

WEEKEND FUNDRAISING INFORMATION GUIDE

Weekend Fundraising Opportunities are exclusive for community groups, charities and non-for-profit organisations. We have a number of opportunities available.

HOURS OF OPERATION

Store: **PORTERS MITRE 10 MACKAY**

Days: **SATURDAY OR SUNDAY**

Time: **9AM UNTIL 1PM**

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

PLEASE NOTE: Porters Mitre 10 Mackay opens at 8am on a Saturday and Sunday.

CAR WASH

PRICING:

- Cars \$10
- Larger vehicles (4WD) \$15

PORTERS MITRE 10 WILL SUPPLY:

- Water
- Hose and hose fittings
- Detergent

YOU WILL NEED TO SUPPLY:

- 4-6 people
- Buckets
- Detergent
- Chamois and Sponges
- Hats, Sunscreen and Drinking Water

The area **MUST** be left clean and any mud from vehicles must be hosed into the drain.

CAR WASH REGISTER

As a condition of hosting a Car Wash, fundraising groups are required to complete a car wash register during the car wash event. The form can be found at the end of this information pack and is available from the Info Desk team on the day.



Please return the completed form at the end of the event to the Info Desk team.

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SAUSAGE SIZZLE

PRICING:

- \$2.50 for Sausage on bread
- \$2.50 for Soft Drink

PORTERS MITRE 10 WILL SUPPLY:

- The BBQ and Gas
- Tables
- Marquee

YOU WILL NEED TO SUPPLY:

- 1-2 people
- Esky with ice
- Food
- Trays and Cooking Utensils
- Oil
- Serviettes
- Onion (optional)
- Paper Towel
- Disposable Gloves
- Table Cloth & Aprons

SUGGESTED QUANTITIES FOR SAUSAGES AND BREAD

Saturday:

5-8kgs Sausages and 8-10 loaves of bread

Sunday:

5-7kgs Sausages and 8-9 loaves of bread

Due to food and health regulations, there are no pets or smoking allowed around the food area.

RAFFLE

Porters Mitre 10 will supply an additional table for a raffle to be hosted within the BBQ area.

Please arrange for additional personnel to manage the raffle, all signage, pens and prizes where applicable.



FOOD EVENT NOTIFICATION MACKAY REGIONAL COUNCIL

Food event notification forms must be submitted by your organisation to the Mackay Regional Council prior to the fundraiser event.

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: We cannot accept bookings without Public Liability Insurance.

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CANCELLATIONS

At least 3 working days' notice is required for a booking cancellation. Any group that does not show on their booked date and has not given the required cancellation period will have future booked dates cancelled.

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 the Porters Facebook page and create a Facebook event in the lead up to your event, to promote your attendance on the day. This allows members of your team to share with family and friends in the lead up to the event. This is not mandatory but is a great opportunity for the promotion of your group's event.

PLEASE NOTE:

We may take photos of your group fundraising at Porters Mitre 10 Mackay to use for promotional purposes. Please advise our team at the time of confirmation should you wish not to participate.

COVID-19 SAFE POLICY

Additional COVID-Safe Measures

- Single-use (disposable) utensils such as knives, forks, plates and cups should be used thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination.
- Separate ordering and pick-up points to allow for 1.5 meters' physical distancing.
- Increase cleaning processes and hygiene requirements.
- Increased signage to guide customers.
- Volunteers must wear gloves when serving food.
- Tongs must always be used when handling food.
- Hand sanitiser must be available for volunteers and customers.

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 food and food contact utensils, such as tongs, should be protected from insects and dust by keeping them wrapped on 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. Please ensure all equipment is returned to staff clean and not damaged.