



Albany
Agricultural
Society Inc

EVENT APPLICATION

Please complete all fields and return to the AAS via email

CLIENT DETAILS

Company/Group		
Address		
ABN		
On Site Contact 1		
Phone		
Email		
On Site Contact 2		
Phone		
Email		
Insurance	Do you have Public Liability insurance? <i>Please provide copy</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>

EVENT SUMMARY

Event Name	
Event Dates	
Event Times	
Expected Attendance	
Venue/s	

EVENT SCHEDULE

Note: Bump in & Out times are charged at 50% of the applicable hire fee

BUMP-IN

DAY	DATE	TIME IN	TIME OUT	GATES

EVENT DAYS & TIMES OF TRADING

DAY	DATE	OPENING	CLOSING	GATES

BUMP-OUT

DAY	DATE	TIME IN	TIME OUT	GATES

QUESTIONS

Is this event open to the public?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is this a ticketed event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is there an entry cost?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is alcohol being brought onto the premises (BYO)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is alcohol being sold on premises?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you having trade stalls?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you charging for trade stalls? <i>Please see stall holder application template</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is food being sold on site? <i>Please see stall holder application – food template</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you discussed your catering arrangements with AAS?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you require electricity inside the pavilions? Apart from supplied lighting? <i>If so, please list your power requirements below and map their locations on your site map</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you require electricity outside the pavilions? Apart from supplied lighting? <i>If so, please list your power requirements below and map their locations on your site map</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you or any of your Exhibitors require water connection or drainage?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you require access to football ovals? <i>If so, please complete separate booking form</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you require a forklift during bump-in/out? <i>Cost applies, see attached price list.</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a Waste Management Plan including cleaning roster? <i>Fees apply for removal of rubbish and additional cleaning</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will you be installing temporary fencing? If so, who? <i>Please indicate location on Site plan</i>				YES <input type="checkbox"/>	NO <input type="checkbox"/>

PRICE LIST * All GST inclusive

UTILITIES	QTY		PRICE	TOTAL
Consumption - Electricity		per unit	\$0.30	\$
Consumption - Water		per day	\$30.00	\$
ELECTRICAL	QTY		PRICE	TOTAL
Oval Tower Lights (4 Towers) (City of Albany)		per hour	POA	\$
CLEANING	QTY		PRICE	TOTAL
Post Clean		per event	100.00	\$
Toilet Requisites		per event	50.00	\$

Floor Clean(if required) – per Pavilion		as req.	250.00	\$
MISC LABOUR	QTY		PRICE	TOTAL
1 x Groundsman		per hour	\$30.00	\$
1 x Venue Assistant		per hour	\$60.00	\$
RUBBISH REMOVAL	QTY		PRICE	TOTAL
At Cost (if required)			POA	\$
Waste Disposal 7m ³ Skip (Under 1 tonne)		per bin	\$300.00	\$
BUFFET & CATERING	QTY		PRICE	TOTAL
Urn		per event	\$20.00	\$
Coffee & Tea Stations		per event	POA	\$
Crockery/Cutlery etc		Per event	POA	

HIRE OF EQUIPMENT AND SERVICES		QTY	PRICE	TOTAL
Ticket Booths		per event	\$150.00	\$
Trestle Tables		each	\$10.00	\$
Tiered Seating		per piece	\$20.00	\$
CCB (Crowd Control Barrier)		per piece	\$5.00	\$
Security Guard		per hour	60.00	\$
Lectern		each	\$10.00	\$
PA			POA	\$
Room Dividers		each	\$10.00	\$
FORKLIFT HIRE (dry) – POA		per hour	\$50.00	\$
With Driver		per hour	\$80.00	\$
Additional Gas Bottles		each	\$50.00	\$
SCISSORS LIFT HIRE (dry) – POA		per hour	POA	\$
With driver – POA		per hour	POA	\$
TOTAL				\$
PAVILIONS				\$
DISCOUNTS				\$
BOND				\$
SERVICE ADVANCE				\$
TOTAL AMOUNT OWING				\$

If this event requires approval by the City of Albany you will be required to complete the Event Approval Application, which will be forward by us to the City of Albany.

CHECKLIST

Please Note: A **Hire Agreement** form with quoted prices will be sent to you on acceptance of your application. A Deposit of 50% of the quoted hire fee is required on signing/acceptance and return of the Hire Agreement. Your booking is NOT confirmed until the signed agreement and deposit are returned. Bond and Full Payment is required before access will be granted.

SUBMIT COMPLETED:	COMPLETED
Send to AAS via aas@albanysshow.org.au	
EVENT APPLICATION FORM	<input type="checkbox"/>
SITE APPLICATIONS	<input type="checkbox"/>
READ AND UNDERSTOOD THE EVENT MANAGEMENT GUIDELINES	<input type="checkbox"/>
GROUND BOOKING FOR (IF APPLICABLE)	<input type="checkbox"/>
INSURANCE CERTIFICATE	<input type="checkbox"/>
FLOOR/SITE PLAN	<input type="checkbox"/>
FINALISE 2ND DEPOSIT AND FINAL PAYMENTS finalise payment via EFT/Cash/Credit Card on	<input type="checkbox"/>
BANK ACCOUNT DETAILS – FOR RETURN OF BOND BANK _____ BSB _____ A/C _____	<input type="checkbox"/>

SIGNED: _____

NAME: _____

DATE: ____/____/____

Albany
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