



**MOUNT SHERIDAN PLAZA
CASUAL MALL LEASING AGREEMENT
CHRISTMAS GIFT WRAPPING SERVICE**

TERMS & CONDITIONS

By signing the Gift Wrap Casual Mall Leasing Application Form, you (the Licensee) agree to the following:

Definitions:

- **Licensee:** The applicant listed on behalf of the Club or NFP
- **Licensor:** Mount Sheridan Plaza
- **Licensed Area:** Gift Wrap Service site
- **Staff:** Any persons working/volunteering in the Licensed Area for purposes outlined in this Agreement

Overview:

Mount Sheridan Plaza's Christmas Gift Wrapping Service offers a fundraising opportunity for local clubs and charities. Participants can expect to earn over \$1,000 daily. To support your success:

- **Fees Waived:** The \$200 daily leasing fee is waived, allowing Clubs and NFPs to keep 100% of donations.
- **Setup Provided:** Christmas wrapping paper, ribbons, scissors, tape, money tin, tables, and cleaning supplies are provided, but are not limitless. The Licensor will divvy up wrapping paper, ribbons, and tape to ensure fairness among those running the Gift Wrap Service. If resources are not managed cautiously (e.g. discarding wrapping paper cut to an incorrect size instead of re-using), stock may run out. If this happens, it will be the Licensee's responsibility to purchase more for their use.

Insurance: Licensees must provide a current Certificate of Currency for Public Liability Insurance with a \$20 million minimum coverage.

General Requirements:

- **Booking Limit:** Clubs and NFPs may operate up to 2 days between December 16-24, 9am-5pm. Extended hours are available with prior approval.
- **Supervision:** One Supervisor from your organization must attend mandatory training (December 7-15, 9am-5pm, with Maureen Gardiner).

- **Pricing:** Wrapping prices are set by Mount Sheridan Plaza for consistency. See below for more information.
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Site Details & Staffing:

- **Size & Location:** The site consists of 4 x 1.8m trestle tables outside Kmart, covered with a tablecloth and Christmas vinyl.
 - **Staffing:** Minimum of 2 people, including a Supervisor, should staff the station; 6 people recommended during peak days (December 22-24).
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Power & EFTPOS:

- **EFTPOS Options:** Licensees may bring their own EFTPOS machine; power access is available nearby but note that Wi-Fi is not provided.
 - **Safety:** All electrical equipment must be tagged/tested; power leads should be secured to avoid trip hazards.
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Pricing Structure: Consistent pricing is required, with signage provided:

- **Small gifts:** \$2 (e.g., 1 shoebox size)
 - **Large gifts:** \$4 (e.g., 2 shoeboxes)
 - **Extra-large gifts:** \$6 (e.g., suitcase size)
 - **Extra-extra-large gifts:** \$8 (e.g., bikes)
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Site Organization & Money Handling:

- **Cleanliness:** Keep tables tidy and organized; setup details covered in Supervisor training.
 - **Additional Sales:** Selling additional items (e.g., raffle tickets, handmade gifts) is permitted.
 - **Money Security:** A money tin is provided; however, Licensees are encouraged to use secure personal money holders. Regular cash handling is advised to prevent theft, and EFTPOS is recommended.
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Staff Presentation & Behaviour:

- **Identification:** Display the name of your Club/NFP so customers know who's fundraising. Uniformed or identifiable clothing is required for at least one staff member. We recommend that all staff on-site wear uniforms, as this is an excellent way to represent and promote your club / NFP and show customers where their funds are going.
 - **Conduct:** Maintaining polite conduct is essential when interacting with the public in the mall. If the Licensor receives any complaints, they will be addressed with the Supervisor. Eating at the site is not permitted; however, water, coffee, and tea are allowed provided they are kept out of sight. Smoking is strictly prohibited.
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Storage & Liability:

- **Storage:** No storage for personal items is provided, and Mount Sheridan Plaza is not liable for any lost, stolen, or damaged items.
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Safety & Emergency Protocols:

- **Emergency Contacts:** Security can be reached at 0458 969 921.
 - **Incidents:** Report spills and hazards immediately to Security or Cleaners, and follow all emergency instructions.
 - **Evacuation:** Supervisors should secure funds and evacuate to the designated area outside the auto doors by the Bruce Highway.
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Indemnity & Release:

- **Risk:** Licensees and their representatives use the Licensed Area at their own risk, with the Licensor absolved of liability for damages, injury, or loss.
 - **Right to Terminate and Alter:** The Licensor reserves the right to cancel this Casual Mall Leasing Agreement in the event of a breach, for any reasonable cause, or due to unforeseen circumstances, such as a weather event that leads to the closure of the Centre. Any modifications after approval will be made in consultation with the Licensee.
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For questions or further clarification, please contact our team on 4036 3150.



Gift Wrap Service - CASUAL MALL LEASING APPLICATION FORM

Please send through a copy of your current Public Liability Insurance with this form and return it to marketing@mtsheridanplaza.com.au or in person to Centre Management.

LICENSEE / APPLICANT DETAILS

Company/Business name:

Trading name (if different):

ABN:

Name:

Phone:

Email:

BOOKING DETAILS

Site date/s you would like between December 16 to 24:

(2 maximum, subject to availability, booked on a first-come basis)

Do you want to run the stall for longer than 9am-5pm? Please provide details:

Do you require chairs:

Do you have any questions?



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 License expires? By consenting to this disclosure, your personal contact information may be handed out to any person who requests your details.

Yes, details below No

Contact Name:

Company / Business Name:

Email:

Phone:

Website:

AGREEMENT

I have read, understand, and agree to the Mount Sheridan Plaza Casual Mall Leasing Agreement and Terms and 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 a breach of this Agreement occurs.

Print Name:

Company / Business:

Position held:

Signed:

Today's date:

OFFICE USE ONLY

Company reference checked
provided

Public Liability Insurance

ABN provided and confirmed

Products approved

Authorised by: _____

Date: _____