

Application to conduct a Stall, Raffle or Street Appeal

Please read the Stall, Raffle or Street Appeal Guidelines before completing this Application. This form is an application only, and if approved your application will be confirmed in writing.

NOTE: All sections must be completed by all applicants.

APPLICANT DETAILS:

Name: _____

On behalf of (Organisation): _____

Website (if applicable): _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Phone number: _____

Email address: _____

I wish to conduct: (please tick the desired activity)

Stall Raffle Street Appeal

Location: (please tick the desired location)

Smart Street Mall (designated area) George Robinson Gardens

Date: _____ **Start time:** ____ am/pm **Finish time:** ____ am/pm

(please circle additional booking dates overleaf if applicable)

Describe your activity e.g produce stall, purpose of activity

SECTION 4: Declaration – Please read the following information carefully and sign the declaration below.

- Activities will be permitted at the following locations: -
 - Smart Street Mall (designated area) or George Robinson Gardens. Failure to comply with this location will result in instant termination of the permit on the day and future dates.
- Only one fundraising and non-commercial information dissemination activity will be approved in any one location at any one time.
- Sale of food
 - For any event where food and drink will be available for sale to the public, an 'Application for Approval to Operate a Temporary Food Stall' must be completed and returned at least 14 working days prior to the event to the City's Environmental Health Service. Should you have any queries please contact 9550 3746.
- Erection of tents or marquees
 - To ensure that no damage occurs to the area surrounding your tent/marquee (eg reticulation) please liaise with City Parks on 9550 3971.
- Insurance
 - It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting.

STREET APPEAL CONDITIONS:

- Organisations wishing to conduct a street appeal must be considered a charitable organisation as described in the *Charitable Collections Act 1946* or be a locally based community group involved in fundraising
- Eligible organisations will be allowed a maximum of one collection day per year, however additional permits may be issued at the discretion of the City of Mandurah
- People who collect on behalf of Organisations must wear identification badges that show the name of the Organisation
- The City of Mandurah will allocate permission for only one Organisation to conduct an appeal on any one day
- Street Appeals are to be contained in the designated area of the Smart Street Mall (top northeast end of Mall) or the George Robinson Gardens. Failure to comply with this location will result in instant termination of the permit on the day and future dates
- If you wish to hold an appeal in an area that is private property e.g. Woolworths verandah, you must obtain permission directly from the proprietor
- It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting.

RAFFLE CONDITIONS:

- Any organisation applying to conduct a raffle in the City of Mandurah must be considered a charitable organisation or be a locally based community group involved in fundraising
- Eligible organisations must seek a permit to conduct their raffle through the Office of Racing, Gaming and Liquor on 9425 1888
- It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting
- Raffles are to be located in the Smart Street Mall designated area or George Robinson Gardens. Failure to comply with this location will result in instant termination of the permit on the day and future dates. Permission must be obtained for any other location directly from the proprietor
- Organisations that wish to raffle vehicles will need to contact Council's Works and Services department to arrange access through bollards. A mat or pad must be placed under the vehicle to prevent any oil leaks. The user is liable to repair any damage caused to brick paving.

I print name) _____ being the duly authorised representative of the applicant in endorsing this application will ensure compliance with the City of Mandurah's Conditions of Rental Contract/Permit Agreement and Local Laws.

I acknowledge that this is my responsibility and will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

Signed: _____

Dated: _____