



# Upper Hutt SUMMER CarniVal

2017 Stallholder Site Registration Form



**Please complete the form below and forward payment prior to the day of the event**

<p>Site Contact Name:</p> <p>Company Name:</p> <p>Type of Product:</p>	<p><b>Standard Site Size</b></p> <p>6 mtrs Wide x 6 mtrs Deep</p> <p><i>People with a vehicle that they wish to keep on their trading site, which does not fit within the allocated space must book a double site.</i></p>									
<p>Postal Address:</p>	<p><b>Site Fees</b></p> <p><i>(Please circle)</i></p> <table border="1"> <thead> <tr> <th></th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td> <b>Standard Registration</b>  <i>Form and payment received before 1<sup>st</sup> Feb 2017</i> </td> <td>\$75</td> <td>\$110</td> </tr> <tr> <td> <b>Late Registration</b>  <i>Form and payment received after 1<sup>st</sup> Feb 2017</i> </td> <td>\$85</td> <td>\$120</td> </tr> </tbody> </table> <p><i>NB: Policy/Conditions on refunds of site fees over page. Limited Sites and Restrictions apply.</i></p>		Single	Double	<b>Standard Registration</b> <i>Form and payment received before 1<sup>st</sup> Feb 2017</i>	\$75	\$110	<b>Late Registration</b> <i>Form and payment received after 1<sup>st</sup> Feb 2017</i>	\$85	\$120
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<p>Email: _____</p> <p>Ph. Home:</p> <p>Ph. Business:</p> <p>Ph. Mobile:</p>	<p>Registration form and payment <b>must</b> be received prior to sites being allocated.</p> <p>If food items are being sold, a food licence must also be received.</p>									
<p><b>Equipment:</b></p> <p>You are responsible for your own Tables, Chairs, Safety Barriers, Umbrellas, Generators, Gazebos, etc.</p>	<p><b>Power Site Allocation:</b></p> <p><i>NB. Stall holders are expected to provide their own source of power should they require it.</i></p>									

**Submit this form to register your participation at the Upper Hutt Summer Carnival.**

**Sites are allocated on a 'first come - first served' basis.**

**Saturday 25<sup>th</sup> February 2017.**

**(Postponement to Sunday 26<sup>th</sup> February 2017 if necessary due to weather)**

### **General Conditions:**

1. Payment of fees and/ or participation at the event will be regarded as acceptance of all Conditions.
2. Enter entirely at own risk.
3. Upper Hutt Summer Carnival Inc. ('the Carnival') and their agents are absolved from any liability for personal injury or damage to property or loss of property.
4. For safety purposes, a vehicle pass may be issued upon confirmation of registration. Only authorised vehicles with a vehicle pass will be permitted entry into the carnival. The Pass must be displayed in the front windscreen, driver's side corner of the vehicle at all times. People within the vehicle will be expected to pay the Gate Admission Fee upon entry, unless the pass is stamped to state otherwise. Vehicles without passes or considered a hazard may be removed from the venue at the vehicle owners' expense.
5. As the carnival has significant overhead costs associated with equipment hire, ground set up, and advertising of the event, organisations (or their representatives/ participants) are expected to pay gate admission fees.
6. Organisations paying site fees will be entitled to two free admission passes per site, which may only be used when first presented.
7. Gates open to all Carnival Participants at 7am. Entry to Park through Barton Ave Gates only. Vehicles which do not fit within allocated site boundaries or may be considered a hazard or barrier to public access are to be removed by 9am. All sites are to be set up by 9.30am.
8. Upper Hutt Summer Carnival Inc. reserve rights to refuse admittance or expel any person without having to provide any reason.
9. Stall holders are to ensure they do not encroach on to public aisles please.
10. Stall holders may not leave before 4.00pm without the Carnival HQ's approval. Any damage you make to the venue is to be repaired at your cost and all your property and rubbish must be removed after the event, or an additional \$50 clean up charge may apply. Rubbish may be placed in the skips provided, but please do not put rubbish in the small bins provided for public use.
11. The Carnival accepts no liability for costs you incur without prior written agreement of the societies Chairman and/or Treasurer.
12. Upper Hutt Summer Carnival Inc. will promote the Carnival as it sees fit.

### **Site Fee Refund Conditions:**

Upper Hutt Summer Carnival Inc. has costs associated with equipment hire, ground set up, and advertising that is necessary for the event to be held. In view of these costs being incurred the following conditions apply:

1. Where a Stall Holder provides written notification, received 14 days prior to the event, that they are withdrawing from the event, 100% of the Site Fee will be refunded. If less than 14 Day's notice is given the stall holder agrees to forfeit the Site Fee paid, no refund will be due.
2. All Fees are paid on the basis of attendance on either the planned date of the event or its postponement day.
3. Should a Stall Holder be expelled from the event no refund will be given.
4. Should Cancellation of the event occur for any reason then 50% of the Site Fee will be refundable to the Stall Holder.

### **Payment Conditions:**

1. Any reference to Donations does not imply a commitment or guarantee as to the value of donations to be made or who donations may be granted to.
2. Commitments to costs are made subject to an event 'non-postponement', 'non-cancellation' and 'performance only' basis.
3. Payments made upon invoice only.

### **Safety Practices and Obligations:**

1. As the Upper Hutt Summer Carnival Inc. is a non-profit voluntary organisation operating an event for the purpose of raising community awareness, recreation and fund raising, it is essential all participants demonstrate a duty of care and take all practicable steps to ensure their own safety and the safety of others at the event and immediately report all hazards and accidents to the assigned Upper Hutt Summer Carnival Committee Health and Safety Officer.
2. If you intend erecting a Marquee for your use, which is not being arranged by the carnival and exceeds 30sq metres you are required under the NZ Building Act to obtain a building permit from the Upper Hutt City Council Building Services Dept. Ph. [04] 5272169.
3. Should your organisation be operating a device then it must comply with Amusement Devices Regulations which require owners to hold a certificate of registration issued by the Occupation Safety and Health [OSH] Service together with a registered engineer's certificate and a local council permit.
4. If you will be selling food, ensure you comply with Regulations for the Sale of Food and Beverages. Please contact the Upper Hutt City Council Environmental Department. Ph. [04] 5272169.
5. Amusements that are water orientated must comply with the local bylaws at all times and safety is of the utmost importance. Including fencing if required. Water features must not be left unattended, these may be removed without notice to the vendor if found to be unsafe at any time. All cost incurred with the removal will be passed on to the vendor.

Signed \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and return this form together with payment (if applicable) to:***

Registrations, Treasurer  
Upper Hutt Summer Carnival Inc.  
P.O. Box 40-317  
Upper Hutt

***Payment by Internet Banking:***

Upper Hutt Summer Carnival Society Inc.  
02 0528 0121601 00

***Please make Cheques payable to:***

Upper Hutt Summer Carnival Inc.

***Please reference internet banking payments with:***

Company Name & code 'SH17'