



## Community Day 2022

Sunday 28<sup>th</sup> August

### Important Information

**Date:** Sunday 28<sup>th</sup> August 2022

**Venue:** Centenary Park

**Registrations Due:** Before or no later than 4pm Monday 15<sup>th</sup> August

**Charges:** **3 x 3m site for Non-Profit:**

**Individual/Organisation/Group**

Non-powered site—\$20.00 | Powered site—\$30.00

**3 x 3m site for Profit: Business/Organisation/Group**

Non-powered site—\$50.00 | Powered site—\$60.00

ALL STALL charges will be confirmed by Prospect Community Services Staff.

### Booking Information:

To secure your site, please send payment/receipt, registration form and a **current** Certificate of Insurance to [info@prospect.org.au](mailto:info@prospect.org.au) or deliver in person to Prospect Community Services, 3 Powell Lane, Charters Towers. **PLEASE NOTE: This is the responsibility of the Stall holder to provide a copy of Certificate of Insurance.**

Late registrations will only be accepted at the discretion of Prospect Community Services.

Prospect Community Services are **not** able to guarantee sites or special requests.

A letter will follow with further details of the event times and your allocated site once registrations are complete.

If you have any further enquiries, please do not hesitate to call us on 4787 4797.

### Payment Options:

Please include a copy of your payment receipt with registration form to secure your booking. Sites **ARE NOT** secured until payment is received.

**Direct transfer:**

BSB 633 000

Acc No. 134 751 775

Ref: Stall Registration Name

**Cheques to:**

Prospect Community Services Ltd

PO Box 207 Charters Towers Qld 4820

**Cash to:**

Prospect Community Services

3 Powell Lane, Charters Towers

A receipt will be issued to stallholder upon receiving cash payment.

# Registration Form:

Name/Contact Person: \_\_\_\_\_

Organisation (Stall registration name): \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Suburb/Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Number of sites required (1 site = 3 x 3 metres): \_\_\_\_\_

Stall/Activity Details: \_\_\_\_\_

\_\_\_\_\_

**POWERED SITES ARE LIMITED & WILL BE ALLOCATED ON A FIRST IN BASIS.**

Do you require Power?      Yes / No

Do you have your own generator?      Yes / No

Appliances requiring power (please be as specific as possible – including voltage for power allotment): \_\_\_\_\_

\_\_\_\_\_

*\* Frequently Asked Question: Can I have the same site as I have had in previous years?*

*A: While we try our best to accommodate these requests, we can't always keep stallholders in the same location as previous years. The site numbers change from year to year and with more than 200 sites to allocate, we need stallholders to be flexible. Sites will be allocated on a first in, first served basis \**

**PUBLIC LIABILITY INSURANCE**

**\* Please note Prospect Community Services **WILL NOT** be accepting registrations without a Certificate of Insurance. \***

*Please attach a copy of your Certificate of Insurance*

Name of Insurer: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

Sum Insured: \_\_\_\_\_



**ACKNOWLEDGEMENT / INDEMNITY / AUTHORITY TO BIND**

I / we confirm we are covered by our own insurances (unless indicated above and No has been circled), all our electrical equipment has been tested and tagged and I/we are the person/s authorised by the organisation/group/company to make this booking and host this stall/activity.

Further, I / we understand Prospect Community Services (PCS) is not responsible for, or gives any assurances that; the event will be successful or profitable or will proceed.

Therefore, I / we indemnify and hold harmless PCS of, and from, all claims, demands, losses, causes of action, damage, lawsuits, judgments, including legal fees and costs that may arise as a result of this event.

I/we will apply and obtain any relevant permits and I/we will clean up after the event and leave the area tidy and rubbish free.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_