

# Equestrian event Booking enquiry form



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

**Queensland State Equestrian Centre**  
Ph: 07 5433 3222  
Email: [info@qsec.com.au](mailto:info@qsec.com.au)

**Internet**  
[www.qsec.com.au](http://www.qsec.com.au)

*Fees listed are applicable 1 July 2018 – 30 June 2019*

**ABN: 92 967 232 136**

## Organisation/Hirer details:

Name of group/organisation:

Postal address:  Postcode:

Home number:  Mobile :  Work:

Email:  Website:

**Note: Contact details which you provide may be used to update council's records.**

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 arena preparation daily, additional services available as per fee schedule. Arena preparation takes approx. 2 hours and the arena is closed during this time. Please provide details of specific requirements for your event:

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 the QSEC Cafes to be open?  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 QSECs café contractor.

Contact Person:  Contact Number/s:

**Event promotion:**

All events held at QSEC are published in our Calendar of Events. Details provided below will be published on QSECs website, by completing this section you consent to these details being published on QSECs website. Only supply details in this section to be published. Please supply a small image or 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 logo 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 attached to this Event Booking Form.
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 attached to this Event Booking Form 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 attached to this Event Booking Enquiry Form; and
  - b. Agrees to take responsibility for the actions of all persons taking part in the event or organising the event
9. Terms
  - a. There must be a representative of the event present on site prior to the arrival of competitors and horses.
  - b. A complete event / competition schedule, including daily event times must be forwarded at least 14 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 e.g. stables to be cleared and vacated by 6pm unless otherwise agreed to.
  - d. Upon receipt of the signed Booking Enquiry Form from the Hirer, the QSEC staff will consider the booking and notify you within fourteen working days of the decision. If your booking is accepted, the venue will advise, in writing, an event fee.
  - e. Venue hire rates and Terms and Conditions of Hire are provided on [www.QSEC.com.au](http://www.QSEC.com.au)
  - f. A detailed facility description & list of available equipment 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:

*Herby 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.

# Equestrian event Schedule of Fees



Please tick all required facilities, nominate required hours and equipment.						Please nominate requested dates				
Riding areas - Indoor Arenas		Cost	Unit	✓	Hours of hire	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18
Main Arena	Equine Event	\$572.95	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bump in / Bump out Half Day*	\$153.00	Per arena per 8 hours	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bump in / Bump out Full Day*	\$306.00	Per arena per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arena 2	Equine Event	\$470.95	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bump in/ Bump out Half Day*	\$153.00	per arena, per 8 hours	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bump in/ Bump out Full Day*	\$306.00	per arena per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* **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: 2PM - 10PM / Day following: 5AM - 1PM. 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.

Please tick all required facilities, nominate required hours and equipment.						Please nominate requested dates				
Riding areas - Outdoor Arenas		Cost	Unit	✓	Hours of hire	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18
Outdoor Arena Complex (OAC)	Dressage sand arena 4 available to hire - No. required:	\$107.00	per day per arena	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grass warm up area	\$153.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parklands	QSEC Main Park	\$215.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QSEC Main Park lighting	\$27.50	per hour	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QSEC Park 2	\$110.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Please tick all required facilities, nominate required hours and equipment.</b>					<b>Please nominate requested dates</b>				
<b>Camping</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>
Campsites (56) - Powered	\$23.50	per night	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campsites - Unpowered	\$18.50	per night	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stables and Tack rooms</b> <i>154 stables available for hire. Tack rooms are only available for booking if the associated stables are not booked.</i>									
Stables - daily hire * No. required:	\$25.50	per day	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stables - weekly hire * No. required:	\$178.50	per week (8 days)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tack rooms - daily hire No. required:	\$16.50	per day	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tack rooms - weekly hire No. required:	\$115.50	per week (8 days)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day yards - <b>No overnight stays</b>	No Charge	n/a	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stable cleaning bond No. of stables to be hired as indicated above:	\$57.00	per stable	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Rooms</b>	<b>Cost</b>	<b>Unit</b>	<b>✓</b>	<b>Hours of hire</b>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>	<i>e.g. 22/7/18</i>
Judges/commentators box <i>Including main arena PA</i>	\$153.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judges/commentators box <i>Without main arena PA</i>	\$61.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Arena Marquee - <i>Seats 100 people at tables Tables and Chairs included</i>	\$51.00	per function	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performers room	\$61.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting room 1	\$15.50	per hour	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting room 1	\$61.00	per day	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clubhouse meeting room	\$10.00	per hour	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clubhouse meeting room	\$51.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Includes fill of .33 cubic metre of sawdust.

<b>Please tick all required facilities, 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. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18
Dressage arena surround <i>Set up fees apply</i> <i>6 available to hire - No. required:</i>	\$50.00	per surround per hire	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressage arena surround set up	\$140.00	per surround per hire	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressage arena letters <i>6 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training jumps <i>Hirer to setup &amp; dismantle</i> <i>5 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable PA system	\$56.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two way radio <i>15 available to hire - No. required:</i>	\$5.00	per item per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microchip scanner	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable data projector & screen	\$56.00	per day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golf Buggy	\$90.00	per day or part thereof	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairs <i>100 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trestle tables <i>30 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lectern	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Podiums <i>4 available to hire - No. required:</i>	\$35.50	per podium per event day	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Fencing Panels - <i>set up fees apply</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pop-Up marquees 3 x 3m <i>4 available to hire - No. required:</i>	\$20.50	per marquee per day	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pop-Up marquees 6 x 3 <i>1 available to hire - No. required:</i>	\$20.50	per marquee per day	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Witches hats <i>20 available to hire - No. required:</i>	No Charge	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main arena flooring	P.O.A per booking		<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Stall	\$35.00	per trade per event	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick all required facilities, nominate required hours and equipment.					Please nominate requested dates				
Services	Cost	Unit	✓	Hours of hire	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18	e.g. 22/7/18
Ground service fee <i>All horses onsite, excludes clinics, OAC, casual &amp; parklands riders</i>	\$5.00	per horse per event	<input type="checkbox"/>	No. of horses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hirer booking fee	\$3.00	per ticket	<input type="checkbox"/>	No. of tickets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary ticket printing	\$1.00	per ticket	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QSEC Event equipment set up fee ►	\$36.50	per hour	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event / Venue support staff ◆ <i>Weekdays after 6pm/Saturday &amp; Sunday</i>	\$61.00	per hour per staff member	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grounds / Facilities Staff ★ <i>Weekdays after 6pm/Saturday &amp; Sunday</i>	\$49.00	per hour per staff member	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AV Technician / MBRC Staff ■ <i>Weekdays after 6pm/Saturday &amp; Sunday</i>	\$61.00	per hour per staff member	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AV Technician callout fee ▲	\$153.00	per callout	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **QSEC Event equipment set up fee** - Mon - Fri (6AM - 6PM), double fees will apply outside of these times. Set up times must be booked at least 7 days prior to the event start date for Grounds staff to schedule workload. QSEC staff will not set up event equipment that has been hired from outside sources.
- ◆ **Event / Venue support staff** - Each event day hire fee includes 3 hours of QSEC staff for duty manager. Rate is to be applied if hirer requests staff for additional hours. Rate allows for penalty rates. Main Arena & Arena 2 event bookings only.
- ★ **Grounds / Facilities Staff** - Applicable for a 3 hour booking only for Grounds Staff to complete additional event drags. 1 x drag per event day is the only allocation included in the location hire fee.
- **AV Technician / MBRC Staff** - Rate is to be applied if hirer requests sound tech. Rate allows for penalty rates. Main Arena & Arena 2 event bookings only. 4 weeks' notice must be provided where AV Technician services are required.
- ▲ **AV Technician callout fee** - If staff are required to attend site for an event, a callout fee applies. This fee applies for callouts from the event hirer, not in relation to the venue or venue specific items (i.e. fault with the building/amenities etc.) Includes callouts for PA.