



# Stanthorpe Agricultural Society

- est. 1876 -

CP:1819 - ABN: 72 480 288 449



## EVENT APPLICATION FORM

Please download this form first, and save it. Then complete it, save it again and attach to email.

### EVENT DETAILS

Date of application:	Name of event:
Event start date & time:	Event end date & time:
Event set up date & time:	Event clean up date and time:
No. of event participants:	Approx. no. of spectators:
No. and type of animals:	Admission charge details:

### HOST INFORMATION

Organisation:	Incorporated?	Yes	No
Name/s:			
Postal Address:			
Suburb/Town:	State:	Postcode:	
Phone:	Mobile:	Fax:	
Email address:			

### RESPONSIBLE PERSON/SECONDARY PERSON INFORMATION *(if different from above)*

Name/s:		
Postal Address:		
Suburb/Town:	State:	Postcode:
Phone:	Mobile:	Fax:
Email address:		

### FUNCTION DETAILS

What building facilities do you need and when?	Consider: <i>exhibition centre, pavilions, bars, buildings, other</i>	Details:
What ground facilities do you need and when?	Consider: <i>parking, ring, outside rings, other</i>	Details:
What livestock yard facilities do you need and when?	Consider: <i>ramps, yards, troughs</i>	Details:
What amenity facilities do you need and when?	Consider: <i>which toilets, disabled, parenting, laundry</i>	Details:

What catering facilities do you need and when? <i>(Please note: it is society policy that the Society's catering subcommittee be given first opportunity to provide catering services for all functions held at the showgrounds)</i>	Consider: <i>dinner, buffet, BBQ, other pay as you go, price per plate/head</i> <i>You will be put in touch with our catering liaison to discuss further.</i>	Details:
What cold room facilities do you need and when?	Consider: <i>location of cold room, switch on time, time running</i>	Details:
What bar facilities do you need and when?	Consider: <i>provide your own, provided by show society, permit</i>	Details:
What equipment do you need and when?	Consider: <i>tables, chairs, stage, cattle panels, heating</i>	Details:
What power do you need and when?	Consider: <i>10amp, 15amp, 3phase, generator</i>	Details:
What are your other consumable needs?	Consider: <i>gas, water, other</i>	Details:
What are your cleaning needs?	Consider: <i>post clean only, you pay or Society pays, consumables</i>	Details:
What are your rubbish removal needs?	Consider: <i>extra bins, post event pick up</i>	Details:
What insurances do you have? <i>(please provide your COC)</i>	Consider: <i>public liability (min), volunteers, other</i>	Details:

Any other comments?

## WHAT NOW?

Please lodge your application with our events coordinator as per the contact details opposite. Based on the information you have provided, our event assessment team will consider your application and notify you of the outcome.

If approved to proceed, they will arrange a meeting with you to provide you with a quote to host your event at the showgrounds and discuss other details.

Please note, our showgrounds and show society are a not for profit organisation and are not funded by the Southern Downs Regional Council or any other Govt. department.

### STANTHORPE AGRICULTURAL SOCIETY EVENT COORDINATOR:

**EMAIL:** [events@stanagsociety.com.au](mailto:events@stanagsociety.com.au)

**POST:** 8 High St, Stanthorpe Q 4380

**WEB:** [www.stanthorpeshowgrounds.com.au](http://www.stanthorpeshowgrounds.com.au)

### CALENDAR:

[www.stanthorpeshowgrounds.com.au/calendar](http://www.stanthorpeshowgrounds.com.au/calendar)