

COMMUNITY SITE GUIDELINES

HOW DO I BOOK?

All bookings must be made in person at the customer service desk alternatively download the Client Profile & Booking Form from our website www.casuarinasquare.com.au and FAX through on (08) 8927 8361

Please note Booking Request Form must be sent through 24 hours before calling to secure your date.

Step 1) Complete the Client Profile & Booking Form at the desk or download from our website www.casuarinasquare.com.au

Step 2) Provide a copy of your current "Public Liability Insurance" PLI to the value of \$20, 000, 000

Step 3) To secure your preferred date Client Profile & Booking Form must be sent through 24 hours before calling the Customer Service Desk to confirm your dates. Alternatively visit the "Customer Service Desk in person and our friendly staff will assist with your booking.

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The product being promoted must be approved by Centre Management and we have the right to veto any products sold.

The Licensee must provide a current copy of their Certificate of Currency for Public Liability Insurance (minimum \$20 million). Sentinel recognise "All Government Bodies" (Commonwealth and Northern Territory) are self-insured, therefore do not need to issue PLI status.

Upon request, photographs of proposed display may be requested and should be provided by the licensee.

No displays or goods will be stored overnight.

The physical appearance should be in a professional manner producing a quality image enhancing for both the product and Centre. Displays must be properly dressed and always presented.

All tickets and signs must be professionally written, no handwritten tickets/signs will be accepted. No Helium.

Displays are to be no higher than 1.4 metres. All electrical appliances, including extension leads, need to be tagged with the appropriate Northern Territory safety tags.

The Licensee must not directly approach the customers of Casuarina Square. All staff must remain within the casual license area as indicated in the Casual License Agreement. The Licensee shall not in any way obstruct the free movement of customers in walkways, entrances, shopfronts, service corridors or fire exits.

Displays must be always staffed during designated trading hours of the Centre. Staff must be presented. Smoking, eating, and drinking is prohibited in the casual license area to which this agreement applies. Good communication and suitable language must be observed.

Set up and pull down must be facilitated outside the Centre's designated trading hours. Upon completion of the display, the area must be left clean and in a tidy condition.

CENTRE TRADING HOURS

Monday	9:00am – 5:30pm
Tuesday	9:00am – 5:30pm
Wednesday	9:00am – 5:30pm
Thursday	9:00am – 5:30pm
Friday	9:00am – 9:00pm
Saturday	9:00am – 5:00pm
Sunday	10:00am – 3:00pm