

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

### Type of Event:

Not for Profit - Community ☐: \_\_\_\_\_

For Profit - Commercial ☐: \_\_\_\_\_

Other Event (Please specify) ☐: \_\_\_\_\_

**NOTE: DUBBO SHOWGROUND DOES NOT ACCEPT BOOKINGS FOR 18<sup>TH</sup> AND 21<sup>ST</sup> 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>Bar Hire <input type="checkbox"/>: (Client)</div> <div>Client to provide appropriate;</div> <ul style="list-style-type: none"> <li>• Licence from the Office of Liquor &amp; Gaming</li> <li>• Public Liability Insurance</li> <li>• Copies of RSA for bar staff</li> <li>• Client to provide drinks, cup ware, till and bar float/change</li> <li>• Bar hire fees apply</li> </ul>	6	<div>/ /</div> <div>Open Time:</div> <div>:</div>	<div>/ /</div> <div>Close Time:</div> <div>:</div>
<div> <input checked="" type="checkbox"/> <b>No Glass</b> <input checked="" type="checkbox"/> <b>RSA is enforced</b> <input checked="" type="checkbox"/> <b>Proof of age must be provided</b> </div> <div> <input checked="" type="checkbox"/> <b>No BYO Alcohol</b> <input checked="" type="checkbox"/> <b>Bar closes at 11pm</b> </div>			
<u>Client must ensure catering is available for guests when using the bar facilities</u>			

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

# 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:	19	/ /	/ /
Wingewarra Street Entrance <input type="checkbox"/>			
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"/>		/ /	/ /
<b>Please note:</b> 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.

---

---

---

**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

