

Postal Address

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Events

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Internet

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CHECKLIST FOR HIRERS

- Booking Form** – Hirer to complete Booking Form and submit to QSEC with all information and documentation requested.
- Booking Deposit** – Once event is approved, Hirer is to submit 60% of hire as deposit to QSEC within 14 days of receiving the fee proposal. (Please note: the remaining fees are to be paid at the conclusion of the event, within 7 days of receiving a tax invoice from QSEC)
- Stable & Camping Plans** – Hirer to print off the Stable & Camping Plans from the QSEC website (www.qsec.com.au) and allocate horses to stables and floats/horse trucks to camp sites.
- Collection of Bonds** – Hirer to collect Bonds, Fees and any other associated funds from participants.
- Event Plan** – Hirer to submit an Event Plan to QSEC, 3 weeks prior to the event, which should contain:
 - Program timetable
 - Competitor list for each day
 - Running sheet, including set up and pull down times
 - Equipment requirements including any special needs access (eg. for heavy vehicles)
 - Water and power requirements
 - Details of any event advertising (prior to release date to enable consent from QSEC).
- Personnel** – Hirer to appoint and provide the following personnel during event:
 - A Stable Warden who will need to be in attendance at the stables between 6am and 6pm (or longer if required). Stable Plan available on the QSEC website or by request.
 - An Events First Aid Officer
 - Minimum of 5 volunteers to serve as Fire Wardens.
- Amendments to the Event Plan** – all changes and variations to details on the Events Plan will require prior written permission from QSEC.
- Medical requirements** – Hirer to ensure that adequate medical and first aid measures are provided for competitors, spectators and officials associated with the event.

Thank you once for your booking. The QSEC Team aims to deliver the best possible customer service for its user groups and visitors; it will deliver a professional service but will also take the time to enjoy the process with you.