

Morayfield Sport and Events Centre - Event hire application request form



Postal address
PO Box 159
Caboolture QLD 4510

Morayfield Sport and Events Centre
298 Morayfield Road, Morayfield QLD 4509
Ph: 07 5498 6211

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

ABN: 92 967 232 136

The Morayfield Sport and Events Centre can be hired under one of 2 options: Court Hire or Event Hire. This application form is for **Event Hire**.

Event Hire is subject to approval with additional items such as audio visual, security, fundraising, and movement of equipment subject to additional costs. **Event hirers are required to attend a pre-event meeting/s to confirm the scope and suitability of the proposed event.**

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

Once you have completed all details in full - please submit all documentation via email 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 does not offer tentative bookings. Booking will not be confirmed until payment for Event Hire is received in full. An Event Bond of \$1000.00 applies to all Event bookings.

Applicant details:

Date of application:	<input type="text"/>				
Organisation name:	<input type="text"/>				
Event name:	<input type="text"/>				
Event type/activity type:	<input type="text"/>				
Contact person:	<input type="text"/>				
Address:	<input type="text"/>				
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>	State:	<input type="text"/>
Phone number:	<input type="text"/>	Mobile:	<input type="text"/>		
Email:	<input type="text"/>				
Website:	<input type="text"/>	ABN:	<input type="text"/>		

Invoicing details (if different to above):

Organisation name:	<input type="text"/>				
Contact person:	<input type="text"/>				
Address:	<input type="text"/>				
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>	State:	<input type="text"/>
Phone number:	<input type="text"/>	Mobile:	<input type="text"/>		
Email:	<input type="text"/>				

Bond returns:

An Event Bond is required for all Event bookings and is required to be paid at the time of making the booking. Bond money can only be returned to the individual/organisation named on the original receipt. Please tick the appropriate box to indicate your preferred option (please allow up to 30 working days for processing):

- Cheque returned via mail
 Electronic Funds Transfer to a nominated bank account (excludes credit card accounts)

Account name:	<input type="text"/>				
BSB:	<input type="text"/>	Account number:	<input type="text"/>		

Booking application documentation requirements:

To be eligible to apply for Event 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 copy of our Risk Assessment for all activities being conducted at MSEC;
- I have attached a copy of our Safety Management Plan for all activities being conducted at MSEC throughout the duration of your event, including set up and pack down;
- I have attached a copy of our current first aid certificates for all nominated first aid officers/medics (to be in attendance for bump-in, bump out and event day);
- I have attached a signed copy of the current Conditions of Hire document;
- A detailed mud-map of the event layout including access points, fire exits and all equipment and activities;
- A detailed run-sheet or program of events outlining every activity planned for each day of the event;
- A copy of appropriate licences as required.

Covid-19 Safety Plans:

- I have attached our organisation's Covid-19 Safety Plan specific to use of the Morayfield Sport and Events Centre and the activities our organisation wishes to undertake for approval.

How did you hear about MSEC?

- Repeat hirer Referral / word of mouth Email received from MSEC Social media / website
 Other (please specify):

Stadium options:

Stadium 1 Event Hire includes:	Stadium 2 Event Hire includes:
Exclusive use of: <ul style="list-style-type: none"> • Stadium 1 only - 2 x court space & 1 x multi-purpose event space (subject to activity type) • 2 x allocated changerooms; • First aid room; • Fixed grandstand and score-benches; • 2 x retractable grandstands (additional costs apply); • Use of PA system and microphone for announcements; • Approval for merchandise, ticket sales and trade stalls (subject to application and approval); • Fundraising opportunity for hirers (subject to application and approval); • Catering upon application (additional costs apply); • Includes 2 x event staff (extra staff available at additional cost). 	Exclusive use of: <ul style="list-style-type: none"> • 3 x court space; • 2 x allocated changerooms; • First aid room and 2 x raised viewing areas; • Fixed grandstand, small portable grandstands and score-benches; • Use of PA system and microphone for announcements; • Approval for merchandise, ticket sales and trade stalls (subject to application and approval); • Fundraising opportunity for hirers (subject to application and approval); • Catering upon application (additional costs apply); • Includes 2 x event staff (extra staff available at additional cost).

Organisation representatives:

Designated event coordinator:

A main point of contact throughout the duration of the event must be appointed for council to liaise directly with each day of your booking. This also includes during event set up and pack down.

Designated first aid officer:

A qualified first aid officer is required to be in attendance for the duration of your event. This also includes during event set up and pack down. A copy of the current first aid qualifications must be attached as part of this booking application.

Day	Responsible person/event coordinator (onsite during hire)	Designated first aid officer/medic	Certificate #	Certificate expiry date
Bump in				
Event day 1				
Event day 2				
Event day 3				
Bump out				

Event promotion:

Events held at MSEC are added to the event calendar on the council website. By completing this section, you consent to these details being published on council's website. Only supply details in this section to be published. (Minimum timeframes for promotion apply).

Please provide a description of your event (limit 1000 words). Avoid including dates, cost or event location:

Contact person for additional information:

Contact number/s:

Email address:

Website:

What ages is this event suitable for:

A photo or image should be provided to council to be added to website promotion. Please attach in jpeg format. Photos showing any individuals must have the expressed permission for their image to be used.

Have you attached an approved image to this submission (jpeg format in 16:9 ratio, landscape layout)? Yes No

Special Guests:

Will there be any special guest or VIP's attending this event? Yes No (if yes, please provide details below):

Ticketing:

Is this a ticketed event? Yes No (if yes, please provide ticket price details below):

Do you require MSEC's ticketing services? Yes No

Adult:

Child (please specify ages):

Family:

Other:

How can tickets be purchased:

Is your event open to the general public?

Media and 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:

Event Day Signage:

An organisation banner or State or National body signage may be permitted for display on an Event Day. All signage requires prior written permission from council. This is arranged via Centre Management.

Do you wish to display signage at your event? Yes No

Please provide a description of the type and purpose of your signage. Please attach an example or photo of signage for council Consideration. Avoid including dates, cost or event location.

Fundraising Requests:

All fundraising activities are subject to prior written council approval. This is arranged via Centre Management.

Do you plan to have any fundraising activities at your event? Yes No

If yes, please provide details of activity type (i.e. raffle, lucky door prize):

Trade Stall Requests:

All trade stalls / merchandise sales are subject to prior written council approval. Additional fees and charges may apply. *Note: Recording and selling of goods and services at your event is subject to written consent from MSEC. All vendors must be approved by MSEC and provide public liability insurance forms.*

Do you plan to have any trade stalls at your event? Yes No

Do you plan to have any merchandise sales at your event? Yes No

If yes, please provide details of providers, including contact numbers and their public liability insurance forms, and items the stall wish to sell:

Catering requirements:

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

Do you require catering for your event? Yes No

If yes, please complete the MSEC Catering Order form and/or provide details of your requirements below:

MSEC is a licensed facility and liquor will be sold throughout your event. BYO alcohol is strictly prohibited.

Do you require your event to be an alcohol-free event? Yes No

Security:

MSEC is a licensed facility. Events over 300 attendees will require security at Council discretion. Security services will be arranged by MSEC and included in your cost estimate.

Do you require security for your event? Yes No

If yes, please provide details of your requirements below:

Other Requests:

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

Photography/videotaping permission:

Prior council permission is required for any type of media, livestreaming or photography. Please ensure your organisation seeks the relevant approval from Centre Management before undertaking any media, photography or videotaping.

- 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 event.

Event 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 - I agree that I have read and understood council's Event Booking Cancellation terms and procedures.
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Indemnity and disclaimer:

I/We, the applicant, on behalf of the above listed organisation, hereby acknowledge having read and understood the Conditions of Hire, and agree to be bound by and comply with all the 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 conditions. 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.

Name of Authorised person: Position
Signature: Date:

Please note: Signatory must be over 18 years of age.

Please return your completed application form via email to msec@moretonbay.qld.gov.au and include all required attachments. Event Applications must be received a minimum of 30-days prior to preferred Event date.

Privacy statement

Moreton Bay Regional 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.

Booking requirements (preferred booking dates/times):

*Please note times and days are subject to availability.

Stadium 1 - (2 courts + multipurpose area):

Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Expected competitors	Expected officials	Expected spectators	Estimated event total	Comments / purpose of use
Bump in								
Event day 1								
Event day 2								
Event day 3								
Event day 4								
Bump out								

Stadium 2 - (3 courts):

Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Expected competitors	Expected officials	Expected spectators	Estimated event total	Comments / purpose of use
Bump in								
Event day 1								
Event day 2								
Event day 3								
Event day 4								
Bump out								

Specific Stadium Requirements:

- I have provided my mud map outlining required event/stadium layout.
- I have provided my event run sheet outlining all event activities and schedules (including bump in, event day and bump out).

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 accommodated for:

Equipment Requirements:

- Please refer to Equipment Requirement section on the following page for available items for hire.

If you require any items in addition to the list below - please provide a detailed outline of any equipment specific to event that you require. 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 requirements (additional fees and charges may apply. Subject to availability. Non-standard items may be subject to external hire. *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	Qty available	Qty required	Comments / purpose of use
SPORTING				
Basketball Hoops		10		
Futsal Goals		6		
Netball Goals		10		
Volleyball Nets		2		
Martial Arts Mats	Assorted	20		
Score Benches		5		
Scoring equipment		5		
Sports Podium	Individual or team	2		
STADIUM & SEATING				
Court Divider Curtains		4		
Acoustic Curtain	Multipurpose area	1		
Retractable grandstand	Seats 630	2		
Metal bench seating	Seats 8	8		
Metal grandstand seating	Seats 24	2		
Timber floor protection	Carpet (required)	5 courts		
FURNITURE				
Trestle Tables	Assorted	20		
Trestle Table	Plastic 1.2m	10		
Trestle Table	Plastic 1.8m	100		
Round Table 60inch	Seats 8 - 10.	POA		
Table Cloth	Black or white	POA		
Chairs	Plastic sports	400		
Chairs	MP area only	100		
Chairs	Plastic white	POA		
Chair Cover	Black or white	POA		
Bar stool	Black	30		
Bar table	Round wooden	10		
Ottoman	Assorted	20		
Marquee	Please note size	POA		
Barriers (for area division)	2m wide x 1m high	40		
Ticket booth		1		
ATM		POA		

Item	Description	Qty available	Qty required	Comments / purpose of use
AV				
PA system	Built-in	1		
Microphone	Cordless	4		
PA System	Portable	POA		
Speakers	Portable	POA		
Laptop / computer		POA		
Printer / photocopier		POA		
Headset Microphone		POA		
Presentation Clicker		POA		
HDMI cord		POA		
Aux cord		POA		
Extension Leads		POA		
Power board		POA		
Distribution board		1		
Lighting		POA		
TV		POA		
Projector	7500 lumens	1		
Projector Screen 120inch	Portable	2		
OTHER				
Booths		POA		
Display Boards		POA		
Divider panels	Room divider/s	POA		
Pedestal fan		POA		
Whiteboard - small	1m x 1m	4		
Whiteboard - large	3m x 2m	1		
Bollards	Orange or black	POA		
A - Frame signage		POA		
Flip chart		POA		
Lectern		POA		
Stage 1 (40cm -80cm H)	183cm x 243cm	1		
Stage 2	At request	POA		
Flags / flag holder	Assorted	7		
Orange cones		10		

Room hire (additional fees and charges apply. Subject to availability.)**Courtside Office**

	Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Estimated attendance	Comments / purpose of use
Bump in						
Event day						
Bump out						

Meeting Room 1

	Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Estimated attendance	Comments / purpose of use
Bump in						
Event day						
Bump out						

Meeting Room 2

	Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Estimated attendance	Comments / purpose of use
Bump in						
Event day						
Bump out						

Officials Room 1

	DAY	DATE/S	TIME IN (incl. Set-up time)	TIME OUT (incl. Pack-up time)	ESTIMATED ATTENDANCE	COMMENTS / PURPOSE OF USE
Bump in						
Event day						
Bump out						

Officials Room 2

	Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Estimated attendance	Comments / purpose of use
Bump in						
Event day						
Bump out						

Outdoor Terrace Area

	Day	Date/s	Time in (incl. Set-up time)	Time out (incl. Pack-up time)	Estimated attendance	Comments / purpose of use
Bump in						
Event day						
Bump out						