

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
info@qsec.com.au

Fees listed are applicable 1 July 2024 – 30 June 2025

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"/>		
Anticipated total attendance:	<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 Council 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, surface preparation 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@gsec.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 and 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
 - h. A detailed facility description is provided on 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 Moreton Bay City 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 City 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 City 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.

Fees and charges			Requested areas and dates	
MAIN ARENA PRECINCT	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Main Arena - Equestrian Event - Event Includes: 1 x drag per event day, surface preparation (excluding rolling and/or additional surface in), use of Parklands - Park 2 for warm up area, QSEC Duty Manager x 3 hours. Lights included if required. Use of Main Arena seating. Plus ground service fee \$6.50 per horse, per event. Casual rate cannot be used in conjunction with this fee.	\$675.50	Per day		
Main Arena - Casual Subject to availability, Monday - Friday only. Casual bookings only. Includes use of lights. Seating for spectators not included. Minimum 1 hour booking - equestrian activity only. Plus ground service fee \$6.50 per additional horse. (First horse ground service fee included)	\$29.00	Per hour		
Arena 2 - Equestrian Event - Event Includes: 1 x drag per event day, surface preparation (excluding rolling), use of Parklands - Park 2 for warm up area, QSEC Duty Manager x 3 hours. Lights included if required. Plus ground service fee \$6.50 per horse, per event. Casual rate cannot be used in conjunction with this fee.	\$555.00	Per day		
Arena 2 - Casual Subject to availability, Monday - Friday only. Casual bookings only. Includes use of lights. Arena only. No seating available. Minimum 1 hour booking - equestrian activity only. Plus ground service fee \$6.50 per additional horse. (First horse ground service fee included)	\$29.00	Per hour		
Bump In/Out - Half Day Main or Arena 2 (fee applicable per arena) on days directly preceding or following event. Must be booked in conjunction with event booking. Day preceding 2PM - 9PM or following 6AM - 1PM. Includes use of either Main and/or Arena 2 to set up event. Must comply with safety, no people set up and horses in arenas at the same time.	\$181.50	Per arena, per 7 hours		
Bump In/Out - Full Day Main or Arena 2 (fee applicable per arena) on days directly preceding or following event. Must be booked in conjunction with event booking. Day preceding and/or following 7AM - 9PM. Includes use of either Main and/or Arena 2 to set up event. Must comply with safety, no people set up and horses in arenas at the same time.	\$363.00	Per arena, per day		

OUTDOOR ARENA COMPLEX (OAC)	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Outdoor Arena Complex - Dressage Sand Arenas - Event Includes: 1 x drag per event day (if required), 1 x set of dressage markers per dressage arena. Facility available 7am - 6pm. ground service fee of \$6.50 per horse per event.	\$125.50	Per arena, per day	<input type="checkbox"/>	
Outdoor Arena Complex - Dressage Sand Arenas - Casual Subject to availability. Monday - Friday only. Excludes surface preparation. Minimum 1 hour booking - equestrian event only. ground service fee of \$6.50 per additional horse.	\$14.00	Per arena, per hour	<input type="checkbox"/>	
Outdoor Arena Complex - Grass Warm Up Area - Event Grass Warm Up. Facility available 7AM - 9PM. Plus GSF of \$6.50 per horse, per event	\$172.00	Per day	<input type="checkbox"/>	
Outdoor Arena Complex - Grass Warm Up Area - Casual Subject to availability. Monday to Friday only. Grass warm up area. Minimum 1 hour booking. ground service fee of \$6.50 per additional horse.	\$10.50	Per hour	<input type="checkbox"/>	
PARKLANDS	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Parklands - Park 1- Event Equestrian use only. Hourly rate can be used for bump in/out if required on day preceding or following event booking only. Non-equine events - on application - additional costs may be incurred. Lighting cost separately. Includes use of Warm up pads x2 (South and East). Plus ground service fee \$6.50/horse per event.	\$366.00	Per day	<input type="checkbox"/>	
Parklands - Park 1- Casual Subject to availability. Monday to Friday only. Hourly rate can be used for bump in/out if required on day preceding or following event booking only. Does not include charge for lights, equipment set up or dismantle. Plus ground service fee \$6.50 per additional horse.	\$16.00	Per hour	<input type="checkbox"/>	
Parklands - Park 1 - Lights Use of lights at Parklands Park 1 and Warm up Pads.	\$32.50	Per hour	<input type="checkbox"/>	
Parklands- Park 1- Warm Up Pad- Event Sand warm up pads x2. Included with hire of Park 1- Daily Rate. Can be hired separately. Plus ground service fee \$6.50 per horse per event.	\$50	Per day	<input type="checkbox"/>	
Parklands- Park 1- Warm Up Pad- Casual Sand warm up pads. Minimum 1 hour booking. Lights not included. Plus GSF/additional horse.	\$8.00	Per hour	<input type="checkbox"/>	
Parklands - Park 2 - Event Note: This area is included for bookings in the Main Arena and Arena 2. Subject to availability, available for separate hire. Plus ground service fee \$6.50/horse per event.	\$120.00	Per day	<input type="checkbox"/>	
Parklands - Park 2 - Casual Subject to availability. Monday to Friday only. Minimum 1 hour booking. Lights not included. Plus ground service fee \$6.50/ additional horse.	\$10.50	Per hour	<input type="checkbox"/>	

PARK WEST	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Park West- Casual Equestrian use only. Can be used for bump in/out if required on day preceding or following event days. Hourly rate. Plus ground service fee of \$6.50 per additional horse.	\$10.50	Per hour	<input type="checkbox"/>	
Park West- Event Stand alone small area hub, suited to coaching clinics, carriage driving, and single day horse events. Includes washbay, power, water, fenced, portaloos, float parking. Plus ground service fee of \$6.50 per	\$120.00	Per day	<input type="checkbox"/>	
ROOMS AND SPACES	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Carpark Hire This fee is applicable when a hirer wishes to use the carpark for the purpose of low-risk activities. Carpark can be hired in conjunction with event hire.	\$113.50	Per day	<input type="checkbox"/>	
Kitchen - Hire Fully operational commercial kitchen. Available to venue hirers to heat/prepare food for catering purposes. Kitchen must be cleaned within the booked time. If hirer fails to clean kitchen appropriately, additional fees will apply.	\$33.00	Per hour	<input type="checkbox"/>	
Performers Room - Daily Rate Includes use of large fridge and urn. Facility available 7AM - 9PM.	\$71.00	Per day	<input type="checkbox"/>	
Judges Box / Commentators Box - Daily Rate - With PA Hire Includes use of Main Arena PA.	\$180.00	Per day	<input type="checkbox"/>	
Main Arena Marquee Daily rate. Includes tables and chairs for 100 people, fairy lights, power outlets, and side walls.	\$113.50	Per day	<input type="checkbox"/>	
Meeting Room - Hourly Rate Seats 30 pax (lecture theatre style), includes air conditioning, large fridge, urn, whiteboard, data projector and screen.	\$18.00	Per hour	<input type="checkbox"/>	
STABLES AND CAMPGROUNDS	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Campgrounds - Powered site Available in conjunction with event booking - subject to availability. Includes 15AMP per powered site, water supply, amenities. Minimum 1 night stay.	\$30.00	Per night	<input type="checkbox"/>	
Campgrounds - Unpowered Available in conjunction with event booking - subject to availability. Includes space to set up fence panels for horse up to 3m x 3m in addition to campsite (if space allows). Use of amenities. Minimum 1 night stay.	\$20.00	Per night	<input type="checkbox"/>	

Stables - Daily Rate Includes fill of sawdust (approximately 6 barrow loads). Available in conjunction with event booking - subject to availability. Minimum 1 day stay. Includes 3.6m x 3.6m rubber matted stable. Some stallion boxes available. Sawdust provided.	\$33.00	Per day		
Stable - Damage Fee This fee is applicable for damaged stables including full holes and cracked panels in stables. The fee is charged in addition to the Council Venue Service Fee.	At Cost	Per Damaged Panel		
Stable / Tack Room - BOND This fee is applicable on each stable and tack room hire. This bond is held until QSEC staff have completed an inspection after hirer has departed. If stable/tack room requires sweep only, 25% bond retained If stable/tack room requires hosing and sweeping, 50% bond retained If stable/tack room requires a full clean (removal of dirty bedding), 100% bond retained Note: It is the responsibility of the hirer to remove all items brought into stable prior to leaving. Failure to do so will result in loss of bond.	\$80.00	Per stable		
Tack Room - Daily Rate Available in conjunction with event booking - subject to availability. Use of stables for horses takes precedence. Includes 3.6m x 3.6m rubber matted stable. Use only for tack / fodder.	\$20.00	Per day		
SERVICES AND EQUIPMENT	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
Catering This fee is for the provision of catering arranged by the venue at the hirers request.	Price on application			
Contracted Services Recovery Fee Cost of contract services that QSEC is required to arrange to enable delivery of event. Note: Council Venue Service Fee is applicable.	At cost			
Dressage Surrounds - hire Dressage surrounds, hirer to set up and dismantle.	\$58.00	Per arena hire		
Dressage Surrounds - Set up and dismantle QSEC set up and dismantle dressage surrounds.	\$163.00	Per arena hire		
Event Support Cost of QSEC staff assisting venue hirers to enable event delivery. Note: QSEC staff will not load/unload any event equipment that has been hired from outside sources.	Price on application			
Flooring - Set up / Installation and Dismantle Includes: Supply of pro-flooring, rolling of arena (prep for flooring), geo fabric, installation and dismantle of flooring. Maximum of 3000sqm available.	Price on application			
Ground Service Fee (GSF) Event and Casual Payable for all horses on site for events - per horse per event Payable for all horses on site for casual hire- per additional horse.	\$6.50	Per horse Per event		

Hire - Table cloth This fee is per tablecloth for trestle tables.	\$14.50	Per tablecloth		
Hire - Wine glass / Tumblers This fee is for the hire of wine glasses/tumblers for events. Any damages or missing items will incur an additional QSEC damages/cleaning fee.	\$1.10	Per item		
Podiums/Judge Platforms Available in conjunction with event bookings. Hire fee includes QSEC set up of podiums in hirers specified location. 4 available.	\$41.00	Per podium, per event day		
Portable Data Projector & Screen Available in conjunction with event bookings. Hire fee includes portable screen.	\$65.00	Per day		
Pop-Up Marquee 3 x 3m Available in conjunction with event bookings. 4 available to hire.	\$24.00	Per marquee, per day		
Pop-Up Marquee 6 x 3m Available in conjunction with event bookings. 1 available to hire.	\$38.50	Per marquee, per day		
Portable PA System Includes: 1 x speaker unit, 1 x microphone, power cord/cables, PA stand, extension cord if required.	\$65.00	Per day		
Trade Stall Fee applicable for trade stalls booked by event hirer. All trade stalls must complete a QSEC site induction every 12 months, and provide QSEC with insurance documentation. Includes power where available, and stalls must not exceed power requirements specified to QSEC.	\$41.00	Per stall, per day.		
Two-Way Radios Available in conjunction with event bookings. Hire fee includes charging dock. 12 available to hire.	\$10.00	Per item, per day		
Venue Hire - Non-Equestrian Events For further details, please contact QSEC.	Price on application			
Venue Service Fee This is an administration fee applicable when Council staff need to arrange additional services on behalf of Venue Hirer's or to meet Council requirements i.e., additional security, cleaning, damage/repair costs, risk assessment etc.	\$27.50	Per half hour, or part thereof		
MACHINERY	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30 th May- Sunday 2 nd June 2024
ATV (Kubota) Hire Inclusive of implement for the purpose of dragging the arenas. Not as a general run around. Induction must be conducted by designated driver. Driver's licence must be shown. Hire excludes fuel costs. Any damages exceeding bond will be on charged to the hirer. BOND of \$500	\$150.00 plus bond	Per day, or part thereof		

Golf Buggy Hire Available in conjunction with event bookings. Hire fee includes rechargeable battery/cord. 4-seater buggy with tray. Any damages are on-charged to hirer.	\$104.00	Per day, or part thereof		
Tractor (Small) Hire Available for hire in conjunction with event bookings. Inclusive of designated implement. Hire fee excludes fuel. Hirer must complete tractor induction with qualified QSEC staff and provide a copy of their HR driver's license. Any damages exceeding bond will be on-charged to the hirer. BOND of \$1000	\$185.00 plus bond	Per day, or part thereof		
Fuel Consumption cost of fuel per litre at time of event.	POA			
TICKETING	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30th May- Sunday 2nd June 2024
Ticketing - Venue Hirer Ticket Fee This fee is payable by the hirer and is charged per ticket purchased at the venue. This includes zero value tickets.	\$4.50	Per ticket		
Transaction Fee Transaction fee for booking tickets. Charged per ticketing transaction.	\$3.50	Per transaction		
OTHER EQUIPMENT	Cost	Unit Charge	Select <input checked="" type="checkbox"/>	Nominate days and dates for each item Eg Thursday 30th May- Sunday 2nd June 2024
Barrels 3 available - hirer to set up and dismantle. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Chairs 100 available. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Dressage Arena Letters Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Lectern Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Microchip scanner Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			

Silver/Black Bollards 6 available. Hirer to set up and dismantle. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Temporary Fencing Panels (2 sizes available) Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer. Set up fees apply - price on application.	POA for set up			
Training Jumps Hirer to set up and dismantle. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Trestle Tables 30 available to hire. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			
Witches Hats 20 available to hire. Any damages are on charged to the hirer. Equipment not returned will be replaced at the cost of the hirer.	No charge			