

EVENT BOOKING ENQUIRY FORM



Kilkivan Showgrounds and Equestrian Centre

Site Location: 88 Mudlo Road, Kilkivan, Queensland

Phone: 1300 307 800

Email: ksec@gympie.qld.gov.au

Organisation/Hirer Details

Name of group/organisation:

Postal address:

Postcode:

Email:

Website:

Note: The contact details you provide may be used to update council's records.

Is the organisation GST registered? No Yes ABN:

Event Contact Person's Details

Name:

Position held:

Best contact number:

Email:

Event Details

Event name:

Description of event/booking:

	Proposed Dates	Proposed Times
Bump In (arrival) If required before midday, full-day hire will apply		
Event Start		
Event End		
Bump Out (departure) If required after midday, full-day hire will apply		

Estimated total attendance:

Is your event open to the general public? Yes No

Will your event be ticketed to spectators? Yes No



Camping

Is camping included as part of your event? Yes No

If yes, please indicate when powered and unpowered sites will be required.

Areas	Dates	Number of camp sites
Equestrian Arena Site (16 powered sites)		
Camp Area 2 - KSCA area (18 powered sites)		
Camping Non-Powered Sites (unlimited)		

Proposed Areas of Use

Please refer to the areas outlined on the site map provided. You will see areas for Kilkivan Show & Campdraft area (KSAC) and Kilkivan Show & Equestrian Centre (KSEC).

Tick areas required.

Exclusive use of whole site

Whole site (includes all areas listed in the facility hire list)

Partial use of site

Bar / Canteen (KSCA area)

Atthow Pavilion (KSAC area)

Camping Area 2 (KSAC area) - includes 18 powered sites

Campdraft Arena (KSAC area)

Cattle Yards - Cut out yards (KSAC area)

Cattle Yards - Cable yards (KSAC area)

Equestrian Arena (KSEC area) - arena lights and power

Area surrounding the Equestrian Arena (KSEC area) - 16 powered camping sites

Camping Area 1 (KSEC area) - unpowered camping area

Camping Area 3 (KSEC area) - unpowered camping area

Camping Area 4 (KSEC area) - unpowered camping area

Camping Area 5 (KSEC area) - unpowered camping area



Event Catering

The Organiser must supply a copy of the Vendor's public liability insurance and food safety licensing requirements prior to the commencement of the event.

Caterers/Vendors/s have been engaged

Self-catered (not for sale)

Liquor Permit

Event Organiser/s may require a permit if it is intended to sell or supply liquor on a temporary or one-off occasion at unlicensed premises (KSEC). The Organiser must supply a copy of the permit or exemption prior to the commencement of the event.

Liquor available for sale or supply

No liquor available

Additional Structures

Event Organiser/s are required to supply information on intent to bring in and set up any additional structures that may require development approval.

Grandstands / marquee / tents

Any additional structures or panelling in the indoor and/or the outdoor arena

Other (list):

No additional structures

Is your event open to the general public? Yes No

N.B. If not this may be requested before consideration of the event.



Terms and Conditions of Hire

1. 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 as outlined in this document.
2. 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.
3. The Hirer acknowledges that they have read the terms contained in this Event Booking Enquiry Form and the Terms and Conditions of Hire as outlined in this Event Booking Enquiry Form.
4. In relation to equestrian events, as per the *Biosecurity Act 2014*, the Hirer agrees to ensure that all competitors complete Horse Health Declarations, have any NILS tags and movement records available in the event that Gympie Regional Council may have to obtain them.
5. The Hirer acknowledges that if Gympie Regional Council approves the booking then the terms contained in this Event Booking Enquiry Form and the Terms and Conditions of Hire as outlined in this Event Booking Enquiry Form will form the terms of a contract between the hirer and Gympie Regional Council.
6. Any removal of fence panels or alterations are on approval only. Details including a drawing are to be supplied with this Event Booking Enquiry Form.
7. The Hirer is responsible for cleaning the areas hired on completion of the activity/event, alternatively this service can be provided at an additional cost. If the venue is required to be cleaned after an event, an event cleaning fee will be charged. Rubbish is to be removed from the site or arrangements made separately.
8. All items hired/used and returned broken or are stolen will be on-charged to the Hirer.
9. Ground hire fees are payable on invoice, prior to the event. Management may request a bond. If a bond is charged a refund will be provided after the event when all conditions of hire have been met.
10. If Gympie Regional Council approves the Hirer's application, in consideration of that approval, the Hirer:
 - a. Agrees to comply with the terms contained in this Event Booking Enquiry Form or any other terms and conditions that may be advised in an event/function acceptance letter; and
 - b. Agrees to take responsibility for the actions of all persons taking part in the event or organising the event.
11. Terms:
 - a. There must be a representative of the event present on-site prior to the arrival of participants.
 - b. A complete event/competition schedule, including daily event times, must be forwarded at least 7 days prior to the event.
 - c. If Bump Out is not completed by the specified date and time, and/or equipment is not packed up, additional charges will apply.
 - d. Upon receipt of the signed Event Booking Enquiry Form from the Hirer, KSEC management staff will consider the booking and notify you within 14 working days of the decision. If the booking is accepted, the venue will advise, in writing, providing a complete event fee proposal.
 - e. The Hirer agrees to comply with all relevant local, state and federal government legislation and policy as relevant to the booking.
 - f. The Hirer must maintain Certificate of Currency for public liability insurance and other forms of insurance relevant to the event and must provide a copy of this to Gympie Regional Council prior to the event. For private activities or family parties, Hirers are encouraged to maintain event insurance or other such forms of insurance.



Indemnity and Disclaimer

I/We

confirm I/we are an authorised representative and have authority to sign and incur charges on behalf of Club/
Organisation/Hirer:

Hereby acknowledge having read and understood the terms and conditions of hire, and agree to be bound by and comply with all 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 terms and conditions of hire. I/We agree to indemnify the Gympie 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 Gympie Regional Council in respect of any activities undertaken by us, or any other party involved.

Name:

Signature:

Date:

Signatory must be over 18 years of age.

Please return the completed application form via email to ksec@gympie.qld.gov.au.

Privacy statement:

Gympie Regional Council is collecting your personal information for the purpose of assessing your application for venue hire.

