



CIGNA ROUND THE BAYS 2017 MARQUEE & PICNIC SITE AGREEMENT

This agreement contains the terms and conditions of operating a Marquee or Picnic Site at Cigna Round the Bays, Kilbirnie Park, Wellington

APPLICANT DETAILS (please print in capital letters)

First Name: _____ Surname: _____

Business / Organisation / Team: _____

Mailing Address: _____

Phone: _____ Email: _____

Site: Single marquee Double marquee Triple marquee
 Picnic area

1 Conditions of Operating a Marquee or Picnic Site

- 1.1 Site holder must operate within the allocated purchased area.
- 1.2 Each site holder will receive one vehicle pass per site; vehicles must be vacated from the park for the duration of the event. No vehicle access will be granted without a vehicle pass.
- 1.3 Pack in times: **6.00am – 7.30am**. No vehicles will be allowed onsite on Kilbirnie Park after this time.
- 1.4 Pack down times: gates open at **1.00pm**. No vehicles are to operate during the event until the all clear is given by the event organisers. Speed must be kept under 5kph.

2 Health and Safety

Site holders must take all reasonable steps to provide a safe environment ensuring the safety of both themselves and their guests. Site holders must specifically adhere to the following guidelines:

- 2.1 No BBQs and/or cooking appliances, e.g. boiling pots, open flames, vessels with hot oil, are to be placed where it is accessible by the attendees / public.

3 Food Safety

- 3.1 Catering services must hold a current valid food license.
- 3.2 Catering services must adhere to the waste management plan.

4 Electricity and Power

- 4.1 Sport Wellington does not provide electricity to the site.
- 4.2 All appliances, leads, and PA systems must be tested and tagged by a registered electrician.

5 Behaviour

- 5.1 All site holders must deal with guests, public, and event staff in a polite and respectful manner and must not use offensive language or become involved in any incidents that may bring Cigna Round the Bays into disrepute.
- 5.2 Site holders must ensure that all guests follow the terms and conditions laid out in this agreement.
- 5.3 Site holders are responsible for their allocated area.
- 5.4 Music is permitted on each site providing it does not interfere with entertainment (e.g. loud volume).

6 Alcohol

- 6.1 Site holders wishing to provide alcoholic refreshment within their corporate area will require a special licence and a person holding a Managers Certificate (issued under the Sale and Supply of Alcohol Act) to be present/on duty in the area throughout. Alcohol will not be permitted in this area on event day without the proper consent.

7 Ambush Marketing

- 7.1 Site holders may not share, on sell, transfer, sublet, or allow any other person/s or organisation to be associated with their site in any way.
- 7.2 No signage is permitted onsite other than official sponsors unless prior permission is obtained by Sport Wellington. All signage will be removed if this condition is breached and the allocated site will be closed for the remainder of the event without refund.
- 7.3 Site holders must not promote or canvass for sales or services without the express written permission of Sport Wellington.

8 Prohibited Items

- 8.1 Site holders may not distribute, promote or sell any restricted or prohibited products.
- 8.2 Sport Wellington reserves the right to restrict and/or prohibit the sale or promotion of any items deemed to be a conflict of interest.

9 Cancellation

- 9.1 Sport Wellington reserves the right to cancel the event at any time if deemed necessary to protect participants.
- 9.2 In the event of a cancellation, notice will be issued via Newstalk ZB. Sport Wellington will endeavour to contact all site holders. You can also contact Sport Wellington on (04) 389 2070 or visit (www.cignaroundthebays.co.nz).
- 9.3 There is no postponement date.
- 9.4 No refund will be given upon event cancellation.

10 Corrective Measures and Penalties

- 10.1 Site holders may be excluded from future Cigna Round the Bays and/or the organisations they represent if they breach the conditions outlined in this agreement.

10.2 Sport Wellington reserves the right to close any site that continually breach the terms of this agreement and fail to take corrective measures in a timely manner.

10.3 Any site that breaches the waste management plan may be asked to close.

10.4 Any costs incurred from a breach of agreement will be passed onto site holders or respective organisations (e.g. damage of property, landscape, additional cleaning costs, or removal of waste products).

10.5 Any costs incurred and billed due to a breach of agreement will be at the sole discretion of Sport Wellington. No discussions will be entered into.

10.6 Sport Wellington reserves the right to take legal action to recover any costs.

11 Disclaimer

11.1 Under no circumstances will Sport Wellington accept any responsibility or liability for:

- a) Any damage, theft, and/or loss of property, goods, or items brought into/left upon any part of the event venue by site holders and/or by anyone on their behalf;
- b) Any financial or other losses as a result of cancellation to the event.

Signature

I confirm that I have read and understand the information that has been listed and that I agree to abide by the rules and conditions outlined in this site agreement.

Signature: _____ Date: _____

Please Print

First Name: _____ Surname: _____

Organisation: _____ Position / Title _____

To move forward with a booking please sign and return this agreement to:

Contact: Mitch Murcott
Cigna Round the Bays – Event Coordinator
Sport Wellington
Level 1, 223 Thorndon Quay
Thorndon 6011

Mail To: Po Box 24 148
Manners Street
Wellington

Email: events@sportwellington.org.nz

Phone: (04) 380 2070

Fax: (04) 801 8976