

Community Space Request Form

Local organisations and charities that deliver a positive impact in our neighbourhood are welcome to book our community space to raise awareness of their cause and/or fundraise.

Organisation _____

Address _____

Contact Name _____

Phone _____

Email _____

Community Space Information:

- The location of our community space is at the south entrance to Floreat Forum shopping Centre (between Pulp Fiction Books and Keep on Running).
- The site will be set up 1 x trestle table and 2 x chairs unless specified otherwise (2m x 2m)
- Displays are required to meet Centre presentation standards, 1 pull up banner is permitted (no greater than 1.5m in height). Any signage should be professionally printed (not handwritten). The table must be covered with full-length tablecloths (which will be provided on request). PA systems, flashing lights, direct approaches to the public and 'A' frame signs are not permitted.
- This is a free space available for the use of local organisations and charitable groups.
- Due to high demand and to ensure all organisations have the opportunity to utilise this community space, we permit one free booking per charity per year.
- We politely request that the community stand is manned by a maximum of two people and that displays are set up by 8:30am each day, and dismantled from 5:30pm Monday to Friday, 7pm Thursday and 5pm Saturday and Sunday.
- The Centre has a \$20 million Public Liability Insurance minimum, which is required by all organisations wishing to use the community space. A copy of this should be included with submission of this request.

Please provide a brief description of the organisation:

Please provide a brief description of what will be promoted whilst in the centre:

Request a date:

Preference 1: _____

Preference 2: _____

Has your organisation previously booked the community site at Floreat Forum? Yes / No

Is this your organisations only booking request during this calendar year: Yes / No

Will the staff manning the desk be volunteers: Yes / No

What are the main reasons for choosing to request a community booking at Floreat Forum?

What are you hoping to achieve from your community booking?

Please describe how your organisation directly benefits the Floreat Forum Community?

Please forward your signed request, together with your Public Liability Insurance to:

reception@floreatforum.com.au

Additional information:

- Management of Floreat Forum reserves the right to cancel the confirmation of this arrangement or relocate the display at any time prior to or during the dates shown above at their discretion.
- Management and staff of the Shopping Centre take no responsibility for merchandise, damaged or stolen, during the duration of the display period.
- Electrical cabling or extension cords must be tagged.
- Fixtures must in no way cause permanent damage or disfigurement to the Centre.
- The organisation will not obstruct the free movement of customers, walkways, entrances, shopfronts, service corridors or fire exits or hinder the clear view of any shop front.
- The organisation is responsible for ensuring that equipment complies with ordinances and regulations issued by the Government Authorities and will keep the Shopping Centre indemnified in respect of all such matters.
- The organisation agrees to indemnify the Shopping Centre, Lessor, Centre Management and Centre Management staff from and against all claims, demands, losses, damages, costs and expenses for which the Centre may become liable in respect of or arising from the casual letting or hiring of Centre equipment.

I hereby agree to the above Terms and Conditions:

Signed: _____

For and on behalf of: _____

Date: _____



Site Information
 Site C – 2m x 2m (no power) between Pulp Fiction & Keep on Running (shops 71A and 77) – 1 Trestle