



EVENT AND FACILITY BOOKING FORM Once-off booking

Bruce Highway Maryborough PO Box 1943 Hervey Bay 4655
T: 07 4122 3584 F: 07 4123 6526 E: thea.griffin@frasercoast.qld.gov.au W: www.maryboroughpark.com.au

Organisation Details

Organisation

Postal address

Postcode

Work Phone

Mobile Phone

Fax

Email

Public liability insurance provider

Event organisers name

Position in organisation

Postal address

Work phone

Mobile phone

Fax

Email

Venue requirements

Please complete the facility requirements for your event.

Item/Area ¹	Insert dates e.g. Mon 14/6						
	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Covered Arena							
Centre Ring							
Livestock Arena							
Equestrian Area							
Cutting Pen							
Campdraft Arena							
South Arena							
Cross Country							
Horse Trials/ Bush Trails							
Main Hall							
Hall 2							
Hall 3							
Cane & Cattle Bar							
Witches Hat							
Camp sites: Powered							
Licensed liquor area: No# per day. Specify area/s:							
Other – please specify							

1 – Refer to Fees and Charges Schedule at www.frasercoast.qld.gov.au

Equipment requirements and additional services

Please complete the equipment and additional service requirements for your event.

Item/ Service	Insert dates e.g. 14/6						
	Charge	___/___	___/___	___/___	___/___	___/___	___/___
Trestle table (30 available)	FOC						
Chairs (100 available)	FOC						
Portable seating (4 units available)	FOC						
Two way radio (6 available)	FOC						
Pop up marquee (1 available)	FOC						
Ruddweigh livestock scales	FOC						
Mobile administration van	FOC						
Witches hats: No# required	FOC						
Bollards: No# required	FOC						
Orange mesh / yellow fencing tape: No# metres required	FOC						
Steel star pickets: No# required	FOC						
White picket fencing: No# metres required	FOC						
Portable fence panels: No# required	FOC						
Pot plants	FOC						
Wheelie bins	FOC						
Cardboard recycling skip	At cost						
Additional rubbish collection	At cost						
PA System (fixed) – covered arena	FOC						
Portable PA System	FOC						
Chain(s) & padlock(s)	FOC						
Hoses & fittings	FOC						
Dust suppression	At cost						
Street sweeping	At cost						
Drag arena surface	FOC						
Facility fee per horse: No# of horses per day	\$5.00						
Stable/ yard: No# per day	\$5.00						
Stable/ yard cleaning after event (Bond payable if >80 stables/yards)	\$ 10.00						
Additional cleaning during event	\$ 25.00/ person/ hour						
Event assistance (bump in/ bump out periods)	\$ 25.00/ person/ hour						
Equipment that can be arranged and provided by an external hirer:							
Display boards	At cost						
Data projector & screen	At cost						
Laptop for data projector	At cost						

1 - All hirers are responsible for cleaning the areas hired on completion of the event/activity. Alternatively, this service can be provided at an additional cost.

Please indicate the person responsible for bump in/set up and bump out/pull down of equipment	
Name:	
Phone:	
Mobile:	
Bump In:	Date: _____ Start Time: _____
Bump Out:	Date: _____ Completion Time: _____

Comments:

Please provide any additional information relevant to the conduct of your event:

Public liability:

Please attach a copy of your public liability insurance policy as required in accordance with the terms and conditions of hire.

Acceptance of terms and conditions for event and facility hire

By way of using the grounds for an event, the hirer is assuming responsibility for and binding the event organisers, participants and/or their agents to the terms and conditions contained in this document.

By way of using the grounds for an activity/event, the hirer confirms/is considered to have deemed that the facilities are suitable for these activities/events.

I/We acknowledge that I/we read and accept this application and the terms and conditions for event and facility hire, which form part of this application form and do agree to comply with them.

I/We acknowledge and agree that the terms and conditions form part of this contract.

I/We agree to comply with the event and facility booking form and the terms and conditions for event and facility hire.

Name of event organiser

Signature of event organiser

Position in organisation

Date

Upon receipt of your signed Event and Facility Booking Form, Council officers will consider your application and notify you within seven (7) working days of its decision. If your application is accepted you will be advised of the event fee, which will be determined in reference to Councils Fees and Charges Schedule and in consultation with you.

Please return the completed form to:

Maryborough Showgrounds and Equestrian Park
Address:

Maryborough Showgrounds and
Equestrian Park
Fraser Coast Regional Council
PO Box 1943
HERVEY BAY 4655
Fax: (07) 4123 6526
Tel: (07) 4122 3584

23349 Bruce Highway
Maryborough 4650
PIC Number: QBMB 0072

www.maryboroughpark.com.au

www.frasercoast.qld.gov.au

Administration use only

Approved Yes No Date _____

Date applicant notified _____

Deposit amount (if applicable) \$ _____

Bond payable _____

Total hire fee \$ _____

Date received _____