

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

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

3) Food Stalls

All Commercial Site Holders intending to offer Food and Drink for sale must hold a Current Registration Certificate issued by a Local authority in compliance with the Food Hygiene Regulations 1974 and the Health (Registration of Premises) Regulations 1966. An inspection by the Council Environmental Health Officer will be made prior to the event. If inspection has not occurred prior to the event, the Commercial Site Holder may be subject to an on site inspection and, if remedial work is required, the operator concerned could be prohibited from further involvement in the event until such time as the work is completed satisfactorily.

In Compliance with the Food Hygiene Regulations 1974, all Food Stall operators (both Commercial and Fundraising) must have a certificate in Basic Food Hygiene. Failure to satisfy the Environmental Health Officer that there is minimal risk may prevent your Registration being approved by the Event Organiser.

For those vendors requiring instruction in Basic Food Hygiene, a one hour seminar will be conducted by Council's Environmental Health Officer at selected dates and times to be advised.

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 Department of Labour and an Application to Operate has been approved by Kawerau District Council. Additionally, all devices must be inspected by the Council to ensure that all Labour Department requirements are met. Please allow time for this process to be undertaken.

5) Marquee

Any Marquee exceeding 30m² 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) Liquor Sales

Any Site Holder intending to provide liquor at the event must comply with Section 76 of the Sale of Liquor Act 1989 and make application to the District Licencing Agency for a Special Licence to operate at an event. To ensure that sufficient time is allowed for this process, Site Holders (where possible) should make application three months prior to the event.

Registration can not be granted by the Event Organiser unless the Site Holder has complied with the legislative requirements.

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

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| ▪ Large sites | \$200 |
| ▪ Medium sites | \$100 |
| ▪ Small sites | \$ 50 |

To qualify for these discounted rates, site holders must commit for both Saturday 13 September and Sunday 14 September.

Fees for site holders wishing to attend one day only are.

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|----------------|-------|
| ▪ Large sites | \$300 |
| ▪ Medium sites | \$270 |
| ▪ Small sites | \$135 |

9) Resources

The Event Organiser will **NOT** provide

- Fire extinguishers
- Fire blankets

Woodfest 2009 – Prideaux Park

The Event Organiser will provide:

- Electricity to *some* sites
- Area Allocation
- Registration Receipt
- On site overnight security on Friday 11 September and Saturday 12 September
- Roof cover on designated small sites.

10) Cancellation/Refunds

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

Site Holders must give a minimum of 24 hours 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 that they deem to be:

- Inappropriate/unsuitable to the nature of the event
- 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.

