



HUNTER RIVER AGRICULTURAL & HORTICULTURAL ASSOCIATION LIMITED

ABN: 46 487 545 901

Event Terms & Conditions

Venue Hire

Venue hire fees are determined by the Hunter River Agricultural & Horticultural Association Board of Directors after the assessment of the event application.

Public Liability Insurance

A copy of the event organisers' current Certificate of Currency is required be provided to the Maitland Showground Office no less than seven (7) days before the event date.

Deposit

A non-refundable deposit of 25% of the total venue hire fee is required to be paid within fourteen (14) days of the invoice issue date to secure the event booking.

Final Payment

A final payment of the total venue hire fee is required to be paid seven (7) days before the event date.

Bond

A bond is required in some instances and will be refunded if the conditions of hire have been met in full. If the conditions of hire are not met, the Hunter River Agricultural & Horticultural Association will decide if a partial refund or no refund is payable after considering what costs need to be recouped.

Camping

Camping maybe permissible for event with prior approval. The standard camping fees and conditions apply.

Toilets

Separate male and female toilets are available for the event. Large events will be required provide port-a-loos at the organisers' expense. When the Maitland Showground facilities are used, the following options are available; The organisers' can supply the required consumables (toilet paper, hand towels and hand wash) and remove these after the event, or Maitland Showground will provide these for a fee. Amenities must be handed back in same condition as received.

Cleaning

Organisers' must organise 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 during the event.



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Catering

Organiser's must provide catering as required and supply necessary certification and insurance documentation.

Alcohol

Alcohol is permitted under strict conditions. A person(s) with RSA certificate must attend the event and a security guard may also be required. At no time do we allow glass to be brought on to the Showground. If necessary, organisers' must discuss all licensing requirements with the appropriate authorities.

Security

Some events will require security, usually if over 40 people are attending. Organisers must organise this independently and is subject to the approval of the Hunter River Agricultural & Horticultural Association.

Waste Removal

The following waste removal options are available:

- Organizers can collect and remove all rubbish at their own expense.
- Organisers' can collect rubbish in garbage bags and Maitland Showground will remove the bags for a fee.
- Maitland Showground can collect and remove the rubbish by engaging a contractor of your choice. Please note that a bond will apply to cover the estimated cost.

Curfew

All events must conclude by 10.30pm and vacate the premises by 11pm. Music and Noise must stop by 10pm out of respect for our neighbours and campers on the Maitland Showground. Failure to comply will result in the bond being forfeited.

Commencement of event

Where required an inspection and walk through of the event site with Maitland Showground staff must be conducted before the commencement of your event 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.



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First Aid

Organisers must have at least one member with a current First Aid Certificate on the grounds at all times.

Incident Forms

Should there be an accidents or incidents whilst your event is on an incident form must be supplied to the Maitland 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' are responsible for the behaviour and actions of all attendees of the event. The organisers' and attendees are required to adhere to all instructions provided by the Maitland Showground staff. 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.

Restoration of damage

Should the grounds or the facilities get damaged during the event, including the bump in and bump out period, you will be required to either make good the damage, to the Hunter River Agricultural & Horticultural Association's satisfaction, or reimburse the Hunter River Agricultural & Horticultural Association for the damaged caused.

Caretaker

The Maitland Showground has a resident caretaker who will supervise the event at a distance and will report to Showground Manager.