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 and deposit invoice.

P: 07 4924 5600 | **E:** majorvenues@rrc.qld.gov.au | **W:** rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | **ABN:** 59 923 523 766

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:
Anticipated attendance per day:

Event Schedule

Start Date	Finish Date	Location	Activity *(Please include set up, bump in, Event and bump out days)*	Start Time	Finish Time

Venue Details *(Venue information available here)*

☐ Administration Office
☐ Agricultural Hall
☐ Cattle Sheds
☐ Centre Ring
☐ Committee Room
☐ Cremorne Lawn (including Rotunda)
☐ Exhibition Pavilion
☐ Fairground A
☐ Fairground B
☐ Fairground C
☐ James Lawrence A
☐ James Lawrence B
☐ Kele Pavilion
☐ McCamley Pavilion
☐ People's Bar
☐ Robert Archer Grandstand
☐ Robert Schwarten Pavilion Breakout Room
☐ Robert Schwarten Pavilion Kitchen
☐ Robert Schwarten Pavilion Indoor
☐ Robert Schwarten Pavilion Outdoor
☐ Ticket Office
☐ Walter Pierce Kitchen
☐ 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.
Will there be camping on site?

☐ Yes – Please ensure that camping is included in your insurance coverage
☐ No

Event Site Plan *(Site Plan Template available here)*

Please attach a Site Plan showing all applicable event details:

- 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 extinguisher locations
- Food vendors and stall holder locations
- First Aid locations
- Waste bin locations
- Fire and emergency exits
- Registration and information stall locations
- Temporary structure locations
- Emergency route
- Evacuation route
- Camping areas

Risk Assessment

All bookings require an approved risk assessment. Please complete and submit the Event Risk Assessment Form with this application. You can access a risk assessment template by clicking here.

Traffic Management Plan

All bookings require an approved Traffic Management Plan that caters to the setup of the event, the event day and pack down of the event. Please submit an approved Traffic Management Plan including any applicable diagrams with this application.

Event Curfew

The Rockhampton Showgrounds' precinct is subject to an event curfew, the following applies:

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

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:

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 provider *(if applicable)*:	Contact details:

Security

Will security be working at your event? ☐ Yes ☐ No

Security Service Provider *(if applicable):*

Security Contact Name:

Security Contact Number:

PA System

Will the PA system be used for your event? ☐ Yes ☐ No

Food Service and Catering

Will food be served or sold at your event?

☐ Yes – An application for a Food Business License is required by yourself or the food vendors/caterers that are attending.

☐ No

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/Vaping *(Signage showing the applicable smoking/vaping requirements must be displayed at every event entrance and be visible to the public, staff and vendors. Smoking signs can be accesses here)*

Will smoking be permitted at this event?

☐ Yes – Smoking is only permitted in designated fenced areas.

☐ No – Smoking is not permitted within the showgrounds for this event. Smokers will need to leave the grounds to smoke and can then return.

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

How many general waste bins are required for the event (waste bins are 240L):

Furniture *(Each pavilion venue hire includes 10 rectangle trestle tables and 50 chairs. Although furniture is supplied in the venue, the hirer is responsible for setup and pack down of the furniture. Fees are applicable for any additional furniture)*

Total number of chairs required:

Total number of round tables required: *(may incur costs)*

Total number of rectangle trestle tables 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)*

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

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

Do you require the use of Temporary Fencing for 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 and how will they 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: A deposit is due at the time of booking. Once your completed form is returned and your booking is accepted, a contract and deposit 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). In some circumstances, Council may require all estimated charges to be paid prior to the event.

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

☐ Commercial

☐ Community

Event Balance: This payment is due seven days after the conclusion of the event and includes electricity, consumables and other relevant charges.

Public Liability Insurance *(Please note this booking requires you to supply 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
☐	☐	☐	Event Site Plan
☐	☐	☐	Certificate of Cover for Public Liability Insurance to the minimum value of $20 million and noting Rockhampton Regional Council as an interested party
☐	☐	☐	Completed Risk Assessment
☐	☐	☐	Traffic Management Plan and Diagrams
☐	☐	☐	Curfew Exemption from Rockhampton Regional Council *(if applicable)*
☐	☐	☐	Liquor License *(if applicable)*
☐	☐	☐	Council's CEO's approval of a designated consumption area *(if applicable)*
☐	☐	☐	Food Business Licence *(if applicable)*
☐	☐	☐	List of Food Vendors/Stall Holders Form *(if applicable)*

☐	☐	☐	Evidence of Community Fee eligibility *(if applicable)*
☐	☐	☐	Engineered Certificates, Compliance documents relating to rides and amusements and electrical equipment *(if applicable)*
☐	☐	☐	Queensland Police Permits – Special Event and/or Application for Road Closure Permit *(if applicable)*
☐	☐	☐	Public Notification/Community Consultation which includes the contact details for the person/business who operates the event *(if applicable)*
☐	☐	☐	Debtor Credit Account Application Form *(if invoice required)*

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:

Submit