

Morayfield Sport and Events Centre Booking Request Form Room Hire



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Caboolture QLD 4510

Morayfield Sport and Events Centre
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Ph: 07 5498 6211

Internet
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msec@moretonbay.qld.gov.au

ABN: 92 967 232 136

The Morayfield Sport and Events Centre has the following Rooms that are available for hire. Rooms can be hired subject to availability, excluding public holidays or in conjunction with Court Hire and Event Hire bookings. Please contact MSEC Bookings Team to discuss your request. Conditions and guidelines apply.

Room Hire is subject to approval with additional items such as audio visual, security, movement of equipment, catering subject to additional costs. **Hirers may be required to attend an onsite meeting/s to confirm the scope and suitability of the proposed booking.**

A minimum 14 days prior to your preferred booking date is required for application submission.

Once you have completed all details in full - please submit all documentation via msec@moretonbay.qld.gov.au for your booking request to be considered. Upon receipt of the signed Booking Request Form and all required paperwork from the Hirer, Council will consider the booking and notify you within fourteen working days of the decision. If your booking application is accepted, the venue will advise, in writing, applicable fees and an onsite meeting scheduled.

Council do not offer tentative bookings. Booking will not be confirmed until payment is received in full for all bookings as per our payment terms.

| Room Title | Description |
|------------------|---|
| Meeting Room | <ul style="list-style-type: none"> The Meeting Room is suitable for meetings, workshops, presentation days, RTO's, and small functions. Caters to up to 30 people dependant on room configuration. Includes built-in projector. Whiteboard available on request. Includes tea, coffee and kitchenette facilities. Air-conditioned. Catering services available from onsite Café. |
| Officials Room 1 | <ul style="list-style-type: none"> Officials Room 1 is suitable for coaches and officials, meetings and administration activities. Caters to 6-8 people . Includes table, chairs and a whiteboard. Air-conditioned. Catering services available from onsite Café. |
| Officials Room 2 | <ul style="list-style-type: none"> Officials Room 2 is ideal for coaches and officials. Caters to 2 people. Includes change facilities, shower, lockers, table, chairs and a whiteboard. |
| Courtside Office | <ul style="list-style-type: none"> Our Courtside Office is located in Stadium 2 and is suitable for meetings and administration activities. Caters to 2 people. Includes desk and chairs. Air-conditioned. |
| Outdoor Terrace | <ul style="list-style-type: none"> The Terrace is an open air outdoor function area. Suitable for small functions, end of season presentation days, club break up, . Caters to up to 30 people dependant on configuration. Whiteboard available on request. Catering services available from onsite Café. |

Fees and Charges:

- Please refer to the current Fees and Charges form for current Room Hire rates.
- Venue Service Fee + recovery costs apply for re-set of room configuration, time over-runs, cleaning, and damages of room or equipment.
- Catering fees apply as per our current catering menu options. Pre-order is essential.

Applicant Details:

Date of Application:

Organisation name:

Type of activity:

Contact person:

Address:

Suburb: Postcode: State:

Phone number: Mobile:

Email:

Website: ABN:

How did you hear about

Invoicing Details (if different to above):

Organisation name:

Contact person:

Address:

Suburb: Postcode: State:

Phone number: Mobile:

Email:

Booking Requirements:

To be eligible to apply for Room Hire at the Morayfield Sport and Event Centre – the following must be included with this application. (Applications missing these documents will be deemed an incomplete application):

- I have attached a current copy of our Public Liability Certificate of Insurance to the value of \$20 million Australian dollars;
- I have attached a signed copy of the current Conditions of Hire document;
- I have attached a current copy of appropriate licences as required.

Preferred Booking Dates/Times:

Is this Room Hire in conjunction with a Court Hire or Event Booking? Yes No

Time of Hire (when you want access to the room, including setup and pack up). *Please note times and days are subject to availability.

| DAY | DATE/S | PREFERRED ROOM | TIME IN (incl. set-up time) | TIME OUT (incl. pack-up time) | ESTIMATED ATTENDANCE | FIRST AID OFFICER/S | RESPONSIBLE PERSON |
|-----|--------|----------------|--------------------------------|----------------------------------|----------------------|---------------------|--------------------|
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Please provide a detailed outline of your activity below or attach a separate document. This is a requirement to ensure all elements of your booking are permitted and accommodated for.

Additional Equipment Requests:

Please provide a detailed outline of any additional equipment specific to your activity type/event that you require or would like to bring in to the facility. Please note that all externally provided equipment is to be arranged by Council and is subject to prior written Council approval and additional fees:

Designated Responsible Person:

A main point of contact throughout the duration of the booking must be appointed for Council to liaise directly with each day of your booking. This also includes during event set up and pack down. Please nominate this person below:

Designated Responsible Person:

Catering Requirements:

MSEC Cafe will be open throughout your booking. ALL catering must be arranged through MSEC. Self-catering is not permitted. Catering requirements will be arranged at your pre-booking meeting.

Do you require catering for your booking? Yes No

If yes, please provide details of your requirements below. (Please refer to MSEC Catering Order Form):

Media & Photography Requests:

All media, photography and video are subject to written Council approval. This is arranged via Centre Management.

Do you plan to record your event? Yes No

If yes, please provide details of the type of media (i.e. photography / video recording / live streaming) and who will be providing these services:

Other Requests:

If yes, please provide all details of any other requests:

MBRC Photography/Videotaping Permission:

I, the applicant, on behalf of the above listed organisation authorise Moreton Bay Regional Council to use any photographs/videotapes taken during our booking to be utilised for all publicity purposes including publications, promotional flyers, news articles, websites, newsletters and magazines.

I, the applicant, on behalf of the above listed organisation do not authorise Moreton Bay Regional Council to use any photographs/videotapes taken during our booking.

Booking Cancellations:

Cancellation of event bookings by the hirer are subject to minimum cancellation timeframes and subject to associated fees. By submitting this Booking Request - you agree that you have read and understood Councils Booking Cancellation policy.

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 Morayfield Sport and Events Centre and 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 and all required documents to msec@moretonbay.qld.gov.au. Applications must be received a minimum of 14-days prior to preferred Booking date.

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your booking enquiry at the Morayfield Sport and Events Centre. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.