



Fundraising Policy

Dolphins Central Shopping Centre has developed this policy to provide guidelines for use of the external common areas by tenants and approved groups for awareness raising and fundraising purposes.

APPLICATION PROCESS

- Any tenant or external group wishing to utilise the common areas located at the Dolphins Central Shopping Centre must first send a written request to Centre Management at least 4-6 weeks before your proposed activity start date.
- The written request must include:
 - A description of the proposed activity
 - Intended dates and times
 - Details of all materials to be brought onto the site, e.g. tables, chairs, free standing signage, etc.
 - Your choice of approved location, as per our site map
 - Copy of a Certificate of Currency for Public Liability Insurance
 - Fundraising for Charity
 - A letter of authority from the Charity stating the name(s) of the fundraiser(s)
 - Fundraising Raffles
 - A copy of your Raffle Permit Approval
 - If you have a trailer of prizes for display the size must be noted in your written request
 - Food Stands & Barbeques
 - Approval may be granted; this will be on a case by case basis only
 - A copy of your food service and food handling policy must be provided with your application.
- Written notification will be provided to all applicants of the outcome of their request.

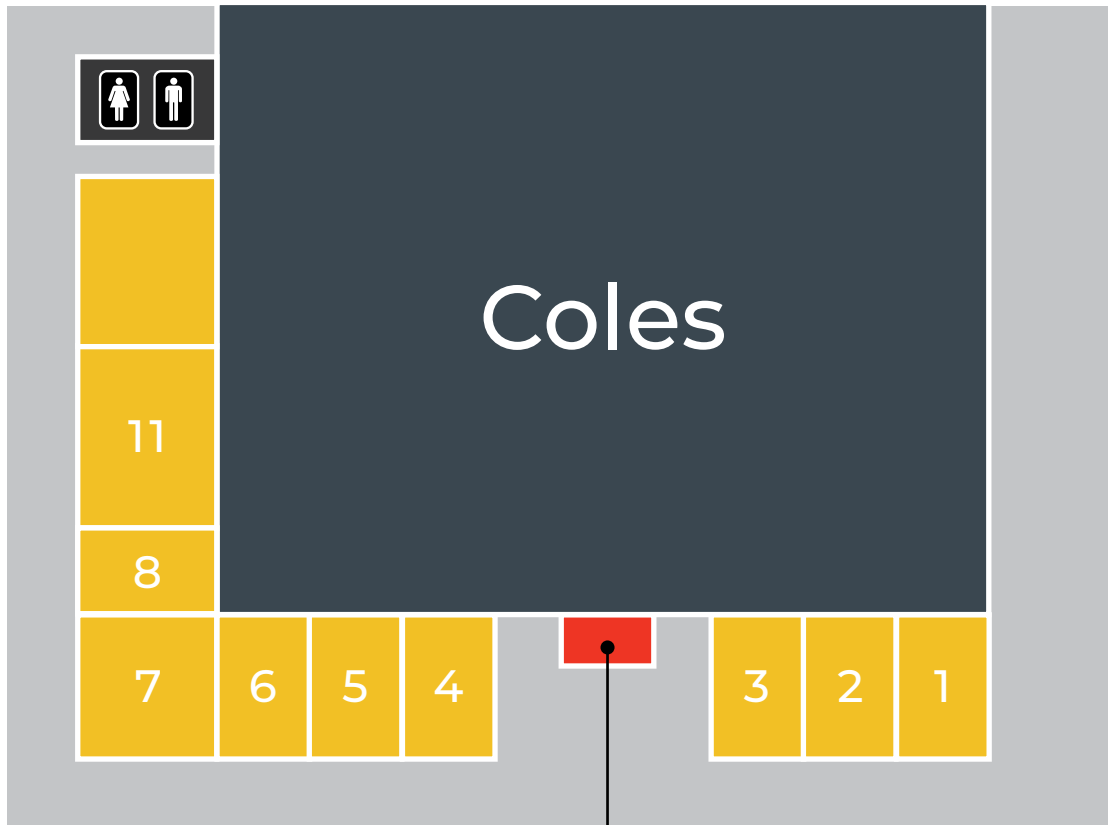
USE OF THE COMMON AREA

Should you be granted permission to set up in the common area the following must be adhered to:

- Anyone operating the stand must wear a clearly visible and legible name badge
- On request by Centre Management or other Dolphins Group staff the Letter of Approval must be presented – **if you do not have this letter, you will be asked to leave immediately**
- Customers visiting Dolphins Central Shopping Centre must not be pressured into supporting your activity
- Your stand must not be unattended for any period of time
- The designated area must be left clean and tidy after your activity concludes
- If you are operating your stand over consecutive days all equipment must be taken away at night – nothing is to be left on site overnight
- Dolphins Central Shopping Centre accepts no responsibility for damage to person(s) or property and loss of products/possessions.



Fundraising Site Map



Approved area

ASHMOLE ROAD