



Waitangi Day 2011

Application For Stall Site

1. A series of stalls measuring **5m x 5m** will be available.
2. The Waitangi National Trust continues its support for community groups and asks for koha from community groups not selling products. For all other groups/retailers there is a non-refundable charge of \$100 incl. GST per site. Payment can be made by cheque, internet or eftpos through our Visitor Centre at Waitangi. For Bank details for an internet payment please call Lyn on 09-402 7437 or email Lyn at enterprise@waitangi.net.nz.
3. Food vendors are responsible for compliance with food safety regulations as administered by the Far North District Council, for obtaining and paying for necessary licenses, and for ensuring that these are displayed in a visible place on the stall.
4. Registration **and payment** must be received **no later than Friday, 21 January 2011**. **Late applications will incur a \$50 late fee.**

BUSINESS/COMMUNITY GROUP NAME:		
NAME (Contact): <i>(At least two if a community group)</i>		
ADDRESS:		
PHONE:		
FAX:		
EMAIL:		
MOBILE:		
PLEASE INDICATE YOUR PREFERENCE FOR SITE LOCATION <i>(if known from previous years)</i>	SPORTS FIELD Site # _____	WAKA SITE Site # _____
STALL CATEGORY: <i>Please circle what you will be selling/displaying</i>	FOOD *	ART/CRAFT
	CLOTHING	TOYS/GAMES
	HEALTH PROVIDER	OTHER **
*Please detail kind of food being sold		
** If OTHER – please explain:		
HOW MANY STALL SPACES DO YOU REQUIRE:	ONE	TWO
PLEASE INDICATE IF YOU WILL BE RUNNING A GENERATOR	YES	NO
PURPOSE OF GENERATOR <i>(Note: the necessary use of a generator by a stallholder will be taken into consideration when stall sites are being allocated)</i>		



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STALLHOLDER TERMS AND CONDITIONS

1. Stall sites will be allocated to either the Sports Field or next to the Waka Shelter.
2. Stall set up will be from **7.00am** on Waitangi Day. **No exceptions will be made.**
3. All stallholders will enter the Treaty Grounds by designated gates **only**.
4. All stallholders agree to adhere to the Waitangi National Trust Board Bylaws 1981 (copy available on request).
5. Upon arrival, all stall holders **must** produce their **Registration Pack** including:
 - stall permit
 - vehicle permit
 - site map showing location of your stall and stallholder car parking
 - copy of signed Terms and Conditions
 - copy of signed Contractors' Health and Safety Management Plan.

These will be requested at the gate/s by Waitangi National Trust staff. **Stallholders arriving without any or all of these items will not be permitted to access their stall site.**

6. Stallholders **must** only use the site/s assigned to them.
7. Only one vehicle per stall will be permitted on the stall site for unloading and setting up. After set-up, the vehicle **must** then be moved to the designated stallholder vehicle car park. Exceptions may be made in the case of a dedicated vehicle eg coffee vendor, refrigerated trailer. This will need to be arranged in advance and will be noted on the stall permit.
No exceptions will be made on the day. Waitangi National Trust reserves the right to have unauthorised vehicles towed away.
8. Only items listed on permits may be sold.
9. Recruitment/registration type tents/buses etc are **strictly prohibited** on the Treaty Grounds or environs. These include all Departments of the New Zealand Armed Forces, including the NZ Police, political groups and all affiliated gangs.
10. The promotion and provision of free food, drinks and giveaways shall be permitted only at the discretion of Waitangi National Trust.
11. Waitangi National Trust accepts no responsibility for any theft, loss or damage to property.

I/We fully understand and agree to be bound by the above terms and conditions.

Stallholder(s)

Signed:

Date:

**Please return this form to: Waitangi National Trust Attention: Lyn McCarty
PO Box 48, PAIHIA 0247 email: enterprise@waitangi.net.nz or fax 0-9-402 8303**

Office Use Only:

Registration received on _____ Approved by _____

Terms and Conditions signed YES NO Health and Safety Management Plan signed YES NO

Payment received YES N/A Registration Pack sent on _____



File No.4018-03-06

SAFETY REQUIREMENTS FOR CONTRACTORS/CONCESSIONAIRES

TO: Waitangi National Trust

Date:

FROM:

CONFIRMATION OF CONTRACTORS/CONCESSIONAIRE’S HEALTH & SAFETY MANAGEMENT PLAN

We confirm that we have a health & safety management plan in force and we undertake that this plan will remain in force and not be amended or cancelled during the period of this contract/concession(s).

The following is confirmed (please tick in the box as appropriate):

- Hazards are regularly reviewed and monitored including consideration at (where held) employee team meetings.
- A system is in place for dealing with accidents.
- An emergency plan is in place for dealing with accidents.
- The workplace is regularly inspected to ensure compliance with current safety procedures.
- All staff have been issued with information on health & safety.
- We accept our responsibility to ensure the health & safety of our staff, subcontractors, Waitangi National Trust staff, visitors and others while on the estate.
- We accept induction in and undertake to follow applicable Waitangi National Trust health & safety procedures.

Signed:
CONTRACTOR / CONCESSIONAIRE

Signed:
WAITANGI NATIONAL TRUST