

EVENT BOOKING ENQUIRY FORM

Contact QSEC:

Phone: 07 5433 3222
Email: info@qsec.com.au
Website: www.QSEC.com.au

Please return completed form to:

QSEC
PO Box 159,
Caboolture QLD 4510



QUEENSLAND STATE
EQUESTRIAN CENTRE
MORETON BAY REGION

Organisation/Hirers Details

Organisation:		
Postal Address:		Postcode:
Phone:	Mobile:	Fax:
Email:		ABN:
Website:		GST Registered (Y / N):
Event Contact Name & Position:		
Phone	Mobile:	Fax:
Email:		

Event Information

Event Name:		
Proposed Dates		
Bump in / Arrival Start Date:	Time:	
Event Start Date:	Time:	
Event End Date:	Time:	
Bump Out / Departure Date:	Time:	
Estimated Attendance		
Competitors:	Judges/Officials:	Spectators:
VIPS:	Other (please detail):	Total:

Indemnity and Disclaimer:

Has a copy of Public Liability insurance cover Certificate of Currency been provided with application? (Y/N):	
I/We:	on behalf of (club/organisations):
Herby acknowledge having read and understood the conditions of hire, and agree to be bound by and comply with all these conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the conditions of hire. I/We agree to indemnify the Moreton Bay Regional Council from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility owned by Moreton Bay Regional Council in respect of any activities undertaken by us, or any other party involved.	
Signature:	Date:

Please note: Signatory must be over 18 years of age.

Event Requirements Please specify Full Day (FD) or no. of hours and quantity (if applicable)

Area/Item			Insert Dates Below					
			/ /	/ /	/ /	/ /	/ /	/ /
<i>Riding Areas</i>	<i>Per Hour</i>	<i>Per Day</i>						
Main Arena (Equine Event)	\$20.00	\$666.00						
Main Arena (Clinic)	-	\$220.00						
Main Arena (Non Equine Event)	-	\$4,100.00						
Main Arena (Bump In/Out) - no horses	-	\$205.00						
Main Warm Up Area	\$15.00	\$230.50						
Dressage Sand Arena # req. (4 available)	\$15.00 ea	\$125.00 ea						
Dressage Grass Warm Up	-	\$150.00						
QSEC Main Park (with lights)	\$45.00	\$200.00 + lights \$25.50/hr						
QSEC Main Park (without lights)	\$20.00	\$200.00						
QSEC Park 2	\$15.00	\$150.00						
<i>Rooms</i>	<i>Per Hour</i>	<i>Per Day</i>						
Judges Box	\$10.25	\$51.50						
Commentators Box	\$10.25	\$51.50						
Performers Room	\$10.25	\$51.50						
Meeting Room 1	\$15.00	\$51.50						
Mane Course Café Room	\$10.25	\$51.50						
Clubhouse Meeting Room	\$15.00	\$51.50						
<i>Equipment/Services</i>	<i>Per Hour</i>	<i>Per Day</i>						
Main Arena PA System (1)	-	\$77.00						
Portable PA System (1)	-	\$51.50						

<i>Equipment/Services Cont..</i>	<i>Per Hour</i>	<i>Per Day</i>						
Training Jumps (8)	-	\$100.00 ea						
Main Arena Flooring	P.O.A (per booking)							
Dressage Arena Surround (1)	\$77.00 (per booking)							
Arena Surface Preparation	-	\$25.00						
Two Way Radios (8)	-	\$5.00 ea						
Trestle Tables (20)	-	-						
Chairs (90)	-	-						
Urns (2)	-	\$15.00 ea						
Pop-Marquees 3m x 3m (2)	-	\$20.00 ea						
Witches Hats (20)	-	-						
Steel Star Pickets (20)	-	-						
Fencing Staff	\$39.75 ea	-						
Ground Service Fee	\$5.00 (per horse)							
Complimentary Ticket Printing	\$1.00 (per ticket)							
Event Support Staff (Mon-Fri)	\$39.75 ea	-						
Event Support Staff (Weekends)	\$55.05 ea	-						
<i>Stables & Camping</i>	<i>Per Day</i>	<i>Per Week</i>						
Campsites – Powered (56)	\$20.50 (per night)							
Campsites – Unpowered (26)	\$15.00 (per night)							
Stables (154)	\$22.50 ea	\$117.50 ea						
Tack Rooms	\$15.25 ea	\$82.00 ea						
Day Yards	\$12.25 ea	-						

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.

Event Promotion

Event Name:	
Event description for QSEC Website (will appear as written):	
For more information contact name:	Phone:
Email:	Website:
Please supply a small image or logo for your event to info@qsec.com.au to be included on the QSEC website	
Is your event open to the general public (Y / N):	
Will your event be ticketed to spectators (Y / N):	
QSEC can sell tickets for you from the QSEC Box Office, online, over the phone and/or on the day at the event. Would you like more information (Y / N):	

Catering

Will you be requiring any VIP/judges etc. catering at your event (Y / N):
If Y, please detail:
All catering/vendors must be arranged through QSEC. Only approved caterers/vendors are permitted at QSEC.

Additional Information

Please provide any additional information relevant to the conduct of your event:
Do you plan to record your event (e.g. photography / video) (Y / N):
If Y, please detail:
Do you plan to have trade stall / merchandise sales at your event (Y / N):
If Y, please detail:
Recording of your event and/or the selling of goods and services at your event is subject to written consent by QSEC.

How did you hear about QSEC?

Acceptance of Terms and Conditions of 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 of Hire attached to this document.

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

The hirer acknowledges that they have read the terms contained in this Event Booking Enquiry Form and the Terms and Conditions of Hire attached to this Event Booking Form.

The hirer acknowledges that if the Council approves the booking then the terms contained in this Event Booking Enquiry Form and the Terms and Conditions of Hire attached to this Event Booking Form will form the terms of a contract between the hirer and the Council.

If the Council approves the hirer's application, in consideration of that approval, the hirer:

- Agrees to comply with the terms contained in this Event Booking Enquiry Form and the Terms and Conditions of Hire attached to this Event Booking Enquiry Form; and
- Agrees to take responsibility for the actions of all persons taking part in the event or organising the event

Terms

1. There must be a representative of the event present on site prior to the arrival of competitors and horses.
2. A complete event / competition schedule, including daily event times must be forwarded at least 2 weeks prior to the event.
3. If bump out is not completed by the specified date and time and/or equipment is not packed up additional charges will apply.
4. Upon receipt of the signed Booking Enquiry Form from the hirer, the QSEC staff will consider the booking and notify you within fourteen working days of the decision. If your booking is accepted, the venue will advise, in writing, an event fee.
5. Venue hire rates and Terms and Conditions on Hire are provided on www.QSEC.com.au
6. A detailed facility description & list of available equipment is provided on www.QSEC.com.au

Name of Authorised Officer:

Signature:

Position:

Date:

Privacy Statement

Moreton Bay Regional Council and the Queensland State Equestrian Centre are collecting your personal information for the purpose of assessing your application for a venue booking at Queensland State Equestrian Centre. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission.

Thank you for submitting an application to use the Queensland State Equestrian Centre. We look forward to working with you to make your event truly memorable.