

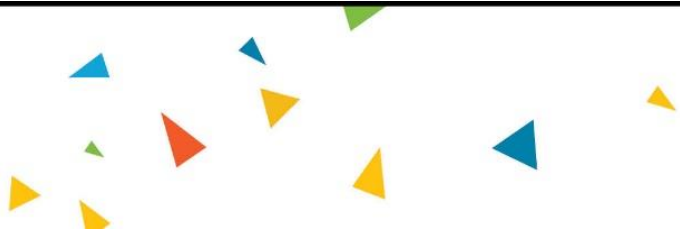
BOOKING FORM | DUBBO SHOWGROUND

| EVENT | | | |
|--|--------------------------|----------------------------|--------------------------|
| NAME OF EVENT | | | |
| OWNER OF EVENT | | | |
| CONTACT NAME | | | |
| EMAIL | | | |
| MOBILE | | | |
| NUMBER OF ATTENDEES | | | |
| COMMUNITY / NOT-FOR-PROFIT <small>Documented evidence of NFP will be required prior to any quotes provided.</small> | <input type="checkbox"/> | COMMERCIAL | <input type="checkbox"/> |
| TIMING | | | |
| Please list Actual Event Operations Date & Time | | | |
| Bump in Date and Time | | Events start Date and Time | |
| Event finish Date and Time | | Bump out Date and Time | |

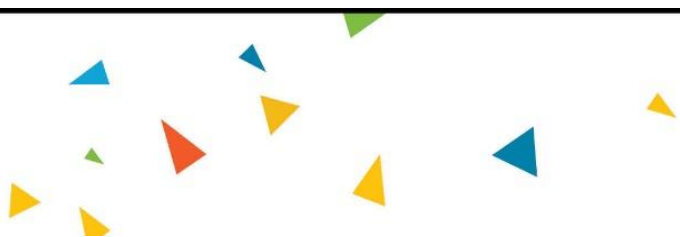
Please Note:

- Bump In / out times are restricted to 1 day (7am to 4pm Mon-Fri) pre and post your event times as stated above. Should extra time, or time required outside of business hours, additional call out fees or hire fees will be incurred by the hirer at the full cost per day required.
- Venue keys will be issued to the hirer on the day of the event or one work day prior.
- Should DRC staff and plant equipment be required to assist for bump in/out, further costs will be applied as per DRC Fees and Charges policy.
- If your event is being held on a road, or the event has the potential to impact the road network, a Special Events Transport Form must be provided to Council at least four (4) months prior to the event.

For more information: [Event Organisers Toolbox - Dubbo Regional Council \(nsw.gov.au\)](https://www.dubbo.nsw.gov.au/event-organisers-toolbox)



| LOCATION/S REQUIRED | | | | |
|--|--------------------------|-----------|------|-----|
| Facilities Required | | Reference | From | To |
| MacInnes Pavilion | <input type="checkbox"/> | 2 | / / | / / |
| Expo Pavilion: | <input type="checkbox"/> | 3 | / / | / / |
| Woolpack Function Centre: (Please fill out Woolpack Function Centre Application Form) | <input type="checkbox"/> | 4 | / / | / / |
| Allan Morris Pavilion – Half (50 double Pens): | <input type="checkbox"/> | 5 | / / | / / |
| Allan Morris Pavilion – Full (88 Double Pens): | <input type="checkbox"/> | | / / | / / |
| Centenary Pavilion: | <input type="checkbox"/> | 7 | / / | / / |
| Ray Clarke Pavilion: | <input type="checkbox"/> | 8 | / / | / / |
| Cattle Pavilion: | <input type="checkbox"/> | 14 | / / | / / |
| OEC Undercover Arena: | <input type="checkbox"/> | 15 | / / | / / |
| OEC Grounds (Grass area and outdoor arena): | <input type="checkbox"/> | 16 | / / | / / |
| Camping Grounds: | <input type="checkbox"/> | 17 | / / | / / |
| Main Arena: | <input type="checkbox"/> | 18 | / / | / / |
| Ticket Boxes: Wingewarra St Entrance: | <input type="checkbox"/> | 19 | / / | / / |
| Fitzroy St Entrance: | <input type="checkbox"/> | | / / | / / |
| Car Park / Sideshow Alley: | <input type="checkbox"/> | 20 | / / | / / |
| Grass Areas Required | | | From | To |
| South of MacInnes Pavilion: | <input type="checkbox"/> | 1 | / / | / / |
| South of Alan Morris Pavilion: | <input type="checkbox"/> | 6 | / / | / / |
| Rear of Ray Clarke Pavilion : | <input type="checkbox"/> | 9 | / / | / / |
| West of MacInnes Pavilion: | <input type="checkbox"/> | 10 | / / | / / |
| North of Cattle Shed: | <input type="checkbox"/> | 11 | / / | / / |
| Wood Chop Area: | <input type="checkbox"/> | 12 | / / | / / |
| Front of Boardy's Bar: | <input type="checkbox"/> | 13 | / / | / / |

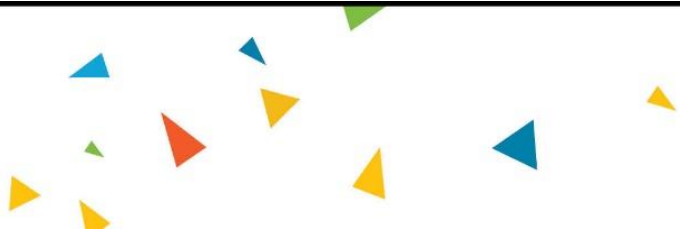


| ADDITIONAL REQUIREMENTS (Subject to availability) | Tick applicable | Please provide quantity required |
|---|--------------------------|----------------------------------|
| Office (1 available): | <input type="checkbox"/> | |
| Media Room: | <input type="checkbox"/> | |
| Agents Room: | <input type="checkbox"/> | |
| Portable Grandstand (40 seats per stand, 8 available): | <input type="checkbox"/> | |

| CAMPING DETAILS | | | |
|-----------------------------------|--|-------|-----|
| How many camp sites are required: | | From: | To: |
| | | / / | / / |

Please Note:

- Camping onsite is only available to event participants and exhibitors. There is no general camping permitted at the Showground.
- Camping allocations for participants and exhibitors are to be arranged by the event owner.
- Camping fees to be collect from participants and exhibitors by event owner. These numbers are to be provided to DRC Showground at the completion of events where charges will be added to the final invoice for the event. Charges are set at Per Campsite, per night.
- Onsite Camping is only possible for event participants and exhibitors during the event times, this includes Bump in and Bump out periods. There will be no exemptions to this.



| KEY RESPONSIBILITIES | |
|---|--|
| Pets <i>Not including Livestock for Shows/Sales</i> | All pets within the Showground must be secured / leashed AT ALL TIMES. Dubbo Regional Council Rangers will be called to collect any animals found roaming the Showground. |
| No Pegs | Sand or water weights must be used to secure any structures. Any use of pegs must be pre-approved by Council as underground services are located at various venues and injury may occur to event participants or to Council staff during periods of maintenance. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'. |
| No Vehicular access | No unauthorized driving or parking of vehicles permitted. Strictly, no unauthorized vehicles are to be driven or parked on grassed area, garden or non-defined vehicle area without written approval from Council. Unauthorized vehicles will be towed at the cost of the registered owner. |
| No Glass Alcohol/smoking | No glass permitted in any area of the Showground. Alcohol/smoking restrictions apply - please refer to the terms and conditions below. |
| Food vendors must be registered | All food and beverage vendors must be registered with Dubbo Regional Council. If the food vendor is not a resident of the Dubbo Region LGA, the vendor must be registered with their home council. Refer more information regarding food handling below. |
| Waste is the responsibility of the event owner | Waste from an event is the responsibility of the event owner. This includes camping areas, amenities and parking spaces used for your event. If waste bins are required to meet the needs of the event these must be arranged by the event organisers. Bins can be arranged by completing details below. Please note that Council can provide wheelie, skip and hook bins at an added cost. |
| Onsite Camping | Camping Onsite is available to Event Organisers, attendees and exhibitors during the scheduled event times including bump in/out. Camping is only available in Area 17 of layout map. Should more room be needed, prior approval is required by Showground Coordinator. There is no general camping available on the ground outside of event times stated. |
| Main Arena Access | There is no access to the internal arena until after 10am daily. All works to be completed by 4pm each Tuesday due to Harness Trials taking place. Access to the Arena is via the main gate on the Southern side (as is marked on site map "Entrance") All Vehicles are to enter / exit via this gate. They are to drive directly through gate and onto grassed surface (unless directed by Showground or Harness Club Staff) The Venue Hirer is responsible to ensure the Track Surface, Grass arena surface and underground services remain damage free whilst on site. The Hirer is responsible to have all repairs completed immediately after the event and ensure surfaces / underground services are returned back to "Pre-Event" conditions. The Venue Hirer is responsible to ensure all general waste is removed DAILY from the site and into allocated receptacles. Any equipment / plant used for bump in / out are too be parked outside the arena area when not in use. Showground Staff can allocate this site to bump in staff once on site. There is NO POWER SUPPLY TO THE ARENA. |
| Grandstand | The Grandstand is available for use with any event being held in the Main Arena at no extra charge. Should the event organisers wish to use this, please advise below. The grandstand will be cleaned one working day prior to the event. The Venue Hire is responsible for any damaged seating and removal of rubbish during and post event. |
| All Ground Surfaces | Event Organisers are to ensure there is no damage or excess ware & tare to any ground surface. If this does occur due to the event type, organisers are to have repaired immediately post event. This includes but not limited to burning, flooding, ruts & bogging, excess litter / animal waste. |

ON SITE TOILETS / AMENITIES

Amenities located on site may be used to support the needs of your event. However, any events attracting 500 people or more will likely require additional toilets. Council is unable to supply additional toilets.

Refer [Manage the health of all people at your event - Premier & Cabinet \(nsw.gov.au\)](https://www.nsw.gov.au/premier-and-cabinet)

| | |
|--|--|
| <p>TOILETS/AMENITIES If you need access to toilet facilities located in the vicinity of your event, please indicate location of amenities</p> | <input type="checkbox"/> Gate 4 Entry Portable Toilet Block <input type="checkbox"/> West of MacInnes <input type="checkbox"/> West of Ray Clarke <input type="checkbox"/> South of Cattle Shed portable toilet block <input type="checkbox"/> OEC Block |
| <p>Do you require toilets/amenities to be cleaned during the event? <i>(Please note added costs will apply for after hours, weekends and Public Holidays)</i> If so, please specify times:</p> | <p><i>DRC General cleaning times are 7 – 9.00am Mon to Fri excluding Public Holidays</i></p> |

WASTE

WASTE

Waste from an event is the responsibility of the event owner. If waste bins are required to meet the needs of the event these must be arrange by the event owner. Please note Council can provide wheelie, skip and hook bins at an additional cost. If you require additional bins, please complete the following (Fees and charges apply):

| | |
|--------------------------------------|--|
| Number of bins required? | |
| Number of skip bins required? | |

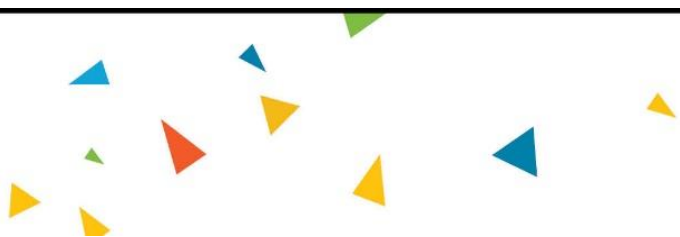
POWER AND LIGHTING

Do you need access to power or lighting? If so, please indicate the location where power is required.

Council will contact you regarding access arrangements. Use of Showground electricity will see a charge applied according to the Dubbo Regional Council Fees and Charges.

Please note not all areas have access to power/lighting.

| | | |
|--|-----|----|
| <p>Do you need access to power <i>Please note there are some places that have limited power outlets</i></p> | Yes | No |
| <p>Do you need access to lighting <i>Please note there are some places that have limited lighting.</i></p> | Yes | No |



DO YOU REQUIRE ANY ADDITIONAL SERVICES?

| |
|--|
| |
|--|

AGREEMENT

Please tick the box to indicate you have read, understand and agree to the **Key Responsibilities** and the **Terms and Conditions** set out in this event application form.

Name:

Signature:

Date:

BILLING INFORMATION

Organisation

ABN

Street address

Email

Contact phone

TERMS AND CONDITIONS

1. This booking is issued subject to the event organiser meeting the conditions of approval and obtaining all necessary approvals of Dubbo Regional Council and any other relevant authority.
2. Booking dates and times are to be strictly adhered to. Event organisers must ensure that Dubbo Regional Council is notified of any changes/cancellations to the event.
3. Showgrounds are a public space and therefore exclusiveness to all of the Showground for an event is not guaranteed. It should be noted that no additional event activity will be approved that will conflict with such booking.
4. Dubbo Regional Council's Public Liability Insurance Policy covers the respective rights and liabilities of the Dubbo Regional Council and its agents but does not cover any negligence attributable to the event organiser or person acting on the event organiser's behalf. Accordingly, Dubbo Regional Council is to be indemnified for \$20 million against any claims for liability connected with the hirer's use and control of the area. A copy of the Licensee Public

Liability Insurance Policy is to be submitted to Dubbo Regional Council prior to the event /activity with the application form.

5. If a Public Health Order is in place event organisers will be required to meet any restrictions or conditions that may apply to your event.
6. The event organiser has a duty of care to ensure that possible risks are identified and put in place actions to mitigate risk to persons and/or property. This includes ensuring that participants/stallholders have also assessed risk and put in place a plan of action. Please refer to Council's online [Event Organisers Toolbox for](#) a handy template to help guide you to prepare a Risk Management Plan. The risk management plan must be submitted to Council at least six weeks prior to the event.
7. An inspection of the pavilion, grassed area, amenities, etc. is to be carried out by the event organiser prior to the commencement of the event to ensure the safety of the area prior to use. Any problems should be fixed immediately if possible or referred to Council as soon as practical. The event should not commence until any problems are rectified.
8. Event organisers are responsible for ensuring that suitable arrangements are made for access by emergency vehicles (e.g. Police, Fire Brigade and Ambulance).
9. Any assistance required to be undertaken by the Dubbo Showground Team for this event / activity outside normal working hours of Monday to Friday 7:00am to 4:00pm, will be charged to the event organiser at the applicable Dubbo Regional Council rates as set out in the Dubbo Regional Council Fees and Charges Policy.
10. Should keys be required they are to be collected from Dubbo Showground office one day prior to the event and returned one day post event. Event organisers will be charged to replace any damaged or lost keys as set out in the Dubbo Regional Council Fees and Charges Policy.
11. Event organisers must remove all equipment (either privately owned or hired from a third party,) temporary structures, signage and waste from the Showground at the conclusion of the event/ activity.
12. Dubbo Regional Council does not take responsibility for any loss or damage to the event organiser infrastructure and equipment associated with their event / activity installed in the Showground. All infrastructure and equipment that is on site is at the event organiser's own risk.
13. The event organisers agrees to adhere to all reasonable directions or requests given by any authorised officer of Dubbo Regional Council or members of the NSW Police Service. Failure to do so will result in the termination of the booking
14. Strictly, no unauthorised vehicles are to be driven on any grass surface, paved areas or non-defined vehicle areas without written approval from Council.
15. No parking of vehicles is permitted on any grass area without written council approval.
16. All marquees, jumping castles and signage erected must adhere to the Council's Policy. Written approval from Council is required for marquees, jumping castles or signage as the marking of underground services may be required and incurs additional charges.
17. Event organiser with planned jumping castle or inflatable equipment activities must provide Council with a copy of the owner's risk management plan to ensure actions to mitigate against risk associated with wind events have been included.
18. Small amusement devices do not need approval from Council but must be registered with SafeWork NSW and have a minimum \$20M insurance coverage. A small amusement device is defined as 'an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute'. For events that require amusement device approval from Council, refer to Council's online [Event Organisers Toolbox](#) and the 'Approval to install or Operate Amusement Devices – Dubbo Regional Council form.
19. No smoking is permitted within any facility or area containing animal bedding. It is the responsibility of event organisers to ensure that all event patrons attending abide by this regulation.
20. Event organisers are to ensure facilities are locked including amenities, doors, gates etc. after the event.
21. Event organisers are to ensure the security system is turned on and off correctly where applicable. Failure to do so requires a security call out to check out the alarm fault. The user groups will be invoiced \$100 per call out.

DUBBO SHOWGROUND FACILITY CLOSURE CONDITIONS:

1. Dubbo Regional Council reserves the right to prohibit the use of the Dubbo Showground in the event of heavy rain, in times of drought, or where damage is likely to be caused. The Dubbo Regional Council – Management Policy – Wet Weather Cancellations outlines the procedure for wet weather inspections, decision making process for cancellations and communication channels.
2. Any excessive damage caused to the Showground from inappropriate use is the responsibility of the event organiser. Dubbo Regional Council will invoice the event organiser for all damage caused by the event.

SALES AND CONSUMPTION OF ALCOHOL:

1. For the sale of liquor at the event, the event organiser must apply to Liquor and Gaming NSW for a temporary function licence and provide a copy to the Showground Office prior to your event.

SIGNAGE

1. Signage for temporary events must comply with the relevant legislation. Please refer to [Signage Guidelines](#). Advertising and decoration within the Showground shall be subject to prior consent of the Showground Co-ordinator or their representative.
2. Showground and/or Council Staff have the right to remove any signage that is not compliant with the Signage Guidelines, either within the Showground or LGA. All costs associated with this will be passed onto the Event Holder.

ELECTRICAL CONDITIONS:

1. Council encourages event organisers to utilise equipment which doesn't require power as only certain areas have power available.
2. The event organiser is required to pay the cost of any 'call out' necessary to reinstate power at the venue due to a power overload. At no time shall any power outlets or electrical switchboards be changed, upgraded or modified in any way.
3. It is the responsibility of event organisers to have all appliances and electrical cords used on Council Showgrounds tested and tagged in accordance with current Australian standards and regulatory requirements.
4. Use of Showground electricity will incur a charge according to the Dubbo Regional Council Fees and Charges Policy.

AMPLIFIED SOUND CONDITIONS:

1. Sound amplification equipment used must be installed and maintained to minimise the noise impact on residential premises.
2. All amplified sound being omitted from such things as speakers, portable music players and musical equipment must be turned off by 10pm nightly.

SUPPLY OF FOOD AND BEVERAGE:

1. The event organiser is responsible for ensuring food and beverage vendors are preparing and serving food in accordance with NSW Food Authority Guidelines for temporary events and be registered with Dubbo Regional Council or their home Council. Council will require notification of each food and beverage vendor and the relevant Council at least 2 weeks prior to the event via completion of a Food Vendor Notification Form. Events may be subject to inspections by Council's Compliance Officers - Environmental and Health.
2. Food and beverage items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guards etc.
3. Food items transported or sorted must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging etc.
4. Upon use of a Showground kitchen the event organiser must leave the area clean and tidy to Council standards post event. The cleaning includes all rubbish and supplies removed, deep fryers oil removed and discarded appropriately (not in Council bins or sewer), water drained from bain maries, benches wiped down, splash backs wiped over, fridges wiped out, the floors swept and mopped etc. Please note Council does not provide cleaning

products or equipment so this must be brought in by the event organiser. In the case where the kitchen needs to be cleaned by Council's contract cleaner the event organiser will be invoiced 'actual costs' per clean required.

- The use of glass bottles is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.

AMENITIES:

- Council ensures the toilets are cleaned prior to event and once per day. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to event organiser) or provide their own additional toilet paper if required, as well as hand wash and paper towel, should they wish to do so.
- Amenities are to be left in a clean and tidy condition. All taps should be turned off, lights turned off, rubbish removed and doors locked.

WASTE MANAGEMENT CONDITIONS:

- Waste from the event is the responsibility of the event owner. Bins provided are for general public and attendees, these are not to be used by stallholders/vendors to dispose of waste. If additional waste bins are required to meet the needs of the event these must be arranged by the event organisers.
- All facilities are to be left in a clean, tidy and litter-free condition at the completion of the event.
- Any additional cleaning or waste removal that is required to be undertaken by Dubbo Regional Council will see 'actual cost' charged to the event organiser as per the Dubbo Regional Council Fees and Charges Policy.
- Event organisers are to remove all excess rubbish and any additional bins provided by Council are to be placed in the nominated area for collection post event.

TRAFFIC MANAGEMENT

- Events that require the use or closure of a public road or potentially has an effect on local roads will be required to provide a Traffic Management Plan. Applications are assessed by the Dubbo Regional Local Traffic Committee which meet monthly.

FAULTS, DAMAGES AND REPORTING:

- Any unsafe areas or facilities should not be used and reported to Council immediately via the Council on 6801 4000 (including after-hours calls). Calls are logged using this service, and allocated to staff so appropriate inspections and work can be carried out to ensure faults are fixed.
- If an event organiser reports a fault during their event and it turns out to be caused by the event organiser negligence or misuse, then the event organiser will be invoiced for the 'actual costs' for fixing the fault.
- Event organisers are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.

FEES AND CHARGES:

- Event organisers must pay any hire fees and any other reasonable costs incurred, in accordance with the Dubbo Regional Council Fees and Charges Policy.

EVENT CANCELLATION – Approved Events

- Once a **Venue Hire Agreement** has been issued by Dubbo Regional Council and signed by the Event Organiser, the following cancellation fees are applicable to an event:

| | |
|--|--|
| Booking cancelled more than two calendar months prior to event date | No penalty |
| Booking cancelled more than one calendar month prior to the event date | Cancellation fee of 50% of deposit |
| Booking cancelled within one calendar month of event date | Cancellation fee of 100% of deposit |
| Booking cancelled within two weeks of event date | Cancellation fee is 50% of estimated costs as listed on Venue Hire Agreement |
| Transfer to alternate date | By negotiation with Management |

DUBBO SHOWGROUND







EXCLUSION ZONE

 No Access to event Organisers or attendees at any time.

 **DANGER**
Electrical Sub Station

SITE MAP KEY

-  Toilets
-  Toilets & Showers
-  Main Office & Emergency Control
-  Gas Tank
-  Power Pole
-  Town Water Supply Fire Hydrant
-  Dump Point

VENUE KEY

| | | | | | |
|---|------------------------|----|---------------------|----|--|
| 1 | Grassed Area 1 | 8 | Ray Clarke Pavilion | 15 | Orana Equestrian Centre |
| 2 | Ewen MacInnes Pavilion | 9 | Rear of Ray Clarke | 16 | Equestrian Grounds |
| 3 | Expo Pavilion | 10 | West of MacInnes | 17 | Camping Area   |
| 4 | Function Centre | 11 | North of Cattle | 18 | Main Arena |
| 5 | Allan Morris Pavilion | 12 | Woodchop Area | 19 | Ticket Booths |
| 6 | South of Allan Morris | 13 | Front of Boardies | 20 | Hardstand / Parking |
| 7 | Centenary Pavilion | 14 | Cattle Shed | 21 | Paved Picnic Area |