

2016 WEEKEND FUNDRAISING OPPORTUNITIES AT PORTERS

To be eligible to undertake fundraising activities at Porters, you must be fundraising for a community, charity or not-for-profit organisation. We do have a great demand from the public for fundraising at Porters on weekends. Please see below opportunities available:

Porters Mackay City **Saturday & Sunday 9am – 1pm** **Carwash & Sausage Sizzle**
(run in conjunction of one another)

Please note: the fundraising group hosts both the car wash and sausage sizzle.

It's important that you have enough people for both of these activities. By hosting both the carwash & sausage sizzle, it also makes the day more profitable for your organisation!

PUBLIC LIABILITY INSURANCE

We do require a copy of your Public Liability Insurance for all fundraising bookings. A current certificate must be emailed to marketing@cporter.com.au at the time of booking.

Please note that we cannot accept bookings without Public Liability Insurance.

CAR WASH – cars \$7, larger vehicles (4WD etc.) \$10

Porters will supply the water, hose and hose fittings.

You will need to organise 4-6 people, buckets, detergent, chamois and sponges, hats and sunscreen and lots of drinking water! The area must be left clean and any mud off vehicles to be hosed into the drain.

Car Wash Register – Fundraising groups are asked to please complete the attached form (also available on the day from the Info Desk team upon registration) during the car wash event. Please return the completed form at the end of the event to the Info Desk team.

SAUSAGE SIZZLE (Porters Mackay City only) - \$2 sausage on bread

Porters will supply BBQ & gas, tables and marquee. You will need to organise 1-2 people, esky with ice, food (see suggested quantities below), trays and cooking utensils, oil, serviettes, onion (optional), paper towel, disposable gloves, table cloth & aprons. **PLEASE NOTE THE SALE OF DRINKS IS NOT PERMITTED.**

Porters has partnered with local businesses Bakers Delight Caneland and Mount Pleasant Meat Specialists who have generously offered to donate and provide exclusive discounts to community groups taking part in the Porters Weekend Fundraising events. Bakers Delight Caneland will donate loaves of bread upon request. To submit your request, please contact Kris Chander directly at the Bakers Delight Caneland store on 4953 0696.

Mount Pleasant Meat Specialists have generously offered a discounted rate of 55 cents per unit for BBQ thin beef sausages (gluten free). To enquire and submit your request, please contact Craig or Carla directly at the Mount Pleasant Meat Specialists store on 4942 1970.

If you wish to submit a request, please do so no later than 1 week before your event and organise to collect your order with the teams directly at a suitable time.

Due to food & health regulations, there are no pets or smoking allowed around the food area. Food Event Notification forms must be submitted by your organisation to the Mackay City Council prior to the fundraiser event. These will be supplied to you for your completion. It is your organisation's responsibility to ensure this is submitted. After unloading equipment for the sausage sizzle from your car, please remove your vehicles from the customer car park to provide valuable car parking space for Porters customers.

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We suggest the following quantities for sausages and bread:

Saturday: 5-8kg sausages & 8-10 loaves of bread | Sunday: 5-7kg sausages & 8-9 loaves of bread

PHOTO FOR SOCIAL MEDIA

We encourage groups to send a photo/s of some/all of the group in the lead up to the event, which we post on the Porters Facebook page to promote your attendance on the day. This is not mandatory but is a great opportunity for the promotion of your group's event. Please send these through to marketing@cporter.com.au or your Weekend Fundraising contact.

RAFFLE (OPTIONAL)

Porters will supply an additional table. Raffle can be hosted from the BBQ area. Please arrange for additional person to manage the raffle, all signage, pens and prize where applicable. Please advise Porters in advance should you wish to participate in a raffle as well as the carwash & sausage sizzle.

HOURS OF OPERATION

Porters Mackay: 9am – 1pm. We recommend your group arrives at 8:30am, to be set-up and ready for a 9am start and stay until at least 1pm.

IMPORTANT INFORMATION

Any group that does not show on their booked date and has not given at least 3 working days' notice of cancellation will have future booked dates cancelled. Please note we may take photos of your group fundraising at Porters to use for promotional purposes. Please advise Porters at the time of confirmation should you wish not to participate. Please phone to confirm your booking at during the week of the event.

GOLDEN RULES FOR FUNDRAISING

- Prior to the event, ensure the BBQ has been cleaned and all utensils have been cleaned and sanitised.
- When transporting the meat, place in it a sealed container. Use a car fridge or esky with plenty of ice around the meat.
- All foods and food contact utensils, such as tongs, should be protected from insects and dust by keeping them wrapped or in sealed containers.
- Keep hot foods very hot and cold foods refrigerator cold – never just warm.
- Remove meat from the fridge/esky just prior to cooking it. Never leave it sitting around.
- Ingredients such as mayonnaise, cheese, butter and other foods that are normally stored in the fridge should be bought out and placed on the table only when they are being used. Do not leave these foods at room temperature for more than four hours.
- Always use a clean plate and tongs for the cooked meat – never the same plate that held the raw meat. Keep cooked and raw meat separate.
- Remember to wash your hands and change gloves regularly. In particular after handling raw foods and before handling cooked or ready to eat food (such as bread), after touching any part of your body, after smoking or handling money, using the toilet or handling waste.
- Never re-freeze thawed out meat. Any remaining meat must be cooked immediately or thrown out. Throw out any marinade that was used on raw meats.
- At the end of the day, throw out any leftovers and ensure all rubbish is disposed of correctly.
- Please ensure all children helpers are adequately supervised.
- Children are not to play on the Porters clock or in the gardens etc. Please ensure all equipment is returned to Porters staff clean and not damaged.

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FUNDRAISING REQUEST FORM

Name of Group or Organisation	
Name of Contact Person	
Email Address	
Postal Address	
Business Phone	
Home Phone	
Mobile	
Fax	
Preferred dates (<i>Saturday & Sunday, Mackay City store only</i>). Please provide 3 suitable dates and we will advise availability.	

I have read and understood the Weekend Fundraising information provided to me

I have included/attached a copy of the group's Public Liability Insurance

Name: _____

Date: _____

