

# Information Sheet – Celebrate Bishopdale! 2019

24<sup>th</sup> November 2019

Bishopdale Park, Harewood Road 11 - 2pm

## What is Celebrate Bishopdale?

Celebrate Bishopdale is an annual community event that was established by the Fendalton/Waimairi Community Board in 2013 after local residents wanted to see a fun, family event in the area. The aim of the event is to celebrate living in Bishopdale and to come together as a community. The event is held at Bishopdale Park on Harewood Road.

## Event Organisation

Celebrate Bishopdale is organised by the Christchurch City Council's Fendalton-Waimairi-Harewood Community Recreation staff with assistance from the Bishopdale Community Trust. The event is funded by the Fendalton-Waimairi-Harewood Community Board.

## Event Format

The event consists of groups, individuals and schools performing on a main stage. Main stage performances are timetabled in 10-15 minute slots from approximately 11.15 to 2.00pm.

There are also opportunities for organisations to promote their services through information displays and to fundraise through food stalls, craft and market stalls. There will also be a range of children's entertainment including face painting, climbing tower, bouncy castle, archery, police radar run and other activities.

## Performance Area

It is essential that performances are kept to time, including getting on and off the stage. The stage dimensions are: 9m wide x 4m deep & about 1.2m high.

\*Please note that there is no guarantee that all groups will be able to perform on the day. We try to include a variety of performances and only have limited spaces.

## Stalls

Stalls are located around the perimeter of the park in front of the stage area. Groups are encouraged to bring their own gazebos for protection from the sun on the day. Stall sites are 5 x 3m, but this is flexible depending on space and you must let us know if you need more room. All groups must provide their own tables and chairs. The cricket pitch will be roped off for the event and we ask that you do not walk across it at any time.

## Information Stalls

Information stalls involved on the day have been invited to provide information on their services/activities they provide to the community. This is not the forum for promoting political or religious views.

There is no site fee for information stalls.

## Craft/Market Stalls

Craft/Market stalls involved on the day have been invited to provide information on their products and sell their goods.

There is a site fee of **\$15** for craft/market stalls. Fees are to be paid prior to the day and a receipt will be given.

Celebrate Bishopdale is for local organisations and groups and individuals that contribute to / or live in / or operate and have strong relationships in the Bishopdale Community. The goals and objectives of running this event are very important to us and the Bishopdale Community. The criteria for the sale of products on the day are :

1. Non-profit community groups that are fundraising for their activities/organisation.
2. Small local arts and craft sellers where products are predominantly handmade - rather than white elephant stalls or individuals profiting by selling goods from their homes.

## Food Stalls – PLEASE READ CAREFULLY

Food stalls must provide their own shade structure/gazebo and adhere to health regulations (indicated on separate sheet). The cost of a standard food stall is **\$25** and food caravans will be charged **\$40**. Fees are to be paid prior to the day and a receipt given. Electricity is available and groups are asked to state their electricity requirements on the registration form.

Due to electrical regulations, all groups using electrical implements **MUST have these tested before the event and all appliances must show a current electrical test tag to ensure they are safe.** If your appliances do not have these tags, the electricians on site may stop you from using them. All caravans must also follow this process and also have an electrical warrant of fitness for the van. You can get your implements tested at Electro-Tech Services, 72 Mowbray St 374 3211 at a cost of \$5 per appliance.

Please also note that stalls are to limit their power requirements to **10amps or 2400 watts.** Check your appliance as it will indicate how much power it draws. If you have more than one appliance, simply add up the total watts and see if it totals more than 2400. If you require additional power please let us know.

All food groups must **acknowledge** on their registration form that they have read and understand the food health regulations. If you are a moveable premises or have a caravan/van, you must provide a **copy of your registration certificate.**

### Registration of Interest and Payment of Site Fee

If your group/organisation is interested in participating in this event, can you complete the online 'Registration of Interest' form no later **Friday 18<sup>th</sup> October.** If you prefer a paper copy please contact me and I will email it to you. Please return it via email to [lisa.gregory@ccc.govt.nz](mailto:lisa.gregory@ccc.govt.nz) or post to Fendalton Service Centre, PO Box 73020, Christchurch 8154. To pay for your site fee, please visit the Fendalton Service Centre, cnr Clyde and Jeffreys Roads. Payment is by cheque or cash.

If you do not receive a confirmation email within 10 days, please contact me to confirm I have received your form. Please note though that I am on leave until August 22, so will get back to you on my return.

If you are a performing group, please fill in the information for the 'Master of Ceremonies' on the online form. If at this stage you're unsure of what your performance will be, please download the form from the website and return it once your performance details are confirmed.

### Car Parking

We are unable to park on the cricket oval and therefore all food and information stalls are asked to unpack and park cars on the perimeter of the park, or on the road. Please note there is no vehicle movement allowed between 10.30 - 2.15pm.

Entry to the park will be off Harewood Road, on the left, just past the Bishopdale Mall area. Groups setting up stalls are asked **not to arrive before 9.00am** as electricity is still being connected at this time.

### If you have any questions please contact:

Lisa Gregory  
Community Recreation Advisor  
Fendalton Service Centre & Library  
Cnr Jeffrey's and Clyde Road, Fendalton  
941 6729 / 027 2273064  
Email: [lisa.gregory@ccc.govt.nz](mailto:lisa.gregory@ccc.govt.nz)

Bronwyn Frost  
Community Support Officer  
Fendalton Service Centre & Library  
Cnr Jeffrey's and Clyde Road, Fendalton  
941 6731 / 021 1365241  
Email: [bronwyn.frost@ccc.govt.nz](mailto:bronwyn.frost@ccc.govt.nz)

### Event Location

Entrance to the park is off Harewood Road, on the left just past the Bishopdale Mall

