

Event Booking Request Form – Rockhampton Showgrounds



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to book an event at the Rockhampton Showgrounds. Once this form is returned and your booking is accepted, you will receive a contract, estimate of charges and deposit invoice.

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Customer Details

Customer name/Business or Organisation name:

Contact name: *(if different)*

ABN:

Preferred contact number:

Email:

Onsite contact name:

Onsite contact number:

Customer/Business/Organisation Address

Street number and name:

Suburb:

State:

Postcode:

Postal address *(if different)*:

Event Details

Event name:

Please note, this name will appear publicly.

Event date/s:

Anticipated attendance per day:

Less than 500

Between 500-5000

Over 5000

Event Schedule

Date	Activity <i>(Please include bump in, rehearsal, event and bump out)</i>	Start Time	Finish Time

Venue Details (Please visit Council's See It Live website (www.seeitlive.com.au) for detailed venue information)

Please select the relevant locations required for your event:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administration Office | <input type="checkbox"/> Fairground B | <input type="checkbox"/> Robert Schwarten Pavilion Breakout Room |
| <input type="checkbox"/> Agricultural Hall | <input type="checkbox"/> Fairground C | <input type="checkbox"/> Robert Schwarten Pavilion Kitchen |
| <input type="checkbox"/> Cattle Sheds | <input type="checkbox"/> James Lawrence A | <input type="checkbox"/> Robert Schwarten Pavilion Indoor |
| <input type="checkbox"/> Centre Ring | <input type="checkbox"/> James Lawrence B | <input type="checkbox"/> Robert Schwarten Pavilion Outdoor |
| <input type="checkbox"/> Committee Room | <input type="checkbox"/> Kele Pavilion | <input type="checkbox"/> Ticket Office |
| <input type="checkbox"/> Cremorne Lawn (including Rotunda) | <input type="checkbox"/> McCamley Pavilion | <input type="checkbox"/> Walter Pierce Kitchen |
| <input type="checkbox"/> Exhibition Pavilion | <input type="checkbox"/> People's Bar | <input type="checkbox"/> Walter Pierce Pavilion |
| <input type="checkbox"/> Fairground A | <input type="checkbox"/> Robert Archer Grandstand | |

Event Site Plan

Please complete and attach a Site Plan that includes the following applicable details:

- | | |
|--|---|
| <ul style="list-style-type: none">▪ Stage and direction of amplified sound▪ Security, crowd control and/or police locations▪ Approved liquor consumption areas and non-alcohol areas▪ Site entrances and exits▪ Fire and emergency exits | <ul style="list-style-type: none">▪ Food Service locations▪ First Aid locations▪ Temporary structure locations▪ Emergency route▪ Evacuation route |
|--|---|

Risk Assessment

All Rockhampton Showgrounds bookings require an approved Risk Assessment. Please complete the Rockhampton Showgrounds Event Risk Assessment Form and submit with this booking form.

Traffic Management Plan

All Rockhampton Showgrounds bookings that have vehicle movement onsite require an approved Traffic Management Plan for set up of the event, the event day and pack down of the event. You will be required to complete a Traffic Management Plan including any applicable diagrams in order for your booking to be accepted. Council will contact you once this Event Booking Request Form is submitted for this information.

Event Curfew

Yes No Will any amplified noise be generated from the event?

If yes, please provide details below of audio equipment, music, announcements and/or sound and hours it will occur:

An event program curfew exists over the entire Rockhampton Showgrounds precinct.

Event Program Curfew 10:30pm

Noise Curfew – Motorsport 10:30pm

Noise Curfew – Outdoor Concert or Event 10:00pm

Liquor Licencing

Yes No Will alcohol be served/sold at your event?

If alcohol is being sold, it is the responsibility of the hirer to contact the [Office of Liquor and Gaming](#) for relevant permits (including a Community Liquor Permit). Supporting documentation must be supplied to Council. Please note, liquor self-assessable exemptions will not be accepted by Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council.

*In accordance with the Liquor Act 1992, consumption of alcohol in a public place is **prohibited** unless special consideration and approval of a designated consumption area by Council has been granted. Council provides approval of this nature in only **very limited circumstances**. Please attach your granted approval from Council to your booking request form.*

Bar service provider (if applicable):

Contact details:

Security

Yes No Will security be working at your event?

Security service provider (if applicable):

Contact details:

PA System

Yes No Will the PA System be used for your event?

Food Service and Catering (an application for a Food Business Licence may be required if food is served)

Yes No Will food be served or sold at your event?

If yes, a Food Business Licence is required for yourself or the food vendors/caterers that are attending.

Yes No Will gas appliances be used for food service at your event?

Smoking/Vaping (Signage must be displayed at every entrance point and be visible to the public, staff and vendors during your event to indicate the smoking requirement that is applicable)

Please select the applicable smoking requirement for your event:

No smoking is permitted at all on the grounds during the event and smokers must have the ability to leave the grounds to smoke and then return.

Smoking is only permitted in designated fenced areas.

Waste Management (Each venue location is allocated a certain number of bins included as part of the hire. Fees are applicable for any additional bins required. All used bins must be presented lined up on the left-hand side of a roadway 300mm apart and accessible for collection vehicles.)

Yes No Does your event require bins?

Number of 240L general waste bins required for the event:

Furniture (Each pavilion venue hire fee includes 10 rectangle trestle tables and 50 chairs, further fees and charges are applicable for extra furniture. Please note furniture is supplied in the venue but the hirer is responsible for the set up and pack down of the furniture.)

Yes No Does your event require the standard furniture inclusions?

Number of extra tables required:

Number of extra chairs required:

Livestock (Category A, B and C animals, including both native animals and non-indigenous animals, require a permit or licence under the Exhibited Animals Act 2015. Livestock exhibitions must meet the requirements of the Biosecurity Act 2014.)

Yes No Will there be livestock at your event?

Temporary Fencing (Please note further fees and charges may apply for Temporary Fencing use)

Yes No Do you require the use of Temporary Fencing for your event?

Temporary Structures

Yes No Will there be temporary structures used at your event?

What type and size of temporary structures will be used at the event and how will these temporary structures be fixed? (For example, marquees, tents, stalls for food, stage for presentation, children's entertainment areas, etc.)

Event Payment Schedule

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Event Deposit: Once your completed form is returned and your booking is accepted, a contract and invoice will be issued for payment. The deposit is non-refundable and equates to the base rental charge of one day or one session (as applicable).

Please indicate below, the type of hire of your event:

Commercial

Community (Community Event – An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation* in the Rockhampton Region.
*Community organisation – an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.
All mandatory and supporting documentation must be provided to confirm booking.)

Event Balance: This payment is due after the event has concluded, when electricity, consumables and other relevant charges can be calculated.

Event Bond: This payment is due 30 days prior to the event and is charged at Council's discretion. Bond will be refunded upon inspection of the venue following the event if no further cleaning or repairs are required.

Public Liability Insurance (Please note ALL Rockhampton Showgrounds bookings require a copy of your public liability insurance and indemnity statement. Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and the level of cover must be \$20 million.)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Your booking is not confirmed until all relevant supporting documentation, including a signed contract, has been received with the applicable deposit and relevant approvals given. If your booking is accepted, written approval will then be provided. Do not publicly advertise your event until booking approval has been given.

Attached	Pending	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Risk Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Management Plan and Diagram
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curfew Exemption from Rockhampton Regional Council <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Liquor Licence <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council approval of a designated liquor consumption area <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Business Licence/proof of application for Food Business Licence <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Community Fee eligibility <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered Certificates, Compliance documents relating to rides and amusements and electrical equipment <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Queensland Police Permits – Special Event and/or Application for Road Closure Permit <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debtor Credit Account Application Form <i>(if invoice required)</i>

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date: