

MOUNT SHERIDAN PLAZA

CASUAL MALL LEASING AGREEMENT

TERMS & CONDITIONS

By signing the Casual Mall Leasing Application Form, you (the Licensee) agree to the following terms and conditions:

General

- **Licensee:** The applicant representing the organisation entering into this Agreement.
 - **Licensor:** The Green Group Property Investments PTY LTD / Mount Sheridan Plaza
 - **Casual Licensed Area:** The site booked for use.
 - **Staff:** Individuals working or volunteering in the Licensed Area for purposes outlined in this Agreement.
 - **Submission Requirements:**
 - The Licensee must complete this Agreement and submit it to Centre Management for approval no less than 5 business days before the booking date.
 - Photos of products may be required when submitting the Agreement.
 - **Not-for-Profit Organisations:**
 - Fees may be waived for organisations with verified NFP status. Proof of NFP status must be provided.
 - NFP bookings are limited to a maximum of 5 days per calendar year.
 - **Staff Requirements:**
 - Staff working in the Licensed Area may be required to check in prior to setting up and sign the Casual Mall Leasing Code of Conduct Form.
 - Licensees may request a copy of this document at any time.
 - **Termination Rights:**
 - Mount Sheridan Plaza Centre Management reserves the right to terminate this Agreement at any time if the Licensee breaches these Terms and Conditions.
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Site Size

- A standard site measures 3m x 2m.
 - Larger sites will incur a double site fee. See the Casual Mall Leasing Rates section for details.
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Insurance

- The Licensee must provide a valid Certificate of Currency for Public Liability Insurance with coverage of at least \$20 million.
 - The policy must list Mount Sheridan Plaza or Green Group Property Investments Pty Ltd as an interested party or provide Australia-wide coverage.
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Payment

- After a booking is submitted and approved, a tax invoice will be issued. Payment must be made by the invoice due date.
- A remittance notice, including the tax invoice number, must be emailed to receptionist@mtsheridanplaza.com.au.
- Payments must be made via bank deposit to:

Bank: ANZ

Account Name: Green Group Property Investments Pty Ltd

BSB: 014 522

Account Number: 8386 64281

Site Presentation

- **Cleanliness and Appearance:**
 - Sites must be clean, tidy, and professionally presented.
 - Tables must have floor-length tablecloths, and storage equipment or boxes must be concealed.
- **Identification:**
 - The Licensee must display a company or trading name, including charities.
- **Professionalism:**
 - Displays should enhance both the product and the Centre's appearance.
- **Operating Hours:**
 - It is recommended that stalls operate during the Centre's core trading hours (see below).
- **Staff Presentation:**
 - Staff must be well-presented and easily identifiable as part of the organisation.
- **Prohibitions:**
 - Eating is not permitted in the Casual Licensed Area.
 - Drinks (water, tea, coffee) must be kept out of sight.
 - Smoking is strictly prohibited in the Centre.

- **Equipment:**
 - The Licensee is responsible for providing necessary materials (e.g., extension leads, cords, Velcro tape, Blu-Tack).
 - Electrical equipment must be tested and tagged as per Australian Standards by a qualified electrician.
 - Power leads must be securely fastened to avoid trip hazards. Damage to flooring must be repaired at the Licensee's expense.
 - Use cable protectors or anti-slip mats for added safety.
 - **Display Restrictions:**
 - Displays near handrails must remain 900mm away from the handrail.
 - Raffle tickets, signs, and posters must be professionally produced. Handwritten items are not permitted.
 - **Centre Equipment:**
 - If using the Centre's tablecloths, do not attach items with Blu-Tack or similar materials. Damage may incur cleaning or replacement fees.
 - Chairs required must be requested in advance. Taking chairs from the Food Court is not allowed.
 - **Item Placement:**
 - No items may be placed outside the allocated site area.
 - **Liability:**
 - The Centre is not responsible for any loss or damage to the Licensee's goods during the agreement period.
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Storage

- The Licensee is responsible for the storage and security of goods during the agreement period.
 - Items left overnight are at the Licensee's own risk. The Centre does not provide storage.
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Nuisance and Obstruction

- **Customer Enjoyment:**
 - The Licensee must not hinder the quiet enjoyment of customers and tenants.
- **Equipment Use:**
 - Laptops and monitors emitting sound (e.g., video presentations) must be kept at minimal volume.

- **Obstruction Prohibited:**
 - Walkways, entrances, shopfronts, service corridors, or fire exits must remain clear.
 - **Display Restrictions:**
 - Displays (excluding standard pull-up banners) cannot exceed 1.5m in height or obstruct shopfront views.
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Sales Approach and Staff Behavior

- **Customer Engagement:**
 - Make eye contact before engaging with customers. Do not persist if a customer indicates disinterest.
 - Refrain from further interaction after a “no thank you” or similar response.
 - **Professional Conduct:**
 - Use appropriate language and maintain professionalism at all times.
 - Staff must stay within the allocated site area and avoid:
 - Obstructing walkways.
 - Shouting or waving to attract attention.
 - Pitching to customers in nearby retail outlets or Centre staff.
 - **Non-Compliance:**
 - Breaches may result in staff being asked to leave the site.
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Safety

- Follow all fire and emergency instructions.
 - Immediately report accidents or hazards to Centre Management.
 - Clean spills immediately or notify cleaning staff if unable to do so. Remain at the site until the spill is cleared.
 - Notify Centre Management of any serious incidents, such as bomb threats or fires.
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Vehicles

- **Setup:**
 - Vehicles (e.g., cars, bikes, jet skis) must be set up before 7:30 am.
 - Drip trays and tire mats are required.
 - Tire shine products are not allowed.

- Vehicle batteries must be disconnected, and spare keys must be left with Centre Management.
 - Fuel levels should be minimal (ideally less than one-quarter tank).
 - **Damages:**
 - The Licensee is responsible for repairing any damage caused by displayed vehicles using the Centre's preferred contractors.
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Indemnity and Release

- **Licensee Assumption of Risk:**
 - The Licensee and their staff agree to use the site at their own risk.
 - **Liability Waiver:**
 - The Licensor is not liable for any damages, loss, injury, or death arising from the Licensee's use of the site.
 - **Indemnity Clause:**
 - The Licensee indemnifies the Licensor against any liability, loss, damage, or claim caused by the Licensee's actions or omissions.
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Core Trading Hours (Specialty Stores)

- **Monday – 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
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Emergency Contact Information

- Security: 0458 969 921
- Centre Management Office:
 - Address: 106 Barnard Drive, Mount Sheridan QLD 4868
 - Phone: 07 4036 3150
 - Email: receptionist@mtsheridanplaza.com.au

CASUAL MALL LEASING APPLICATION FORM



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

and return to receptionist@mtsheridanplaza.com.au or Centre Management.

LICENSEE / APPLICANT DETAILS

Company/Business name: _____

Trading name (if different): _____

ABN: _____

Name: _____

Phone: _____

Email: _____

If you are an agency booking on behalf of a client, name them here:

Category:

☐ RETAIL ☐ FUNDRAISING ☐ COMMISSION-BASED SALES ☐ INFORMATION ONLY

OTHER _____

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.*

Power required: ☐ YES ☐ NO

Number of chairs required: _____

Do you need to hire any tables/tablecloths? _____

Describe the display:

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: _____

Mount Sheridan Plaza

CASUAL MALL LEASING RATES

All prices listed exclude GST

Daily Rate

Standard Site	\$200.00
Powered Site	\$225.00

Weekly Rate (Monday to Saturday or Monday to Sunday)

Standard Site	\$800.00
Powered Site	\$900.00

Early 3 Day Rate (Monday – Wednesday)

Standard Site	\$300.00
Powered Site	\$350.00

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

Equipment Hire

Table (Daily Booking)	\$ 5.00
Table (Multiple Day Booking)	\$10.00
Tablecloths (Daily Booking)	\$10.00
Tablecloths (Multiple Day Bookings)	\$25.00