

nhulunbuy corporation

Town Market Host Agreement

Name of Host: _____

Date to Host: _____

Address: _____

Email Address: _____

Contact Person: _____

Phone: _____ Mobile: _____

Host conditions & responsibilities

1. A Host is a Community Group or Association that is a Not for Profit, local organisation.
2. All funds raised are to go towards local events that benefit the Nhulunbuy Community (NC)
3. An income of \$25 per stall and \$10 for additional tables will be paid directly to the Hosting Group by each stall holder.
4. Hosts can also fundraise through the sale of food and beverages, including tea/coffee and a BBQ.
5. Hosts can have free usage of the NC BBQ trailer if it is collected from the NC Depot on Friday prior to Market between times stipulated by the Community Engagement Facilitator – 0455 552 338. Host to make own arrangement with ice for eskies.
6. Host can request the Bounce Castle for their Market Day (subject to availability) provided they have four people to help with setup and pack up. Host Bounce Castle Hire form must be signed off. Small fee can be charged per child.
7. Hosts are encouraged to fundraise through other means at the event including raffles, a fundraising stall and any other means without taking away from paying stalls.
8. It is the Host's responsibility to set up the hall prior to the event, going by a map provided by the NC.
9. Hosts are responsible for setting down and clean up of the Town Hall. Cleaning conditions are noted in the Hiring Conditions of the Town Hall provided. Inspection will be carried out by Community Engagement Facilitator no later than 2pm.
10. **All rubbish removed from the Town Hall by the Host to be taken to tip.**
11. An Emergency Plan will be provided to the Host along with the keys (you will need to sign these out). The person responsible is to be aware of the Town Hall Emergency Plan.
12. Any faults are to be reported immediately to the Community Engagement Facilitator on 0455 552 338
13. Any food or drink that is being served by hosts or stallholders are to be served using the Environmental Health Guidelines. For more information Vendor must provide a Health Certificate available by contacting Environmental Health Officer Elva Gela on 08 8922 7479 or Elva.Gela@nt.gov.au
<https://health.nt.gov.au/professionals/environmental-health>
14. Health Certificate must be obtained prior to Market and shown on day.
15. All equipment used is to be up to safety standards and tagged by a reputable electrical company.
16. All equipment used is to be used with safety and common sense.
17. The amount raised is to be disclosed to the Nhulunbuy Corporation in writing the Wednesday after the event. This information is kept as a record by the NC.
18. The Host will acknowledge the Nhulunbuy Corporation publicly for the opportunity and assistance post Market via Facebook/Gove Noticeboard.
19. **I/WE -the Host acknowledge having read and understood the Host Agreement & agree to abide by these terms & conditions.**

Signature of Hirer / Host Representative

Name

Date

Signature of NCL Representative

Name

Date