

Event Application Form

Complete the following form and return by fax or email. A quote for your event will then be prepared, based on your stated requirements, and sent to you for your consideration.

CONTACT DETAILS:

Event Name: _____

Invoice to: _____

ABN (if applicable): _____

Event Contact: _____

Address: _____

Telephone: _____

Email: _____

EVENT DETAILS:

	1 st Preference	2 nd Preference
Proposed first day of set up:		
Start and finish times each day for set up:		
Proposed Event Date/s:		
Start and finish times of Event:		
Proposed last day of set down:		
Start and finish times each day for set down:		
Number of Guests Attending Event:		

Type of Event:

Not for Profit - Community : _____

For Profit - Commercial : _____

Other Event (Please specify) : _____

**NOTE: DUBBO SHOWGROUND DOES NOT ACCEPT BOOKINGS FOR 18TH AND 21ST BIRTHDAY EVENTS
DUBBO SHOWGROUND IS A GLASS FREE ZONE**

WOOLPACK FUNCTION CENTRE

Venues/Areas Required (please refer to attached Woolpack Function Centre map)

Facilities Required	Map Reference	Start Date	End Date
Woolpack Function Centre <input type="checkbox"/> :	1	/ /	/ /
Kitchen <input type="checkbox"/> :	2	/ /	/ /
Office 2 <input type="checkbox"/> :	3	/ /	/ /
Agents Room <input type="checkbox"/> :	4	/ /	/ /
Media Room <input type="checkbox"/> :	5	/ /	/ /

Bar Facilities Required	Map Reference	Start Date / Time	End Date / Time
<div style="text-align: right; margin-bottom: 10px;">Bar Hire <input type="checkbox"/>: (Client)</div> <div style="font-size: small;"> Client to provide appropriate; <ul style="list-style-type: none"> Licence from the Office of Liquor & Gaming Public Liability Insurance Copies of RSA for bar staff Client to provide drinks, cup ware, till and bar float/change Bar hire fees apply </div>	6	/ / Open Time: :	/ / Close Time: :
<div style="display: flex; justify-content: space-between; font-size: small;"> <input checked="" type="checkbox"/> No Glass <input checked="" type="checkbox"/> RSA is enforced <input checked="" type="checkbox"/> Proof of age must be provided </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <input checked="" type="checkbox"/> No BYO Alcohol <input checked="" type="checkbox"/> Bar closes at 11pm </div> <p style="text-align: center; margin-top: 5px;"><u>Client must ensure catering is available for guests when using the bar facilities</u></p>			

Additional Requirements (subject to availability) Tick where required & provide quantity					
Tables - 2400mm x 760mm: (30 available)	<input type="checkbox"/>			Lectern: (1 available)	<input type="checkbox"/>
Chairs - padded vinyl seat and backing: (200 available)	<input type="checkbox"/>			Cordless microphone: (1 available)	<input type="checkbox"/>
Cutlery & Crockery (for up to 200)	<input type="checkbox"/>			Fixed Smart Board: (1 available)	<input type="checkbox"/>
White linen tablecloths: (at cost)	<input type="checkbox"/>			Fixed Plasma TV: (1 available)	<input type="checkbox"/>
Other: (list below)	<input type="checkbox"/>				

NOTE: The hirer is responsible for the clean-up of rubbish which involves the clearing of all items (drink cans, decorations, cups, general rubbish, etc.) from the tables, floor & local outdoors area, into bins provided.

Additional Comments/Requirements:

<p>The Kitchen (map reference 2) contains the following equipment:</p> <ul style="list-style-type: none">• 1 x double door fridge• 1 x chest freezer• 1 x under bench fridge (3 door)• 1 x double oven (gas operated)• 1 x single oven (gas operated)• 6 x hot plates (gas operated)• 1 x barbeque plate (gas operated)• 1 x double basket deep fryer (gas operated)• 1 x double sink• 1 x dishwasher	<p>You will be required to bring your own:</p> <ul style="list-style-type: none">• Cooking utensils (pots, pans etc)• Washing detergent• Tea towels• Extra crockery/cutlery if over 200 guests• Kitchen oils - these are to be disposed of off-site in an environmentally responsible manner
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LIVESTOCK/GROUNDS EVENTS HIRE

Venues/Areas Required (please refer to attached Showground map)

Facilities Required	Map Reference	Start Date	End Date
Expo Pavilion <input type="checkbox"/>	3	/ /	/ /
MacInnes Pavilion <input type="checkbox"/>	2	/ /	/ /
Ray Clarke Pavilion <input type="checkbox"/>	8	/ /	/ /
Centenary Pavilion <input type="checkbox"/>	7	/ /	/ /
Cattle Pavilion <input type="checkbox"/>	14	/ /	/ /
Allan Morris Pavilion - Half (50 double Pens) <input type="checkbox"/>	5	/ /	/ /
Allan Morris Pavilion - Full (88 Double Pens) <input type="checkbox"/>			
Main Arena <input type="checkbox"/>	18	/ /	/ /
Ticket Boxes: Wingewarra Street Entrance <input type="checkbox"/>	19	/ /	/ /
Fitzroy Street Entrance <input type="checkbox"/>			
Sideshow Alley <input type="checkbox"/>	17	/ /	/ /
OEC Grounds (Grass area and outdoor arena) <input type="checkbox"/>	16	/ /	/ /
OEC Undercover Arena <input type="checkbox"/>	15	/ /	/ /

Grass Areas Required	Map Reference	Start Date	End Date
North of Cattle Shed <input type="checkbox"/>	11	/ /	/ /
South of Alan Morris Pavilion <input type="checkbox"/>	6	/ /	/ /
Rear of Ray Clarke Pavilion <input type="checkbox"/>	9	/ /	/ /
Front of Boardy's Bar <input type="checkbox"/>	13	/ /	/ /
Wood Chop Area <input type="checkbox"/>	12	/ /	/ /
South of MacInnes Pavilion <input type="checkbox"/>	1	/ /	/ /

Additional Requirements (subject to availability) Tick where required & provide quantity					
Selling Ring: (1 available - Podium included)	<input type="checkbox"/>			Office: (1 available)	<input type="checkbox"/>
Portable Grandstands (50 seats each): (8 available)	<input type="checkbox"/>			Cattle Crush: (1 available)	<input type="checkbox"/>
Artificial Grass - 10 Rolls: (Gluing required <u>at cost</u>)	<input type="checkbox"/>			Loading Ramps: (2 available)	<input type="checkbox"/>
Artificial Grass - 5 Rolls: (Gluing required <u>at cost</u>)	<input type="checkbox"/>			Cattle Ties: (triangles)	<input type="checkbox"/>

Exhibition Panelling (constructed with horse or cattle panels) Tick where required & provide quantity					
Type A (3x3m)	<input type="checkbox"/>		Type B (3x6m)	<input type="checkbox"/>	
					Type C (3x9m) <input type="checkbox"/>

Camping Details	No. sites required	Start Date	End Date
Camping Required: <input type="checkbox"/>		/ /	/ /

Please note: All camping fees are to be collected and paid for by the hiring organisation

Livestock Requirements	No. required	Comment
Stables (Max 200 - excludes sawdust) : <input type="checkbox"/>		
Sheep Pens : <input type="checkbox"/>		
Led Cattle Pens (Max 194 head) : <input type="checkbox"/>		
Sawdust : <input type="checkbox"/> (can be ordered in 100m3 quantity - enough for apprx 100 head <u>at cost</u>) <i>Note additional fees will be applied (<u>at cost</u>) for the removal of sawdust, per 100m3</i>		

Cleaning of Amenity blocks & Garbage removal

- Once every 24 hours (no charge weekdays - additional fee will be charged as per the revenue policy, per amenity block weekends or at cost if private contractor is engaged) AM PM
- Twice every 24 hours (additional fee will be charged as per the revenue policy, per amenity block per clean or at cost if private contractor is engaged)

Additional Comments/Requirements: (e.g. Electricity and water requirements)

NOTE: Electricity readings are taken before and after events. This will be included in your final invoice as an additional charge, as per the revenue policy.

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You will need to supply the following prior to conducting the event:

- 1) **WHS RISK ASSESSMENT:** This application is conditional to The Hirer producing documentary evidence that a Risk Assessment has been conducted to reflect their own WHS risk management requirements pertaining to the conduct and management of their organisations activities irrespective of the location of such activities.
- 2) **COPY OF PUBLIC LIABILITY INSURANCE:** for not less than twenty million (\$20,000,000.00) in respect of such use - must cover event dates.

Signature:

Print Name:

Date:

WOOLPACK FUNCTION CENTRE MAP



SHOWGROUND MAP

