

Morayfield Sport and Events Centre equipment hire request form

Postal Address

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Caboolture QLD 4510

Morayfield Sport and Events Centre

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Internet

www.moretonbay.qld.gov.au
msec@moretonbay.qld.gov.au

ABN: 92 967 232 136

The Morayfield Sport and Events Centre has an approved list of equipment hire suppliers. Hire of equipment for your event can be arranged subject to minimum timeframe requirements, stock availability and weight restrictions. Please complete the details below for your event equipment requirements. The MSEC Bookings Team will then contact you to discuss your request and assist with hire arrangements as required. Conditions and guidelines apply.

Equipment Hire is subject to approval and is subject to additional costs. **Hirers may be required to attend an onsite meeting/s to confirm the scope and suitability of the proposed booking.**

Timeframes:

A minimum 30 days prior to your event date is required for application submission.

Fees and Charges:

- A cost estimate will be provided based on the details outlined below. Equipment hire is subject to freight, cancellation, administration and damages fees.
- All fees for equipment hire and associated costs are at the cost of the venue hirer.
- Venue service fees apply for equipment hire arrangements at \$25.00 per half hour.

Once you have completed all details in full - please submit all documentation via msec@moretonbay.qld.gov.au for your 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 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.

Applicant Details:

Date of Application:	<input type="text"/>
Organisation name:	<input type="text"/>
Event Date:	<input type="text"/>
Contact person:	<input type="text"/>
Email:	<input type="text"/>

Equipment Requirements:

*IMPORTANT: To ensure availability of equipment and adequate time to arrange with our supplier, please allow a minimum 30 days prior to your event date to arrange equipment hire.

ITEM	DESCRIPTION	SIZE	QUANTITY REQUIRED	ADDITIONAL COMMENTS OR REQUIREMENTSS
Trestle Table	Plastic, rectangular	1.8m		
Trestle Table	Plastic, rectangular	2.4m		
Trestle Table	Timber, rectangular	1.8m		
Trestle Table	Timber, rectangular	2.4m		
Round Table	Seats 8 - 10.	60-inch		
Table Cloth	Black	Per table		
Table Cloth	White	Per table		
Chair	Plastic	One size		
Chair Cover	Black	One size		
Chair Cover	White	One size		
Grandstand	Retractable - seats 730 (2avail.)	One size		
Grandstand	Mobile - seats 20	3 tiers		
Metal Bench Seats	Seated for up to 8 people	4m		
Stage 1	Height is 40cm or 80cm	183cm x 243cm		

Stage 2	Please note size requirements in comments	Per request		
Lectern		N/A		
PA System	Built in / fixed	N/A		
Lapel Microphone		N/A		
Presentation Clicker		N/A		
HDMI cord		N/A		
Aux cord		N/A		
Extension Leads		N/A		
Power board		N/A		
Distribution board		N/A		
Microphone	Cordless	N/A		
PA System	Portable	N/A		
Speakers	Portable	N/A		
Projector		N/A		
Projector Screen	Portable 120-inch screen	120 inch		
Whiteboard	Small (on wheels)	1m x 1m		
Whiteboard	Large (on wheels)	3m x 2m		
Flip Chart		N/A		
Booth	Backboard only			
Booth	Side walls			
Booth signage				
Lighting				
Display Boards				
Divider panels	Room divider/s			
A - Frame signage				
Carpet Squares	Floor protection - per court			
Pedestal Fan				
Bollard	Orange plastic			
Bollard	Black strap, metal pole			
Bar stool	Black			
Bar table	Round wooden table			
Ottoman	Blue, Grey and Green			
Marquee	Please note size requirements in comments			
Sports Podium	1 st , 2 nd and 3 rd placing podium			
Printer/photocopier				
Laptop				
Computer				
Printer				
TV				

Additional Equipment Requests:

Please provide a detailed outline of any additional equipment specific to your event that you require or would like to bring in to the facility. This is a requirement to ensure all elements of your booking are permitted and accommodated for.

Please note that all externally provided equipment is to be arranged by council and is subject to prior written council approval and additional fees:

Equipment hire cancellations:

Cancellation of event bookings and equipment hire 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 council's booking cancellation terms and conditions.

Indemnity and disclaimer:

I/We

Confirm I/we are an authorised representative and have authority to sign and incur all equipment hire 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 equipment hire form and all required documents to msec@moretonbay.qld.gov.au. Applications must be received a minimum of 30-days prior to confirmed event date.

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for 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.