



HUNTER RIVER AGRICULTURAL & HORTICULTURAL ASSOCIATION LIMITED

ABN: 46 487 545 901

Jan 2021

Terms and Conditions for events and facilities hire

Venue Hire:

- Venue confirmation and cost are determined by the Board of Directors after assessing the event application.
- A current certificate of currency for public liability insurance may be required be produced, and a copy given to the Showground before commencement of event.
- **Bond** - A bond is usually required and refunded if the conditions of hire have been met if full. If the conditions of hire are not met, the Association will decide if a partial or no refund is payable.
- **COVID-19 Safe requirements**- if required by the State or Federal Governments, a COVID Safety plan must be provided not less than 10 working days prior to the event.
- **Camping** is permissible for event with prior approval. The standard camping fees and conditions apply. Campfires are not permitted on the Showground.
- **Toilets** – separate male and female toilets are available for the event. Large events will be required provide port-a-loo at your own expense. When the showground facilities are used, you have the following options-
 1. Supply your own consumables (toilet paper, hand towels and hand wash) and remove after the event, or
 2. We will provide these for a fee.

Amenities need to be handed back in same condition as received.

- **Cleaning** - You will need to organize your own cleaners for amenities and restocking of amenities during your event or cover the cost of employment of staff to carry these duties out. Amenities need to be kept in clean state whilst event is being held.
- **Catering** - You will need to contact current caterers for all requirements during your event. No caterers are to be brought in that sell the same products as our preferred caterers.
- **Alcohol** - is allowed within reason. A person(s) with RSA certificate must attend the event. At no time do we allow glass to be brought on to the Showground.
- **Security** - Some events will require security, usually if over 40 people are attending. You will need to organize this and is subject to the approval of the Show Association.



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- If necessary, you will have to discuss all licensing requirements with the appropriate authorities.
- **Waste Removal. You have the following options-**
 - 1 You can collect and remove all rubbish at your own expense
 - 2 You can collect your rubbish in bags and we will remove the bags. A fee applies
 - 3 We can collect and remove the rubbish by engaging a contractor for a fee. A bond will apply to cover the estimated cost.
- **Curfew** – all events must be shut down by 10.30pm and vacated by 11.00pm. Music and Noise must stop by 10.00pm out of respect for our neighbours and campers on the showground. Failure to comply will result in the bond being forfeited.
- **Centre Ring** - Only in exceptional cases will the Centre Ring or access to the harness racing track be available for hire.
- **Commencement of event** - An inspection and walk through with the Showground Coordinator at least 4 hours before the commencement of your event is essential to address any safety concerns.
- **Parking** - You will need attendants to supervise parking all vehicles with Hi Visibility Vests to be worn at all times.
- **First Aid** - Organizers must have at least one Member with a Current First Aid Certificate on the grounds always.
- **Incident Forms** - Should there be an accidents or incidents whilst your event is on an incident form must be supplied to the Showground office for insurance purposes.
- **Illicit substances** – no illegal substances are permitted on the showground. If this occurs the Police will be notified, and the bond will be forfeited.
- **Instruction** – the organisers will be responsible for the behaviour and actions of every person attending the event. The organisers and attendees are required to adhere to all instructions provided by Association personnel. We reserve the right to close an event if warranted due to the behaviour and actions of attendees. If this occurs the bond will be forfeited.
- **Caretaker** - The showground has a resident caretaker who will supervise the event at a distance and will report to Showground Manager.