

Community Groups

All Community Groups Please Note: One location in the Centre has been allocated for FREE Community Group use.

Conditions of Use

1. Only ONE Community Group in the Centre at any one time.
2. Only ONE fundraising activity in a month overall may be conducted in the Centre.
3. Only ONE location may be used for Community Groups. Once booked you must wait your turn.
4. Any group that violates Centre Management Conditions will not be allowed back to the Centre.
5. Limit of ONE fundraising Activity per year, per group due to overwhelming numbers
6. Any children participating must be fully supervised.
7. Signage must be of a professional standard. Handwritten signage is unacceptable.

Please Note: You must also abide by all normal conditions that apply to Casual Leasing, including provision of Public Liability Insurance.



For further information please contact

Phone 02 9541 1388

Fax 02 9541 1422



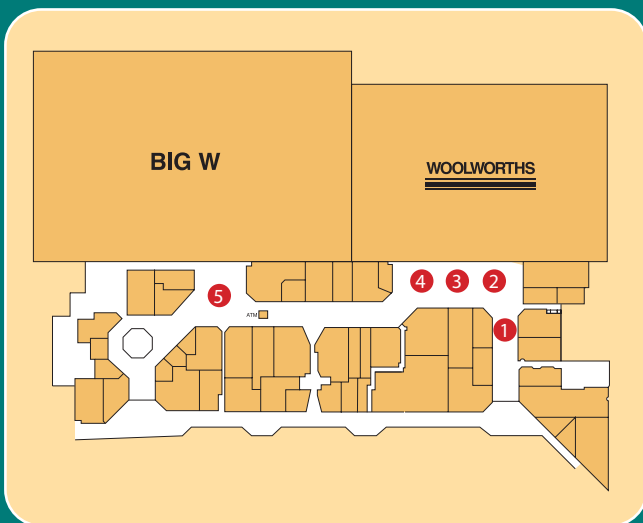
Casual Leasing Guidelines



MENAI MARKETPLACE CASUAL LEASING GUIDELINES

Locations

There are five locations around the Centre available for casual leasing. Their positions are indicated on the map below (1,2,3,4 & 5).



Conditions

Some general rules to follow make your visit to Menai Marketplace enjoyable for everyone.

1. No smoking in the Centre
2. Do not approach the customers, let them approach you.
3. Set up in the position indicated by Centre Management.
4. Follow any instructions given by Centre Management.
5. Storage is your responsibility.

Important Information

You must provide us with your cheque and Public Liability Insurance for at least \$20,000,000 prior to set up.

A Casual Lease Agreement must be completed and signed by both parties.

Office Hours are Monday to Friday 9am - 5.30 pm. All business must take place during these hours.

Cheques and Public Liability Insurance information cannot be accepted on Saturdays.

Costs

	Daily (ex GST)	Week (ex GST)
3 x 3m ²	\$275.00	\$1,100.00

Note: If a larger space is required, the terms can be negotiated for the period. You must provide your own chairs, tables and extension leads.