

Townsville Pastoral Agricultural & Industrial Association

PO Box 5064, Townsville, Q, 4810. Ph: 07 4771 4964 Fax: 07 4771 3232 Email: tsvshowevents@bigpond.com

Short Term Hire Agreement

Company:			
Contact Name:		Contact No:	
Email:			
Street Address:			
Suburb:		Postcode:	
Phone No.:		Fax No:	
Type of Event:		Attendance:	PRIVATE / PUBLIC
Event Start Date		Start Time	*PLEASE SPECIFY*
Event End Date		End Time:	*PLEASE SPECIFY*
Set up from: (date)	*PLEASE SPECIFY*	Set up time:	*PLEASE SPECIFY*
Pull Down by : (date)	*PLEASE SPECIFY*	Pull Down Time	*PLEASE SPECIFY*
• Areas Utilised (1)	*PLEASE SPECIFY*		
Notes / Requirements	*PLEASE SPECIFY*		
Catering Req:	Yes / No	# of people	
Cleaning	TPAIA / HIRER	Security	TPAIA / HIRER
Rubbish Removal	TPAIA / HIRER	Other:_____	TPAIA / HIRER

I acknowledge receipt of and acceptance of the
General Rules & Conditions of Hire applicable to this hire agreement.

Signed: _____ **Date:** _____

ADMIN USE ONLY			
Hire Fee:	\$		
Total Costs:	\$		
Confirmed:	Approved by Chris Condon, Secretary Manager		
Deposit:	\$	Inv#	Paid ___/___/___
Final Pay:	\$	Inv#	Paid ___/___/___
Public Liability copy		General Hire Signed	YES / NO
APPROVED BY :		SIGNED	

Townsville Pastoral Agricultural & Industrial Association

General Hire Conditions

HIRE PAYMENT & FEES	<p>DEPOSIT: Upon approval of Hire, a non-refundable deposit must be made payable to the Townsville Pastoral Agricultural & Industrial Association. A security deposit must be made payable to the Townsville Pastoral Agricultural & Industrial Association.</p> <p>BALANCE: Full payment must be returned within 2 weeks of commencement date.</p> <p>Payment not received by the due date will authorize the Townsville Show Society to cancel the booking. The Hirer would forfeit the deposit and the site may be rebooked to another Hirer.</p>
GST	<p>Please ensure your ABN number is shown on the application form so that you can claim the full amount of the GST applicable to your Hire costs.</p> <p>Please note – A GST tax invoice will be provided</p>
OPERATIONS TIMES	<p>Operation times must be clearly indicated on the Application form and must be strictly adhered to.</p> <p>Access to the grounds will be available from 8am daily.</p> <p>Operation time will be limited on Tuesday Evenings from 6pm unless otherwise agreed.</p>
SET UP TIMES	Adequate Set up times must be given.
VEHICLES	<p>All Vehicles must adhere to speed limits while on the grounds.</p> <p>No Parking is permitted on Grassed Areas.</p>
PULL DOWN TIMES	Sites must be fully cleared by end of the Hire Dates Agreed unless agreed upon by the Manager beforehand.
SECURITY	All Halls are secure. Added Security is at the responsibility of the Hirer. Management recommends personal locks are added where possible for ease of personal access.
ELECTRICAL LEADS	<p>Appliances must be safe and duly inspected and tagged by an authorized electrician. The Association's electrical contractor will remove unsafe electrical appliances or connections. Workplace Health & Safety regulations require that your site be protected by an "earth leakage current protection device which must be supplied by the exhibitor.</p> <p><u>You are required to provide a written report of all accidents and/or dangerous occurrences.</u></p>
PUBLIC LIABILITY	Details of the current Public Liability Policy held by each Trade/Exhibitor <i>must</i> be furnished with the respective site application form. The Indemnity level should be a minimum of \$10M. Without proof of Public Liability coverage held by applicants for Exhibitions, the Twin Cities Show Society may reject such applications at its absolute discretion. Details of current Public Risk Insurance provided will be respected as private and confidential information
STORAGE	Storage space is not available at the Halls. Exhibitors are responsible for the removal and storage of all packing cases and materials
SUB-LETTING	The allocated space is to be used and solely for the purpose specified on the application and by the person or firm to whom it has been allocated. NO SUB-LETTING or SUB-DIVIDING will be permitted without the written permission of the Manager/Committee
RAFFLES/GAMING	Permission must be obtained from the Manager/Committee and must meet Government Regulations
SPACE & SELLING RESTRICTIONS	Exhibitors must confine his/her business to the purpose accepted on the space application. No selling, canvassing, hawking or distribution of printed or other matter will be permitted outside the area allocated or in walkways or public places. The Association reserves the right to forbid the sale of any line for which specific application has not been made.

EXHIBITOR CONDUCT	The exhibitor and/or employees are to conduct themselves in an orderly and respectful manner while they are on the Showgrounds. Alcohol must not be consumed on display stands unless the stand is approved for the display and sampling of alcoholic beverages approved by the Manager/Committee
BAR & FOOD SALES	The TPA & IA reserves the right to all Bar & Food outlets unless otherwise agreed. Any applicant proposing to sell foodstuffs must have their vans/stalls inspected by the Health Department of the Townsville City Council prior to the commencement of Hire and a copy of Food Licence forwarded to the TPA & IA.
FIRE EXTINGUISHERS	The Hirer is to carry at least one fire extinguisher of approved type and suitable for use on display
OFFENSIVE MATERIAL	The Manager/Committee of the Association shall have power to enter display areas and remove any article, sign, pictures or printed matter which in his/her opinion may be a cause of offence to the public
ADVERTISING SIGNS	The display of approved advertising signs of any description is restricted to the area occupied by the exhibitor unless otherwise agreed upon with Management.
DISPLAY FASTENINGS	Under no circumstances shall an exhibitor excavate, dig or place pegs in his area without first obtaining authority from the Manager/Committee. Securing of floor coverings to hall or grandstand floors is to be by tape. Nails, screws or bolt fasteners into floors, walls, posts is NOT PERMITTED . Fastening of any article by any means to the wall in Heatley Hall is strictly prohibited.
DISPLAY OUTLAY	The Association undertakes to rent the space and building thereupon in their present condition. All subsequent plumbing, carpentry and electrical requirements will be the responsibility of the exhibitor. Erection of structures of a permanent nature is not permitted. All erections are to be temporary in nature and removed at the conclusion of the Hire Period.
SOUND SYSTEMS	PA Systems, Projectors and Sound Units must be governed so that their volume is not objectionable to other users of the Showgrounds. The Manager/Committee of the Association is empowered to order objectionable systems disconnected on receipt of a legitimate complaint.
LOSS OR DAMAGE	It is agreed that the Association will not under any circumstance be held responsible for any loss of or damage to the stock in trade or any part thereof of any Hirer or exhibitor from any cause whatsoever
LOSS OF TRADE	It is agreed that the Association will allocate space to the best of it's ability and will not be held responsible for any loss of or damage to the stock in trade, etc. or any part thereof of any Hire or exhibitor from any cause whatsoever
INDEMNITY	The Townsville Show Society will not be responsible for any accident which may be caused through or by the Hirer, or which may happen in connection with his/her business and the Hirer shall save the Townsville Pastoral Agricultural & Industrial Association harmless and indemnify it against any legal proceedings arising from every such accident
CAMPING	NO CAMPING PERMITTED BY ORDER OF THE TOWNSVILLE CITY COUNCIL.

I _____ of _____
have read and agree to accept the General Conditions of Occupancy as attached to this document and agree to pay the charges applicable.

Signed: _____ Date: _____

Townsville Pastoral Agricultural & Industrial Association

1. Hire charges are subject to quotation.
2. Hiring is on the basis that at the end of the hire, the buildings and/or grounds are returned to their pre-existing condition.
3. A non-refundable booking fee is payable on approval of application.
4. A bond is required which will be used to restore pre-existing conditions should damage occur or if not left in a clean condition. The Event Organiser must pay for all breakages or damaged properties.
5. Basic hire charges and bond must be paid two (2) weeks prior to the event. Any additional charges are payable within seven (7) days after the function.
6. **INSURANCE:** All insurance for goods, exhibits and Public Liability is the responsibility of the Event Organiser. A Cover for Public Risk Insurance of \$10,000,000 indemnifying the "Townsville Show Association" as principal, and showing the name of the Event and the period of cover, must be arranged and an original Certificate of Currency or copy of this policy must be lodged with the Townsville show Association Office at least seven (7) days prior to the event.

I/We agree to comply in all aspects with the Workplace Health & Safety Act Regulation and will provide a written report of any accident or dangerous occurrence that occurs and agree to the conditions of Hire of the Townsville Show Society and to pay charges invoiced by the Townsville Show Society and I/we will fully indemnify the Townsville Show Society and its servants from liability for any injury or liability caused during the course of the event conducted by me/us.

I/We have read and agree to accept the General Hire Conditions as attached to this document and agree to pay the charges applicable.

Signature.....Date...../...../.....

Please PRINT Name.....

For / On behalf of (Organisation).....

Approved: Townsville Show Association Signed.....

Print Name Christopher Condon