

Information sheet – Celebrate Bishopdale 2023

Saturday 25 November 2023 (rain date Sunday 26 November)

Bishopdale Park, Harewood Road 11am to 2pm

What is Celebrate Bishopdale?

Celebrate Bishopdale is an annual community event that was established by the Waimāero 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 Recreation staff with assistance from the Bishopdale Community Trust, Bishopdale MenZshed and the Bishopdale Burnside Rotary Club.

The event is funded by the Waimāero Fendalton-Waimairi-Harewood Community Board.

Event format

The event consists of groups, individuals and schools performing on the main stage.

Main stage performances are timetabled in 10 to 15-minute slots from approximately 11.15am 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, bouncy castles, archery, police radar run and other activities.

Postponement date

Postponement date is Sunday 26 November.

Preference will be given to those groups that register for both days. If you are a performing group and cannot commit to Saturday, there is an opportunity to provide a backup performance for Sunday if required.

The event will be postponed if wet. We will display a notification on the [Council website](#) and by phone message on 03 941 6729.

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 and 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. All food groups must have a gazebo.

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 the services or 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 \$25 for craft/market stalls. Fees will be collected on the day and a receipt will be given. Cash only please.

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 a separate sheet).

The cost of a standard food stall is \$25 and food caravans and commercial vendors will be charged \$50. Fees will be collected on the day and a receipt will be given. Cash only please.

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 Street, 03 374 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, complete our online [registration of interest](#) form no later than Friday 20 October.

To pay for your site, the fee will be collected on the day and a receipt will be given. Cash only please.

If you are a performing group, please fill in the information for the 'Master of Ceremonies' on the 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.

There is no vehicle movement allowed between 10.30am to 2.15pm.

Arrival time

Entry to the park will be off Harewood Road, on the left, just past the Bishopdale Mall area.

Powered food stalls must be onsite before 8.30am (you can drive your caravan, car in from 7.30am) and other stalls are asked not to arrive before 9.15am after the majority of the power has been set up. This is to prevent power cables being driven over.

If you have any questions

Please contact

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Event location

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

