

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 and estimate of charges.



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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 name:

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:

Event start time/s:

☐ am / ☐ pm

Event finish time/s:

☐ am / ☐ pm

Anticipated attendance per day:

☐ Less than 500

☐ Between 500-5000

☐ Over 5000

Set Up Details

Set up date/s:

Set up start time/s:

☐ am / ☐ pm

Set up finish time/s:

☐ am / ☐ pm

Pack Down Details

Pack down date/s:

Pack down start time/s:

☐ am / ☐ pm

Pack down finish time/s:

☐ am / ☐ pm

Venue Details *(Please refer to the attached Rockhampton Showgrounds Hire Guide for detailed venue information)*

Please select the relevant locations required for your event:

☐ Administration Office

☐ Fairground

☐ Robert Schwarten Pavilion Breakout Room

☐ Agricultural Hall

☐ James Lawrence A

☐ Robert Schwarten Pavilion Kitchen

☐ Cattle Sheds

☐ James Lawrence B

☐ Robert Schwarten Pavilion Indoor

☐ Centre Ring

☐ Kele Pavilion

☐ Robert Schwarten Pavilion Outdoor

☐ Committee Room

☐ McCamley Pavilion

☐ Ticket Office

☐ Cremorne Lawn (including Rotunda)

☐ People's Bar

☐ Walter Pierce Kitchen

☐ Exhibition Pavilion

☐ Robert Archer Grandstand

☐ Walter Pierce Pavilion

Event Camping *(Camping is permitted only when it is directly associated with an event and cannot occur independently. Time limits will apply. Please ensure that camping is included in your insurance coverage. Please ensure camping location is clearly marked on the Site Plan)*

Will there be camping on site?

☐ Yes

☐ No

Event Site Plan

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

- | | |
|---|--|
| ▪ Stage and direction of amplified sound | ▪ Food vendors and stall holders locations |
| ▪ Security, crowd control and/or police locations | ▪ First Aid locations |
| ▪ Approved liquor consumption areas and non-alcohol areas | ▪ Waste bin locations |
| ▪ Site entrances and exits | ▪ Registration and information stall locations |
| ▪ Fire and emergency exits | ▪ Temporary structure locations |
| ▪ Fire extinguisher locations | ▪ Emergency route |
| ▪ Camping areas | ▪ 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 require an approved Traffic Management Plan for set up of the event, the event day and pack down of the event. Please complete the Traffic Management Plan including any applicable diagrams and attach to this booking request form.

Event and Noise Curfew

Will any amplified noise be generated from the event?

☐ No

☐ Yes – please provide details below of audio equipment, music, announcements and/or sound and hours it will occur:

An event program curfew and noise level curfew exists over the entire Rockhampton Showgrounds precinct – no noise or programming can occur between Midnight and 7am.

- Event Program Curfew – 10:30pm
- Noise Curfew – Motorsport Noise – 10:30pm
- Noise Curfew – Outdoor Concert or Event – 10:00pm

Will you be seeking an exemption from the Rockhampton Regional Council for your event to go beyond this curfew?

☐ Yes

☐ No

Liquor Licensing

Will alcohol be served/sold at your event?

☐ Yes

☐ No

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's CEO has been granted. CEO provides approval of this nature in only **very limited circumstances**. Please attach your granted approval from Council's CEO to your request form.

Bar service name (if applicable):

Contact details:

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

Will food be served or sold at your event?

☐ Yes

☐ No

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

What food will be served or sold?

Please note: The List of Food Vendors/Stall Holders Form must be completed if food is being sold at an event. Food vendor information must be supplied no later than two weeks prior to the event.

Will gas appliances be used for food service at your event?

☐ Yes

☐ No

Smoking (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:

☐ Standard Requirement – Smoking (including vaping) is not permitted within five metres of a door to a building.

☐ Food and Beverage Service Additional Requirement – Smoking is not permitted at all on the entire grounds during the event (smokers must be able to leave the grounds and return).

☐ Food and Beverage Service Additional Requirement – 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.)

Does your event require bins?

☐ Yes

☐ No

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

Number of 240L recycling bins required for the event:

Delivery of Bins (Please note, all Rockhampton Showgrounds bookings require an approved Traffic Management Plan for set up of the event, the event day and pack down of the event. The delivery of bins needs to be included in this Traffic Management Plan.)

Date of delivery:

Delivery location:

Collection of Bins (All used bins must be 300mm apart and presented lined up on the left-hand side of a roadway and accessible for collection vehicles)

Date of collection:

Collection location:

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.)

Will there be livestock at your event? ☐ Yes ☐ No

Temporary Structures

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

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

Event Payment Schedule

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

Event Deposit: A deposit is due at the time of booking. Once your completed form is returned and your booking is accepted, an 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 **30 days** prior to the event.

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, a 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 License <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council's CEO's approval of a designated consumption area <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Business Licence <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of Food Vendors/Stall Holders Form <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"/>	Public Notification/Community Consultation which includes the contact details for the person/business who operates the event <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: _____