Email: ghines@savills.com.au

Please note that this Application Form 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: _____

TRESTLES: #) _____ CHAIRS: #) _____

SPECIAL REQUIREMENTS: _____

PURPOSE OF THE DISPLAY: _____

IF FUNDRAISING, RAFFLE PERMIT NUMBER: _____

PERMIT HOLDER NAME: _____

PERMIT HOLDER CONTACT NO: _____

PUBLIC LIABILITY INSURANCE: POLICY NO: _____

EXPIRY DATE: _____

Please read the following Terms & Conditions applicable to Community Displays.



THE SHOPS
AT ELLENBROOK
Your Shopping Centre in the Valley

COMMUNITY BOOKING – TERMS & CONDITIONS

Please retain the following information for your records.

BOOKING

- There is no charge to your organisation / group for this booking.
- Copy of permit from Department of racing Gaming and Liquor must be presented for any raffle ticket sales.
- The management of the Shopping Centre reserves the right to cancel this arrangement or relocate the display at any time prior to 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.
- Retailers (tenants) are only entitled to two (2) free CML bookings per financial year.

CANCELLATION

- Written cancellation is required at least 10 days prior to the commencement of your booking.

INSURANCE

- We require a current “Certificate of Currency” of Public Liability Insurance cover, which will indemnify the Owner of the Shopping Centre in case of claims arising out of your use of the common mall area.
- Minimum cover required is \$20 million dollars. Certificate must come from Insurance Company.
- Situation on policy to be noted as “Australia Wide”.
- 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 9.00am 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 on the following day, unless by prior arrangement with Centre Management.
- 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 full-length cloths that are acceptable to Centre Management or can be obtained from Centre Management upon booking confirmation.
- Overstocking of displays will not be permitted. If this occurs, you may be asked to remove some 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 restriction are subject to approval by Centre Management.
- 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 (note power only available subject to site availability).
- Adhesive tape of any sort is **not permitted** to be taped to the floor.



SIGNAGE

- No hand written or stenciled signage is permitted. All signage to be computer generated or professional printed. Centre Management can provide this for a fee of \$5 per page.
- No signage will be permitted to rest on the floor without the support of a chrome display stand. These are available from Centre Management at no fee.
- Signage must be kept clean at all times and all forms of attaching the signage i.e., sticky tape, blue tak, 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 way of staples, blue tak, 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, unless by prior arrangement with Centre Management.
- 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.
- Double adaptors are not permitted in the common mall areas.
- Community Groups are permitted no more than twice a year to have a display in the mall free of charge. Any additional requests / bookings of mall space will incur a fee.
- Helium balloons are not permitted in the Centre.
-

***Terms & Conditions current as of 15th May 2009**