

# Equestrian event Booking enquiry form



**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Queensland State Equestrian Centre**  
Ph: 07 5433 3222

**Internet**  
[www.qsec.com.au](http://www.qsec.com.au)  
Email: [info@qsec.com.au](mailto:info@qsec.com.au)

*Fees listed are applicable 1 July 2021 – 30 June 2022*

**ABN: 92 967 232 136**

## Organisation/Hirer details

Name of group/organisation:

Postal address:  Postcode:

Home number:  Mobile:  Work:

Email:  Website:

Is the organisation GST registered?  Yes  No ABN:

## Event contact person's details

Contact person name:  Position held:

Home number:  Mobile:  Work:

Email:

## Event details

Event name:

	Proposed dates		Proposed times
Bump in / Arrival Start Date:	<input type="text"/>	Time:	<input type="text"/>
Event Start Date:	<input type="text"/>	Time:	<input type="text"/>
Event End Date:	<input type="text"/>	Time:	<input type="text"/>
Bump Out / Departure Date:	<input type="text"/>	Time:	<input type="text"/>

Estimated attendance			
Competitors:	<input type="text"/>	Judges/Officials:	<input type="text"/>
VIP's	<input type="text"/>	Spectators:	<input type="text"/>
Other:	Please provide details: <input type="text"/>		
<b>Anticipated total attendance:</b> <input type="text"/>			

Is your event open to the general public?  Yes  No

Will your event be ticketed to spectators?  Yes  No

Under the Terms and Conditions of Hire, the Hirer must use the Ticketing Service provided by MBRC unless otherwise agreed in writing with the QSEC Manager.

Would you like more information (Y / N):  Yes  No

## Arena Requirements

All event arena bookings include 1 x daily preparation of the surface, if required (this excludes some services such as rolling which may have additional fees). Arena preparation time is 5am - 7:30am (subject to change as per venue requirements). The arena is closed for all riding during this time.

Daily competition start time:

Discipline of competition:

Specific arena requirements (surface depth etc):

### Event catering

**Note: ALL catering/vendors must be arranged through QSEC & QSEC's contracted caterers. Only approved vendors are permitted at QSEC and must complete the required contractors' induction, public liability and food safety licensing requirements.**

Do you require food and/or beverages at your event?  Yes  No

Will there be Judges/VIP catering?  Yes  No

If yes to either or both of the above, please provide contact details below. These will be provided to QSEC's café contractor.

Contact Person:  Contact Number/s:

### Camping facilities

Powered and unpowered campsites are available for booking by event participants/competitors via [QSEC's website](#).

Estimated number of camp sites required for the duration of the event:

Powered campsites (57 sites available):  Unpowered campsites:

### Stable facilities

154 stables (3.6 metres x 3.6 metres) are available for booking by event participants/competitors via [QSEC's website](#).

Estimated number of stables required for the duration of the event:

### Event promotion

All events held at QSEC are published in our Calendar of Events. Details provided below will be published on QSEC's website, by completing this section you consent to these details being published on QSEC's website. Only supply details in this section to be published. Please supply a high resolution image (not your logo) for your event to [info@qsec.com.au](mailto:info@qsec.com.au) to be included on the QSEC website.

Event name:

Please provide an event description (please ensure it is correct as it will appear online as written, limit 100 words):

Contact person for additional information:

Contact Number/s:

Email address:  Website:

Public Facebook page for the organisation, (URL/link):

### Additional information

Please provide any additional information relevant to the conduct of your event:

Do you plan to record your event (i.e. photography / video recording / live streaming)?  Yes  No

If yes, please provide details of who will be providing these services:

Do you plan to have any trade stalls / merchandise sales at your event?  Yes  No

If yes, please provide details of providers, including contact numbers:

**Note: Recording and selling of goods and services at your event is subject to written consent from QSEC. All vendors must be approved by QSEC, provide public liability insurance forms and complete QSEC's online induction prior to entering the site.**

How did you hear about QSEC?

Have you held an event at QSEC before?

## Checklist

Has a copy of Public Liability Insurance Certificate of Currency been provided to QSEC?  Yes  No

**If no, please provide a current Certificate of Currency for Public Liability insurance with this application.**

Has event promotional information, including image been provided to QSEC?  Yes  No

**If no, QSEC staff will not follow up outstanding promotional information, and the event will not be published on QSEC's website.**

## 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 attached to 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.
4. The Hirer agrees to complete an event Biosecurity Plan and abide by this plan at all times
5. 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 will form the terms of a contract between the hirer and the Council.
6. 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 (e.g. hay & manure left in camping areas).
7. All items hired/used and returned broken or are stolen will be on-charged to the Hirer.
8. If the 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 and the Terms and Conditions of Hire; and
  - b. Agrees to take responsibility for the actions of all persons taking part in the event or organising the event Terms
  - c. There must be a representative of the event present on site prior to the arrival of competitors and horses.
  - d. All documentation requested by QSEC staff in relation to the event must be forwarded at least 14 days prior to the event for the event to proceed.
  - e. If bump out is not completed by the specified date and time and/or equipment is not packed up additional charges will apply e.g. stables to be cleared and vacated by 6pm unless otherwise agreed to.
  - f. Upon receipt of the signed Booking Enquiry Form from the Hirer, the QSEC staff prepare a quote and send to the Hirer. The booking is not confirmed until an event deposit has been paid (30% of event fees).
  - g. Venue hire rates and Terms and Conditions of Hire are provided on [www.QSEC.com.au](http://www.QSEC.com.au)
  - h. A detailed facility description is provided on [www.QSEC.com.au](http://www.QSEC.com.au)

**I hereby acknowledge I have read and understood these terms and conditions and agree to be bound by and comply with all these conditions.**

Name of Authorised Person:

Representative of:  Position

Signature:  Date:

## 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:

*Hereby acknowledge having read and understood the terms and 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 terms and 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.

**Please return your completed application form via mail or email and include all required attachments.**

## Privacy statement

*Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for venue hire. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.*

<i>Please tick all required facilities, nominate required hours and equipment.</i>					<b>Please nominate requested dates</b>				
<b>Main arena precinct</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>
Main Arena - Equine Event	\$606.00	per day	<input type="checkbox"/>	N/A					
Arena 2 - Equine Event	\$499.00	per day	<input type="checkbox"/>	N/A					
Bump in/ Bump out: Half Day*	\$163.00	per arena, per 7 hours	<input type="checkbox"/>	N/A					
Full Day	\$326.00	per arena, per day	<input type="checkbox"/>	N/A					

\* **Bump in / Bump out Half Day** - Available in either Main Arena and/or Arena 2 (fee applicable per arena) on day directly preceding or following event days. Must be booked at time of event booking. Day Proceeding: 3PM - 10PM / Day following: 5AM - 12PM. Includes: Use of either Main Arena and/or Arena 2 to set up event, maximum of 5 horses per hour. Must comply with safety, no people set up and horses in arenas at same time. Excludes: Competition/Event days.

<i>Please tick all required facilities, nominate required hours and equipment.</i>					<b>Please nominate requested dates</b>				
<b>Riding areas - Outdoor Arenas</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>	<i>e.g. 22/7/21</i>
<b>Outdoor Arena Complex (OAC)</b>	Dressage sand arena 4 available to hire - No. required:	\$113.00	per arena, per day	<input type="checkbox"/>	N/A				
	Grass warm up area	\$161.00	per day	<input type="checkbox"/>	N/A				
<b>Parklands</b>	QSEC Main Park	\$228.00	per day	<input type="checkbox"/>	N/A				
	QSEC Main Park lighting	\$29.50	per hour	<input type="checkbox"/>					
	QSEC Park 2	\$117.00	per day	<input type="checkbox"/>	N/A				

<b>Please tick all required facilities/equipment. Nominate required hours and equipment.</b>					<b>Please nominate requested dates</b>				
<b>Rooms/spaces for hire</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21
Carpark hire	\$102.00	per day	<input type="checkbox"/>	N/A					
Clubhouse meeting room	\$10.00	per hour	<input type="checkbox"/>						
Judges/commentators box <i>Including main arena PA</i>	\$162.00	per day	<input type="checkbox"/>	N/A					
Kitchen hire	\$30.50	per hour	<input type="checkbox"/>	N/A					
Main Arena Marquee - <i>includes tables and chairs for 100 people, fairy lights, power outlets, side walls.</i>	\$102.00	per day	<input type="checkbox"/>	N/A					
Meeting room 1	\$16.00	per hour	<input type="checkbox"/>						
Performers room	\$64.00	per day	<input type="checkbox"/>	N/A					

<b>Please tick all required facilities/equipment. Nominate required hours and equipment.</b>					<b>Please nominate requested dates</b>				
<b>Equipment</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21
Dressage arena surround <i>Set up fees apply 6 available to hire - No. required:</i>	\$53.00	per hire, per arena.	<input type="checkbox"/>						
Dressage arena surround set up	\$147.00	per hire, per arena.	<input type="checkbox"/>						
Golf Buggy	\$94.00	per day or part thereof	<input type="checkbox"/>						
Main arena flooring	P.O.A per booking		<input type="checkbox"/>	N/A					
Podiums <i>4 available to hire - No. required:</i>	\$37.50	per podium per event day	<input type="checkbox"/>	N/A					
Pop-Up marquees 3 x 3m <i>4 available to hire - No. required:</i>	\$22.00	per marquee per day	<input type="checkbox"/>						
Pop-Up marquees 6 x 3 <i>1 available to hire - No. required:</i>	\$22.00	per marquee per day	<input type="checkbox"/>						
Portable data projector & screen	\$59.00	per day	<input type="checkbox"/>	N/A					
Portable PA system	\$59.00	per day	<input type="checkbox"/>	N/A					

<b>Please tick all required facilities/equipment. Nominate required hours and equipment.</b>					<b>Please nominate requested dates</b>				
<b>Equipment</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21
Tablecloths	\$13.00		<input type="checkbox"/>	N/A					
Trade Stall	\$37.50	per trade stall per day	<input type="checkbox"/>	N/A					
Training mirrors <i>2 available - set up fees apply</i>	P.O.A per booking		<input type="checkbox"/>	N/A					
Two-way radio <i>12 available to hire - No. required:</i>	\$5.50	per item per day	<input type="checkbox"/>	N/A					
Wine glasses/tumblers <i>heavy duty plastic - No. required:</i>	\$1.00	per item	<input type="checkbox"/>	N/A					
Barrels <i>3 available - hirer to setup and dismantle. No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Chairs <i>100 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Dressage arena letters <i>6 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Lectern	No Charge	N/A	<input type="checkbox"/>	N/A					
Microchip scanner	No Charge	N/A	<input type="checkbox"/>	N/A					
Silver bollards <i>6 available - hirer to setup and dismantle. No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Training jumps <i>Hirer to setup &amp; dismantle 5 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Trestle tables <i>30 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Temporary Fencing Panels - <i>set up fees apply</i>	No Charge	N/A	<input type="checkbox"/>	N/A					
Witches hats <i>20 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A					

Please tick all required services. Nominate required hours and equipment.					Please nominate requested dates				
Services	Cost	Unit	✓		e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21	e.g. 22/7/21
Ground service fee <i>All horses onsite, excludes clinics, OAC, casual &amp; parklands riders</i>	\$5.50	per horse per event	<input type="checkbox"/>	No. of horses					
Hirer booking fee - ticketing	\$3.50	per ticket	<input type="checkbox"/>	No. of tickets					
Venue service fee <i>Administration fee applicable when MBRC staff are required to arrange additional services on behalf of the hirer's or to meet MBRC requirements e.g. additional security, cleaning, damage/repair costs, risk assessment etc.</i>	\$25.00	per half hour or part thereof	<input type="checkbox"/>	No. of hours					
Event support fee <i>Cost of QSEC staff assisting Venue Hirer to enable event delivery. Note: QSEC will not set up event equipment that has been hired from outside services</i>	P.O.A		<input type="checkbox"/>	N/A					
Contracted Services recovery fee <i>Cost of contract services that QSEC staff are required to arrange to enable event delivery.</i>	At cost		<input type="checkbox"/>	N/A					