



CIGNA ROUND THE BAYS 2018 HOSPITALITY SITE AGREEMENT

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

PURCHASER 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 Hospitality Site

- 1.1 All site holders must operate within their allocated purchased area.
- 1.2 Site holders must ensure that all guests follow the terms and conditions laid out in this agreement.

2 Pack-In and Out

- 2.1 Each site holder will be issued one vehicle pass per site upon entry. Vehicles must be vacated from the park for the duration of the event.
- 2.2 Use of vehicles onsite is only permitted between **6.00am - 7.05am & after 1.00pm** on event day. These times will be adhered to rigidly.
- 2.3 If vehicle access is not required onsite, pack-in/out may take place anytime from 6.00am on event day.

3 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:

- 3.1 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.

4 Food Safety

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

5 Electricity and Power

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

6 Behaviour

- 6.1 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.
- 6.2 Site holders must ensure that all guests follow the terms and conditions laid out in this agreement.
- 6.3 Site holders are responsible for their allocated area.
- 6.4 Music is permitted on each site providing it does not interfere with entertainment (e.g. loud volume).

7 Alcohol

- 7.1 Provided no sale occurs, no form of alcohol licence is required for site holders wishing to make alcohol available to their guests.
- 7.2 Any guests deemed intoxicated will be asked to leave the event.

8 Ambush Marketing

- 8.1 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.
- 8.2 Each site is permitted to place **2 tear drop flags OR 1 small banner** at their site for recognition by staff/team.
- 8.3 Any messaging, hand-outs, flags or banners deemed to be of a promotional nature will be asked to be removed.
- 8.4 Site holders must not promote or canvass for sales or services without the express written permission of Sport Wellington.

9 Prohibited Items

- 9.1 Site holders may not distribute, promote or sell any goods from their site, including fundraising BBQs.
- 9.2 Sport Wellington reserves the right to restrict and/or prohibit the sale or promotion of any items deemed to be a conflict of interest.

10 Order Cancellation

- 10.1 Orders cancelled by the site holder before 31 January 2018 will be given a 50% refund.
- 10.2 No refund will be given in full, or in part, to orders cancelled after 31 January 2018.

11 Event Cancellation

- 11.1 Sport Wellington reserves the right to cancel the event at any time if deemed necessary to protect participants.
- 11.2 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).
- 11.3 There is no postponement date.
- 11.4 No refund will be given upon event cancellation.

12 Corrective Measures and Penalties

- 12.1 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.
- 12.2 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.
- 12.3 Any site that breaches the waste management plan may be asked to close.
- 12.4 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).

- 12.5 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.
- 12.6 Sport Wellington reserves the right to take legal action to recover any costs.

13 Disclaimer

- 13.1 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: _____

To move forward with your 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