

# EUROA AGRICULTURAL SOCIETY INC

## FACILITIES BOOKING APPLICATION FORM

<b>NAME OF YOUR EVENT:</b>	
<b>DATE OF YOUR EVENT:</b>	
Organising an event can be an immense task and this application outlines the required documentation and conditions that pertain to hiring the Euroa Showgrounds facilities.	

<b>PROCEDURE FOR APPLICATION</b>
The following application form is to be completed if you are organising an event or wishing to hire all or part of the Euroa Showgrounds facilities.
There are 11 questions that relate to hiring of facilities or holding an event, some of these questions may not be relevant for your purpose, however all questions must be answered. Where indicated there are conditions and requirements to be adhered to and these are outlined on the attachments.
Please ensure that you read the conditions and requirements.
A declaration must be signed by the organiser and returned with the application.
Euroa Agricultural Society Inc may set additional conditions - these may be outlined in a booking confirmation.
The booking fee and bond (if applicable) will be set along with appropriate conditions determined by nature, size and time of the event and/or facility hire requirements. The fee, bond and conditions can only be set after the application is assessed.
<b>Complete the following application form and forward it to:</b>  <b>Secretary</b> <b>Euroa Agricultural Society Inc,</b> <b>P O Box 46, Euroa, Vic, 3666</b> <b>Email: euroashow@bigpond.com</b>
This form must be received at least 8 weeks prior to the hire date, otherwise approval cannot be guaranteed.
The bond (if applicable) is refundable in whole or in part, following an inspection after the event by authorised Euroa Agricultural Society Inc representative to determine compliance with agreed conditions.
A booking confirmation will be forwarded that will advise of approval and conditions. By accepting your application, Euroa Agricultural Society Inc and the applicant automatically become bound by the terms of the conditions and approval as set out in this application.
<b>COMPLETION OF THE BOOKINGS APPLICATION FORM IS COMPULSORY FOR ALL APPLICATIONS</b>

**EUROA AGRICULTURAL SOCIETY INC**

**FACILITES HIRE / EVENT BOOKING APPLICATION FORM**

<b>NAME OF EVENT:</b>	
<b>FACILITY NAME:</b>	Euroa Showgrounds, 16 Frost Street, Euroa
<b>PROPOSED DATES:</b>	<b>POSSESSION DATE:</b>  <b>EVENT DATE/S:</b>  <b>EXPIRY DATE:</b>
<b>DATES &amp; TIMES VENUE SPACES REQUIRED</b>	Including set up and pack down times. (if area is not required please enter N/A)
Ralston Multi-Purpose Pavilion (specify spaces required e.g., bar facilities, main room, toilets, showers etc)	
External Toilets – Frost Street	
Frost Street Entry Gate	
Cattle Entry gate	
Cattle Pavilion	
Cattle Washdown Bay	
Cattle Arena	
Cattle Area toilets	
Charles Street Entry Gate	
Horse Yards	
Main Arena	
Sheep Pavilion	
Poultry Shed	
Shearing Pavilion	
Brooks Pavilion Catering Area	
Open Space Grassed Area	
Off Leash Dog Area	
<b>EQUIPMENT &amp; OTHER</b>	
Power required Y /N	
PA System	
Portable Grandstands	
Tables/chairs (specify quantity)	
Other - State	
<b>TYPE OF EVENT:</b>	
<b>PROVIDE A DESCRIPTION OF THE PURPOSE OF THE HIRE OR THE EVENT INCLUDING OVERALL AIMS AND OBJECTIVES:</b>	

<b>CONTACT NAME OF HIRER:</b>	
<b>ON BEHALF OF: (ORGANISATION NAME)</b>	
<b>ADDRESS OF HIRER:</b>	
<b>CONTACT PHONE NO:</b>	
<b>CONTACT EMAIL:</b>	
<b>ALTERNATIVE CONTACT NAME:</b>	
<b>ALTERNATIVE CONTACT PHONE:</b>	

#### GENERAL INFORMATION

- The cost to restore any damage to the venue or surfaces as a result of the activities above regular use or through inappropriate use will be borne by the hirer.
- The decision to use and to ascertain that the surfaces and areas of use are of suitable quality for the proposed event is the responsibility of the hirer.

#### 1. ESTIMATED ATTENDANCE

a. Estimated attendance of participants	
b. Estimated attendance of spectators	
c. Estimated number of stallholders (if applicable)	

#### 2. ACCESS BY VEHICLES

<b>For access to be proposed event site, describe the nature/size/number of vehicles and the proposed of access.</b>	
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Please indicate the vehicle locations & access paths on **Attachment 2 (site plan)**

**VEHICLES ARE ONLY PERMITTED ON THE OPEN SPACED GRASS ARENA AT THE DISCRETION OF EUROA AGRICULTURAL SOCIETY.**

#### 3. TENTS/MARQUEES/STALLS

a. Do you propose to erect tents, marquees or stalls?	Yes	No
b. If yes, provide dimension of marquee/tents/stalls and date of install		

#### 4. SALE OF FOOD AT THE EVENT

a. Is it proposed to sell food or drink?	Yes	No
b. Is it proposed to give away food or drinks at your event	Yes	No

All food vendors or alcohol proprietors are required to register with Streatrader as per amendments to Victorian Food Act 1984. Please follow this link [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site) or read through the attached document in Attachment 3. These conditions apply to all food vendors.

## 5. ALCOHOL

a. Is it proposed that alcohol be sold at your event?	Yes	No
b. Is it proposed that alcohol be consumed, but not sold at your event?	Yes	No

If alcohol is to be sold you must contact the Police to organise a liquor licences as well as obtain temporary limited licence through Liquor Licensing Victoria if you are operating in a temporary location e.g. both or tent.

If consumption of alcohol is proposed (but not sold) a Consumption of Liquor in a Public Place Permit is required. This can be arranged through Council's Local Laws branch.

## 6. WASTE MANAGEMENT AND CLEANING

a. Do you require additional waste bins for your event? Charges may apply?	Yes	No
b. Have you organised a private contractor to provide waste management at your event?	Yes	No

## 7. AMENITIES

Where the number of people attending the event exceeds 250, a minimum of 6 toilets must be provided. Thereafter one additional toilet for every additional 250 people must be provided.

a. Are the provided amenities sufficient for your event?	Yes	No
b. Are additional, portable temporary toilets required for your event? These are at the cost of the hirer.	Yes	No
c. Please provide details regarding the number of additional toilet facilities intended to be placed on-site and the name of the provider of the service.		

Please indicate the location of portable toilets on Attachment 2 (site plan)

## 8. ONSITE CAMPING

a. Is camping required at the facility during your event?	Yes	No
b. If yes, what is the expected number of camp sites required?	Yes	No
c. I understand that all additional power and water connections, set up and pack down are at the cost of the Hirer.	Yes	No
d. I understand it is the responsibility of the Hirer/Event Organiser to ensure all camping is OH&S compliant and that camping is in designated areas only.	Yes	No

**9. SAFETY PROCEDURES & RISK MANAGEMENT**

<p>a. Please provide full details of the procedures to be taken to ensure the safety of participants and spectators, including First Aid, emergency vehicle access etc.</p>	
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Provision of a Risk Management Plan with your application is preferred. An example is provided for guidance in relation to assessing possible risks.

**10. SECURITY**

<p>a. Have you advised the local police service of your event?</p>	Yes	No
<p>b. Has security been arranged for crowd control, equipment, safety, displays, structures or overnight security needs?</p>	Yes	No
<p>c. If duration of the event is more than a day/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and overnight security needs.</p>		

*It is the responsibility of the applicant to notify all relevant authorities of the event. The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators and appropriate crowd control.*

**11. PUBLIC LIABILITY INSURANCE**

Public Liability Insurance cover for a minimum of \$20,000,000 with coverage for the date of your event must be supplied.

<p>a. Have you attached a copy of your Public Liability Insurance?</p>	Yes	No
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**BOOKING WILL NOT BE PERMITTED IF PUBLIC LIABILITY IS NOT SUPPLIED**

## ATTACHMENT 1 - TERMS & CONDITIONS & DECLARATION

1. This agreement shall come into effect upon the Euroa Agricultural Society Inc issuing a Booking confirmation to the Hirer.
2. The Hirer must, within the time notified in the Booking confirmation, pay to Euroa Agricultural Society Inc any applicable fees or bond.
3. The Hirer must use the Facilities only for the approved purpose and at the approved times.
4. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. Euroa Agricultural Society Inc may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Euroa Agricultural Society Inc.
5. The Hirer must not use the Facilities at any times that the Euroa Agricultural Society Inc, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
6. Where in this Agreement there is a debt due to the Euroa Agricultural Society Inc from the Hirer, the Euroa Agricultural Society Inc may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the bond.
7. The Hirer shall have in effect throughout the term of this Agreement a policy of Public Liability Insurance in a sum of \$20,000,000. The Hirer must provide evidence of the currency of the requisite policy upon request by Euroa Agricultural Society Inc.
8. The Hirer must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Euroa Agricultural Society Inc in writing of any such voidance or negative effect.
9. The Hirer must promptly advise the Euroa Agricultural Society Inc of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Euroa Agricultural Society fully informed of subsequent action and developments concerning the claim.
10. The Hirer indemnifies the Euroa Agricultural Society Inc against any claim, demand, action, suit or proceeding that may be made or brought against the Euroa Agricultural Society Inc arising from the Hirer's use of the facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Euroa Agricultural Society Inc
11. The Hirer must comply with all applicable laws and Australian Standards at all times when using the Facilities.
12. The Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities. The Euroa Agricultural Society Inc may remedy any breach of this clause, the cost of which shall be a debt due to the Euroa Agricultural Society Inc from the Hirer.
13. The Hirer must not assign its rights under this agreement without the prior written consent of the Euroa Agricultural Society Inc, which may be withheld at Euroa Agricultural Society Inc's discretion. Any consent given under this clause may be given conditionally.
14. The Hirer must not cause any nuisance to properties within the neighbourhood of the venue.
15. The Hirer must not drive any vehicle onto the venue or into the Facilities unless there is provision for vehicles by way of roads and parking areas or where Euroa Agricultural Society Inc have given approval.
16. The Hirer must not copy any keys made available by the Euroa Agricultural Society Inc to the Hirer for the Facilities. Any such keys must be returned to Euroa Agricultural Society Inc immediately following the completion of this agreement.
17. The Hirer's address for service of any notices under this agreement shall be the address specified in the Application.

**DECLARATION**

The following declaration is to be signed by the organiser of the event. It is important that you fully understand the terms and conditions pertaining to the hiring of the Euroa Agricultural Society Inc's facilities. It is the responsibility of the organiser to meet the conditions and contract the relevant authorities ensuring that all necessary documentation outlined in the application are obtained and a copy is forwarded to the Euroa Agricultural Society Inc Secretary with 10 working days prior to the event.

Name of Event:

Location of Event: Euroa Showgrounds

Dates From: To

I accept and understand the terms and conditions of hire pertaining to organising the event.

Name: \_\_\_\_\_ (please print)

Position: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact telephone number during business hours: \_\_\_\_\_

## ATTACHMENT 2 – SITE PLAN

Please provide a detailed site plan including the location of:

- Tents/marquees
- Proposed camping and/or parking where applicable
- PA Systems
- Amusement devices
- Food/drink/merchandise stalls
- Stage, sound, lighting towers
- Temporary seating
- First aid/emergency vehicles including access





## ATTACHMENT 3 – GENERAL INFORMATION

### SALE OF FOOD AT THE EVENT

- All temporary food premises (stalls) are to comply with Strathbogie Shire Council' Code for Temporary Food Premises, the Food Act 1989 and Food Regulations 2001.
- Details of the stall layout, construction equipment, facilities and power source to be used may need to be submitted to Council with your application.
- Any vans used for the preparation and sale of food should be constructed in accordance with Councils "Code for Food Stalls and Food Vans" as well as the above-mentioned legislation.
- The stalls and /or vans may need to be inspected and approved by Council's Environmental Health Officer on a workday prior to their use at the event.
- All enquiries for food and/or drink outlets, food preparation, storage, handling and arrangements for inspection can be made with Council's Health Services at least 4 weeks prior to the event.
- [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)
- <http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

### RUBBISH & WASTE MANAGEMENT

- All facilities, amenities and area must be left in a clean and tidy condition at the conclusion of the event devoid of all rubbish and debris. A fee will be charged to the hirer if this is not adhered to. (Council **does not** provide waste services for private or commercial purposes.)

### AMENITIES

- It is the responsibility of the hirer to open and close the amenities and associated facilities at the venue.
- Keys for the facility will be available for pick up after payment of fees and within 5 days of the scheduled event.
- The cost and supply of portable amenities is the responsibility of the organiser.
- Portable toilets are not to be located within 20m of a storm water drain or watercourse.
- Portable amenities must be located on level ground and secured.
- In the event of a spillage, the organiser is responsible to contact the hiring company immediately to rectify the problem in accordance with the Protection of the Environment Operations Act (1997).
- Hosing of wastes down storm water drains is not permissible.

### PUBLIC ADDRESS SYSTEM/ENTERTAINMENT

Protection of the Environment Operations Act (1997) applies in relation to noise control and is administered by Council, the Victoria Police and the Environment Protection Authority. Any approval for use of a facility or reserve by Council is subject to the above Act.

The following guidelines are contained in the Environmental Noise Central Manual published by the Environment Protection Authority.

#### Open Air Entertainment

- The LA10 (30min) noise level of the music should not exceed the background level LA90 (30min), measured in the absence of the open-air entertainment, by more than 5 dB(A) when measured at the nearest residential boundary.
- Mixing equipment should be regulated to control low frequency noise such as drums and bass.

#### PA Systems

- The environmental objective is a noise intrusion of not more than 5 dB(A) above the background at any affected residences or other noise sensitive locations.
- Speakers should be located and the volume controlled so that the noise levels do not impact on the amenity of any nearby residents.
- The public address system should only be used to control the event and not for giving commentaries, advertising or playing music.
- Speakers should be small lower power units no more than 20cm across and operated by an amplifier of no more than 30 watts. Horns should be pointed downward at 45 degrees.
- It is preferable to place more small power horns around the event area than use large power units.
- Any instructions issued by Council's Events Facilities Coordinator or other authorised persons relating to these conditions of approval shall be completed immediately.

## **POWER REQUIREMENTS**

### **Conditions and requirements**

- All electrical installation shall comply with AS-3002 – Electrical installations – Shows and carnivals.
- All events **MUST** have a Certificate for Electrical Safety completed by a registered electrician.
- Where flexible extension cords are used to provide power, a core balance earth leakage circuit breaker having a rated tripping current not exceeding 30mA, shall be installed at the first point of supply to protect the equipment and the user.
- Double adapters and 3 pin adapters (piggyback) are NOT to be used.
- Flexible extension cords shall be supported above the ground, at a height of not less than 2.5 meters or covered underground so as to provide clear access for personnel (as described in AS.3002). This does not apply within a distance of 2 meters from where the power is to be used.
- All electrical equipment used must have been tested and tagged as per Work Cover Code of Practice within 6 months of use.
- Residual current detectors should be used as an added safety precaution.
- All outdoor lighting to be switched off by 11.00pm. Charges apply for floodlights.

## **GENERATORS**

### **Conditions and requirements**

- All portable generators used in the situation described must comply with AS2790 as amended, Electricity Generating Sets – Transportable (up to 25KW)
- The power supply for all wiring emanating from a portable generating set, must comply with the Code of Practice – Electrical Practices for Construction Work including protection be a core balance earth leakage device with a rated tripping current not exceeding 30mA.
- The above Code of Practice includes details of the requirements for the use of electrical leads that may be attached to the generator. This includes such things as protecting them from damage, inspection and tagging procedures, keeping leads away from wet places, locating leads above work areas or passageways so that clear access is provided beneath them, and so on.

## **VENUE USE**

- The organiser is responsible for event set up in such a way that it prevents damage to people or property by providing adequate precaution i.e., temporary netting or fencing.
- Any damage caused to persons or property will be the responsibility of the hirer.
- All structures are to be noted on Attachment 2 – site plan.
- No vehicles are allowed on the facilities unless advised, and where authorised by Euroa Agricultural Society Inc.
- Star picket locations must be noted on Attachment 2 – site plan. All star-pickets used must be capped.
- Flagged bunting is the preferred method of connecting star pickets.
- Rope must be adequately highlighted by brightly coloured ribbon and long enough to be highly visible, tied at no less than one (1) meter along the full length of the rope.
- Under no circumstances are star pickets and ropes to be left up overnight or unattended on the venue.

## **AMUSEMENT DEVICES**

- Each amusement device must be registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.
- A copy of the current “Certificate of Worthiness” for each item must be submitted.
- Evidence of a current up to date service logbook must be provided.
- Each amusement device must have in force a contract of insurance or indemnity of not less than \$20,000,000 Public Liability Insurance. (Certificate of currency is to be presented.)
- Copies of the above requirements should be submitted to Council no less than 14 days prior to the event.
- The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.
- All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.

## **SCAFFOLDING, VIEWING STANDS, STAGES**

- Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted one working day prior to the commencement of the event.
- Public Liability Cover of \$20,000,000 is required for any persons setting up structures and/or scaffolding. Current certificates are to be submitted prior to the event.
- All structures being set up prior to the event are the organiser's responsibility for security of equipment and safety to the public.
- The ground or other surface on which structures are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.

## **FIREWORKS**

- A Fireworks Permit is to be obtained from the Work Cover Authority of Victoria and Certificate of approval from the Dangerous Goods Branch of the Work cover Authority and approval from the local Fire Brigade is to be submitted prior to the event.
- Work Cover may refuse to issue a permit if Council has objections to fireworks in a particular location or at a particular time and/or day.
- Fireworks Permits must comply with "DG108" conditions of permit.
- No fireworks are permitted within 50 meters of dwellings.
- A copy of a Public Liability Policy (Certificate of Currency) with a minimum of \$20,000,000 indemnity, issued by an insurer carrying accident insurance company in Victoria which indemnifies to an unclaimed extent or up to \$20,000,000 is required and must accompany this application.
- You are required to contact the local fire brigade and police and advice of your proposed fireworks display.
- Fireworks displays are not permitted during a total fire ban.
- All fireworks displays are to be completed no later than 9.30pm. (Unless authorised by a Council Authority).
- Copies of the above details are to be submitted to Council no later than fourteen days prior to the event-taking place.

## **ADVERTISING/DISPLAYS**

- Signs must be removed immediately after the event.
- It is the organiser's responsibility to ensure signage is erected securely and safely.

## **HELICOPTER/AIRCRAFT LANDINGS**

- The HLS is to be clear of all persons, other than person essential to the helicopter operation.
- No person outside the helicopter, other than a person essential to the operation is within 30 meters of the helicopter.
- Appropriate permission is to be sought from all relevant authorities and documentation of approval should be attached to this application, including CASSA and local Police Services.
- A minimum of 2 Security marshals to be in place for landing and take-off of the helicopter/aircraft.
- The pilot of the helicopter/aircraft operating must have a current license and comply with the Civil Aviation Regulations and Orders.