



# CASUAL MALL LEASING

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## **MT SHERIDAN PLAZA**

### **TERMS & CONDITIONS**

**CENTRE GUIDELINES AND RULES – by signing the Application Form, you are agreeing to all of the following:**

- ☐ Your presentation at Mount Sheridan Plaza must be of the highest standards at all times.
- ☐ All products and services being promoted must be approved by Centre Management and we have the right to veto any products sold.
- ☐ Mt Sheridan Plaza Centre Management has the right to cancel, at any time, any Casual Mall Leasing agreement, if a Licensee breaches these terms and conditions.
- ☐ The Licensee must provide a current copy of their Certificate of Currency for Public Liability Insurance (minimum \$20 million) which states Mt Sheridan Plaza or Green Group investments as an interested party.
- ☐ The Casual Mall Leasing Application forms and the Terms & conditions must be signed, completed and returned to Centre Management at least 3 days before setting up in the centre.
- ☐ Access to the centre will NOT be permitted unless full payment of the fees is received 48 hours prior to commencement of the booking and approval has been granted.
- ☐ Payment is to be made by bank deposit, cheque or cash, details below:

#### **BANK DETAILS**

BANK	NAB
A/C NAME	Green Group Property Investments Pty Ltd
BSB:	084 004
A/C NUMBER	83 193 7355

Cheques to be made payable to “Mt Sheridan Plaza”, cheques must have 7 days to clear prior to commencement of the booking.

Remittance advice must be emailed to [admin@mtsheridanplaza.com.au](mailto:admin@mtsheridanplaza.com.au) showing payment completion details.

- ☐ The Licensee will at all times display a company name or trading name (this includes charities) in the Casual Mall Leasing area. All displays must be prepared in a professional manner and to a standard which will enhance both the product being displayed and the Centre.
- ☐ Sites / displays must be well presented with all tables having a floor length tablecloth and any storage equipment / boxes must be stowed away from view of the public at all times. Tables and tablecloths can be hired from Centre Management if needed. If you are using your own table and tablecloth, they need to be properly dressed with skirting to the floor and look well presented at all times.
- ☐ No items are to be placed on the floor within the specified site area.
- ☐ Photos of the display presentation / items *may* need to be sent to Centre Management by the Licensee prior to booking.
- ☐ Storage and security of goods for the duration of the casual licence is the Licensee's responsibility. No displays or goods will be stored overnight. Any

goods left at your site overnight are at your own risk and we do not recommend it. Centre Management will not accept liability of loss or damage to Licensee's goods or items while this agreement is underway.

- ☐ The Licencee must not hinder the quiet enjoyment of customers and tenants in the Centre. Sound levels of audio equipment will need to be approved before set up.
- ☐ Displays must be staffed at all times during the designated core trading hours of the Centre.
- ☐ The physical appearance of the display should be in a professional manner at all times.
- ☐ You can request 2 x chairs for your use within your trading area. Or you may bring your own chairs. 2 are permitted per site. If you need more, Centre Management must approve this before set up. You must NOT take chairs from the food court.
- ☐ All raffle tickets, signs, posters etc must be professionally written, no hand written tickets/signs will be accepted.
- ☐ The Licencee shall not in any way obstruct the free movement of customers in walkways, entrances, shopfronts, service corridors or fire exits.
- ☐ Displays are not to be higher than 1.5 metres and must not hinder the general clear view of any tenant's shopfront.
- ☐ Sites are to be no more than 3m x 2m in size. Larger sites will incur an extra fee.
- ☐ The Licencee must not directly approach customers of the Centre away from your site (or harass them). All staff and displays are to remain within the casual licence area that is allocated.
- ☐ Staff must be well presented at all times. Eating and drinking is not permitted in the casual licence area. Water is acceptable. Smoking is not permitted in the Centre.
- ☐ Good communication and suitable language must always be used while in the Centre.
- ☐ The display area must be kept tidy and clean at all times – even after you have packed up.
- ☐ All materials required for the setup of your display are the Licencee's responsibility eg Extension leads, cords, velcro tapes, masking tape, blue tak etc
- ☐ All electrical equipment that is being used on site must be tagged and tested as per Australian Standards by a qualified Electrician.
- ☐ All power leads must be secured to the floor to prevent any trip hazards. If there is any damage to the flooring surfaces, the cost to repair must be reimbursed by the Licencee. We would recommend using cable protector or an anti-slip mat to cover your leads.
- ☐ Should the Licence area be adjacent to a handrail, all displays and goods must remain 900mm from the handrail at all times.
- ☐ Vehicles (motor car, bike, jet ski etc) must be set up in the Centre prior to 7:30am. The vehicle must have a drip tray and mats are to be placed under each of the tyres. Tyre shine products are not to be used in the Centre. Vehicle batteries need to be disconnected when on site and a spare key is to be left at the Centre Management office. All vehicles are to have minimal fuel in the tank while on display – less than 1/4 is desirable.
- ☐ Any tyre mark damage incurred in the Centre by the Licencee will be the responsibility of the Licencee to repair – using the Centres preferred contractors.
- ☐ You must promptly tell Centre Management about any accident or problem with any services or facilities that need repairing or that are a danger or risk to the site, the Centre or any persons.
- ☐ You must observe and obey all fire or emergency drills and make sure that you are fully aware of all safety and emergency procedures for the Centre.

- Bomb threats or fires are a serious matter and need to be addressed straight away. If you have any reason to believe that either has occurred it is your responsibility to notify Centre Management or a member of Security.
- The Licencee must ensure that no goods spill or fall onto the common area of the Centre. If they do, it is the responsibility of the Licencee to clean them up or notify the cleaning staff or Centre Management straight away. Please stand over the spill until it is cleared. If you do not you will be in breach of your licence agreement and must indemnify us against any claims which may be made against the Centre.
- The Licensee agrees to use the licensed area at its own risk. The Licensee releases the Licensor from, and agrees that the Licensor is not liable for any action, claim or demand due to any damage, loss, injury or death arising out of or in connection with the Licensee's use of the site area or this agreement.
- The Licensee indemnifies and will keep indemnified the Licensor from and against any liability, loss, damage, expense or claim which the Licensor may incur, including to a third party, during or after the period of this agreement in respect of or arising from damage, loss, injury or death caused or contributed to by the Licensee's use of the site area or by the act, negligence or default of the Licensee, its employees, agents or contractors.

### **CENTRE TRADING HOURS (SPECIALITY STORES)**

Monday	9:00am – 5:30pm
Tuesday	9:00am – 5:30pm
Wednesday	9:00am – 5:30pm
Thursday	9:00am – 9:00pm
Friday	9:00am – 5:30pm
Saturday	9:00am – 5:00pm
Sunday	10:00am – 4:00pm

### **CENTRE MANAGEMENT OFFICE**

Monday to Friday 9:00am – 5:00pm  
 Saturday 9:00am – 3:00pm

### **FURTHER INFORMATION**

Should you require further information or have any queries about the Casual Mall Leasing Terms and Conditions, please contact the Centre Management Office on:

Address: Mt Sheridan Plaza – Centre Management Office  
 106 Barnard Drive  
 Mt Sheridan QLD 4868

Location: At the Coles end of the Centre, near the amenities

Phone: 07 4036 3150

Fax: 07 4036 3496

Email: [admin@mtsheridanplaza.com.au](mailto:admin@mtsheridanplaza.com.au)

Website: [www.mtsheridanplaza.com.au](http://www.mtsheridanplaza.com.au)



## CASUAL MALL LEASING APPLICATION FORM

***Please make sure you send through a copy of your current  
Public Liability Insurance with this booking form.***

***Fax to: 4036 3496 Email to: [admin@mtsheridanplaza.com.au](mailto:admin@mtsheridanplaza.com.au)***

### CLIENT DETAILS

Company/Business Name: \_\_\_\_\_

Trading Name (if different): \_\_\_\_\_

ABN: \_\_\_\_\_

Type of client: ☐ RETAILER ☐ FUNDRAISING ☐ PRODUCT PROMO ☐ OTHER

Contact Person Name: \_\_\_\_\_

Contact Mobile Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Company / Business Address: \_\_\_\_\_

Payment method: ☐ CASH ☐ CHEQUE ☐ DIRECT DEPOSIT

PAYMENTS NEED TO BE CLEARED INTO MT SHERIDAN PLAZA'S ACCOUNT 48 HOURS PRIOR TO  
SETUP DATE IN CENTRE.

### BOOKING DETAILS

Dates Requested: \_\_\_\_\_

***\*\*Not all dates may be available – we will advise.***

Site Position requested: \_\_\_\_\_

***\*\*Not all sites may be available – we will advise.***

Describe the Display: \_\_\_\_\_

Extra Notes: \_\_\_\_\_

Equipment to hire ☐ TABLE ☐ TABLECLOTH ☐ 2 x CHAIRS

Power required: ☐ YES ☐ NO

## ACKNOWLEDGEMENTS

Privacy Authorisation Statement:

Do you consent to the Centre providing any contact details for sales / general enquiries that we may receive concerning your products during and after your Casual Mall Leasing Licence expires? By consenting to this disclosure, your personal contact information may be handed out to any person who requests your details.

☐ Yes that is fine, details below      ☐ No that is not fine

Contact Name: \_\_\_\_\_

Company / Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

I have read **ALL** of the Mt Sheridan Plaza, Casual Mall Leasing Terms and Conditions and agree to the conditions herein. I also understand that Centre Management reserves the right to refuse or cancel any display / promotion within the Centre at any time and under any circumstance, if breach of this agreement occurs.

This application form is purely an expression of interest only and in no way commits either party to a contract.

Print Name: \_\_\_\_\_

Company / Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Signed: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### OFFICE USE ONLY

☐ Company reference checked

☐ Public Liability Insurance Provided

☐ ABN provided and confirmed

☐ Product Sample / Photos Sighted

Authorised By & Date: \_\_\_\_\_



Casual Mall Leasing Sites



Casual Mall Leasing Sites with Power (Floor)

## CASUAL MALL LEASING

### WEEKLY RATES

(MONDAY—SUNDAY)

STANDARD SITE	\$800.00
POWERED SITE	\$900.00

### EARLY 3 DAY RATE

(MONDAY—WEDNESDAY)

STANDARD SITE	\$300.00
POWERED SITE	\$350.00

### LATE 3 DAY RATE

(THURSDAY—SATURDAY)

STANDARD SITE	\$400.00
POWERED SITE	\$450.00

### 4 DAY RATE

(THURSDAY—SUNDAY)

STANDARD SITE	\$500.00
POWERED SITE	\$575.00

### DAILY RATES

STANDARD SITE	\$200.00
POWERED SITE	\$275.00

### EQUIPMENT HIRE

TABLE HIRE (DAILY)	\$ 5.00
TABLE CLOTHS (DAILY)	\$ 5.00

### **Terms and Conditions**

All prices are excluding GST

Payment must be made a minimum of 48hrs prior to the booking commencement

*Busy trading weeks may incur a 50% loading*

Please see the Centre Guidelines and Rules for further conditions

### **Contact**

Centre Management

Ph: 07 4036 3150

Email: [admin@mtsheridanplaza.com.au](mailto:admin@mtsheridanplaza.com.au)

