

Lockyer Indoor Equestrian Centre Association Inc

A.B.N:99 507 854 372 (LIEC)

Event Booking/Enquiry Form			
Contact LIEC		Please return completed form to:	
Phone:		Lockyer Indoor Equestrian Centre (LIEC)	
Email:		Info@gattonindoor.org	
Website:		www.gattonindoor.org	

Organisation/Hirers Details

Organisation:			
Postal Address:			Post Code:
Phone:	Mobile:	Fax:	
Email:	ABN:		
Website:	GST Registered (Y/N)		
Event Contact Name & Position:			
Phone:	Mobile:	Fax:	
Email:			

Event Information

Event Name;		
Proposed Dates		
Bump In/Arrival Start Date:	Time:	
Event Start Date:	Time:	
Event End Date:	Time:	
Bump Out/Departure Date:	Time:	
Estimated Attendance		
Competitors:	Judges/Officials:	Spectators:
VIPS:	Other (please details):	Total:

Indemnity and Disclaimer:

Has a copy of Public Liability Insurance Cover Certificate of Currency been provided with application? (Y/N)	
I/We:	On behalf of (Club/Organisations);
Hereby acknowledge having read and understood the 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 conditions of hire. I/We agree to Indemnify the Lockyer Indoor Equestrian Centre Association /Lockyer 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 Lockyer Indoor Equestrian Centre/Lockyer Regional council in respect of any activities undertaken by us, or any other party involved.	
Signature:	Date:
Position:	

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

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Area/Item			Insert Dates Below					
			00/00/00	00/00/00	00/00/00	00/00/00	00/00/00	00/00/00
Riding Areas	Per Hour	Per Day						
Indoor Arena	\$20.00	\$200.00						
Indoor Arena Bump In/Out								
Stables								
Office								
PA System								
Dressage Arena								
Jumps and Poles								
Arena Lights								
Stable Lights								
Campsites (powered)								
Campsites (unpowered)								
Portable Panel Yards								

Event Promotions

Event Name:	
Event description for LIEC Website/Facebook Page (will appear as written)	
For more information contact name:	Phone:
Email:	Website:
Please supply a small image or logo for your event to info@gattonindoor.org to be included on the LIEC Website and Facebook page	
Is your event open to the general public (Y/N):	
Will your event be ticketed to spectators (Y/N):	

Additional Information

Please provide any additional information relevant to the conduct of your event:
Do you plan to record your event (e.g. photography/video) Y/N:
If Yes, please Detail:
Do you plan to have trade stall/Merchandise sales at your event (Y/N)
If Yes, please detail:
Record of your event and/or the selling of goods and services at your event is subject to written consent of LIEC

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Acceptance of Terms and Conditions

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.	
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.	
The hirer acknowledges that they have read the terms contained in this Event Booking Enquiry form and the terms and conditions of Hire attached to this Event Booking Form.	
The hirer acknowledges that if the LIEC approves the booking then the terms contained in this Event Booking Enquiry Form together with the Terms and Conditions of Hire as outlined on www.gattonindoor.org will form the Terms of a contract between the hirer and the LIEC	
If the LIEC approves the hirer's application, in consideration of that approval, the hirer: <ul style="list-style-type: none"> . Agrees to comply with the terms contained in this Event Booking Enquiry Form together with the Terms and Conditions of Hire: and . Agrees to take responsibility for the actions of all persons taking part in the event or organising the event 	
Terms <ol style="list-style-type: none"> 1. There must a representative of the event present on site prior to the arrival of competitors and horses 2. A complete event/competition schedule, including daily event times must be forward at least 2 weeks prior to the event 3. If bump out is not completed by the specified date and time and/or equipment is not packed up additional charges will apply. 4. Upon receipt of the signed Booking Enquiry Form from the hirer, the LIEC staff will consider the booking and notify you within fourteen working days of the decision. If your booking accepted, the venue will advise, in writing, and event fee 5. Facility Description along with Venue hire Terms and Conditions on Hire are provided on www.gattonindoor.org (website) 	
Name of Authorised Officer:	Signature:
Position:	Date:
Privacy Statement Lockyer Indoor Equestrian Centre Association inc are collecting your personal information for the purpose of assessing your application for a venue booking at Indoor Equestrian Centre. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission.	
Thank you for submitting an application to use the Lockyer Indoor Equestrian Centre. We look forward to working with you to make your event truly memorable.	