



## 5<sup>th</sup> Year Celebrations and School Fete Terms and Conditions For Business Stalls

- 1. Bookings** - Payment should be made by cheque payable to Comet Bay Primary School P&C or cash with booking form via the P&C box in the school reception or mail to the above address.
- 2. Security and Insurance** - The Comet Bay Primary School P & C accept no responsibility for any loss or damage to goods or property of the Stallholder. It is at the discretion of the Comet Bay Primary School P & C to request the Stallholder to provide a Public Liability Insurance Certificate. This will be based on the nature and risk of the stall.
- 3. Selling food-** If you are a food based stall, the booking form must be accompanied by an "Application for a Food Stall" form and a copy of the organisation's Public Liability Insurance Certificate, to submit to Council (please contact Leanne at [ilmccutcheon@westnet.com.au](mailto:ilmccutcheon@westnet.com.au) for a copy of the form). Council fees are waived for not-for-profits.
- 4. Unloading and parking-** Details will be provided on receipt of your booking form.  
**Arrival: 7am**  
**Open to public: 8am**  
**Close of event: 4pm**
- 5. Equipment-** You will need to supply your own shade structure, maximum size is 3m x 3m. You will also need to provide your own table and chairs. There is no access to electricity.
- 6. Accessibility-** The P&C aims for this event to be accessible to all community members. The school and oval are wheelchair accessible. If you have any specific needs or require disabled parking or access please contact Leanne McCutcheon on 0401 132 345.
- 7. Cancellation-** If the event is cancelled due to inclement weather or other unforeseen circumstances, payment will be refunded.
- 8. The P&C event team will do our best to meet your needs before and during the event. If you have any queries please do not hesitate to get in touch 😊**

Comet Bay Primary School P& C Association  
**5<sup>th</sup> Year Celebrations and Fete**  
 Sat 12<sup>th</sup> November 2011

**Booking Form for Business and Food Stalls**

Please return before 6<sup>th</sup> October with Copy of Public Liability Insurance and payment (see below). Thank you.

<b>Name:</b>		
<b>Street address:</b>		
<b>Suburb:</b>		
<b>Contact number:</b>		
<b>Email address:</b>		
<b>Title of Stall:</b>		
<b>Business name or not-for-profit organisation name:</b>	Business:	\$30
	Not-for-profit:	\$0
	Partnership arrangement:	\$0
<b>Total Payment:</b>	Cheque payable to Comet Bay Primary School P&C Inc or ash with form to P&C c/o reception CBPS, 85 Miltona Drive, Secret Harbour, 6173. Thank you ☺	\$
<b>Description of Stall:</b>		

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 Comet Bay Primary School P&C Association      OFFICE USE ONLY

Booking ID:	
Amount Received:	\$
Public Liability Certificate Received:	
Receipt Sent:	Date:

Any queries or concerns please do not hesitate to contact:      [Leanne McCutcheon 0401 132 345](mailto:Leanne.McCutcheon@cbps.edu.au)

Comet Bay Primary School P&C 2011  
**5<sup>th</sup> Year Celebrations and Fete**  
 Sat 12<sup>th</sup> November 2011  
**“Growing Together”**