



ST HELIERS COMMUNITY CENTRE CHRISTMAS MARKET APPLICATION



100 ST HELIERS BAY ROAD, ST HELIERS

FRIDAY 24 NOVEMBER 4-8PM

NAME: _____

EMAIL: _____

PHONE: _____

DESCRIPTION OF GOODS: _____

SPACES AVAILBLE PER 2 METRES SPACE TICK PREFERRED SPACE

CHURCH AUDITORIUM \$35 <input type="checkbox"/>	LOUNGE \$45 <input type="checkbox"/>	DECK \$40 <input type="checkbox"/>	BAY ROOM \$45 <input type="checkbox"/>	

SPECIAL REQUESTS (POWER/WATER): _____

PLEASE CONFIRM YOU WILL BRING YOUR OWN TRESTLE TABLE? WE HAVE LIMITED A LIMIT NUMBER FOR LOAN

PLEASE DROP APPLICATION IN TO THE CENTRE OR EMAIL TO:

EVENTS@STHELIERSCENTRE.ORG.NZ

I HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OVERLEAF.

STALLHOLDER SIGNATURE _____

DATE: ____/____/2023

OFFICE USE ONLY

APPLICATION RECEIVED: ____/____/2023

MARKET SPACE OFFERED: ____/____/2023

PAYMENT MADE IN FULL: ____/____/2023

NOTES:





ST HELIERS CENTRE
REACHING OUT • WELCOMING IN

TERMS AND CONDITIONS

CHRISTMAS MARKET 2023

Friday 24 November, 4pm – 8pm

TABLE APPLICATIONS

- Set up available from 12 noon. Pack down runs from 8:00pm to 9:00pm
- If you cannot provide your own, request for a table must be made at time of application
- All table displays must be within your 2 metre allocated space
- Christmas Market organisers reserve the right to request a display be modified if it does not fill within the required space
- Each table holder is responsible for taking their own rubbish away with them
- The premises must be vacated by 9pm

PAYMENT DETAILS:

- Once registration is accepted payment is required with 7 days or by Friday 10 November 2023 (whichever comes first) to ensure space allocation
- Payment may be made by:
 - Online banking ANZ, St Heliers 01- 0262-0120272-01
 - OR
 - Cash or EFTPOS payment to the Community Centre office, 100 St Heliers Bay Road, by Friday 10 November 2023

FOOD:

- Limited power outlet. No power will be supplied without prior arrangement
- Generators are to be used outside only
- Table holders are to ensure all cords, plugs and fittings are safe, secure and out of the way of people moving about, and out of the way of water when using generators.
- Please ensure all electrical equipment and leads meet the safety standards and are appropriate tagged.

CANCELLATION:

- Deposit is non-refundable
- Cancellations received up to Friday 10 November 2023 will have 50% refunded.