

Australian Equine & Livestock Events Centre (AELEC)

Booking Enquiry Form

CONTACT DETAILS

Organisation Name/Hirer(s) _____

ABN _____

Contact Person _____

Address _____

Phone Number _____

Email Address _____

EVENT DETAILS

Event Name _____

Event Manager Name _____

Event Manager Contact Number _____

Event Bump In Date _____

Participant Bump In Date _____

Event Start Date _____

Event Finish Date _____

Participant Bump Out Date _____

Event Bump Out Date _____

Please provide some detailed information about the event

SPECIFIC VENUE REQUIREMENTS

(Venue map photos are available [here](#))

1. Stadium Indoor Arena

Item	Details	Required
Event Arena Surface	_____	
Arena Lighting	High Bay Lighting	
	Broadcast Lighting	
	Broadcast Lighting – 6 bays only	

2. ATV / Surface Conditioner

Item	Details	Required
ATV	_____	
Conditioner Small Drag	_____	

3. Stadium Rough Stock Chutes

Item	Details	Required
Chutes and Yards	_____	

4. Stadium Seating and Ticketing

Item	Details	Required
Indoor Stadium Seating	_____	
Are ticketing services required?	Nominate ticketed days _____	
	Box Office hours _____	
	Estimated attendance _____	
	Ushers / ticket collectors _____	
	Security Staff _____	

5. Stadium Trade and Exhibition Area

Item	Details	Required
Internal side trade sites	3.6m x 2.4m site	Quantity _____
Internal end trade sites	3.6m x 3.6m site (limited to 12 in total)	Quantity _____
Internal space only trade sites	Space only, power available	Quantity _____
External sites	Power not available	Quantity _____

6. VIP Level

Item	Details	Required
All or part levels	_____	
Bar Services	Days _____	
	Times _____	
Catering Services	Days _____	
	Times _____	

7. Food and Beverage

Item	Details	Required
Kiosk Operation	All event _____	
	Days/Times _____	
Coffee Shop Operation	All event _____	
	Days/Times _____	
Bar Required	All event _____	
	Days/Times _____	
Other catering eg. Dinner functions/judges	_____	

8. Stadium Undercroft

Item	Details	Required
Yards Southern side	_____	
Walkway Northern side	_____	

9. Covered Cattle Yards

Item	Details	Required
Yards and troughs	Provide type and estimated livestock numbers _____	

10. Warm Up Arenas 1, 2 and 4

Item	Details	Required
Arena 1 (Northern)	_____	
Arena 2 (Southern)	_____	
Arena 4 (Near Campdraft)	_____	

11. Main Outdoor Arena and Warm Up Arena 3

Item	Details	Required
Main Outdoor Arena	Ebb and Flow surface	
Warm Up Arena 3	Ebb and Flow surface	

12. External Areas

Item	Details	Required
Goonoo Goonoo Arena (Northern Side)	_____	
Other open area	_____	

13. Sales Arena

Item	Details	Required
Arena surface	Used for _____	
Seating Areas	_____	
Lighting	_____	

14. Public Announcing System

Item	Details	Required
Main Arena, stables, Sales Arena	Use existing internal and external systems	
Campdraft Arena	Use existing external system	
Additional systems	_____	

15. Events Office

Item	Details	Required
Office and furniture	Within main area, concourse level	
Telephone connection	_____	
Internet connection WiFi available to Event Organiser	_____	

16. Stable Blocks

Item	Details	Required
Stables	Approx. stable numbers _____	
Tack Rooms	Approx. tack room numbers _____	

17. Camping Powered Sites (hardstand surface)

Item	Details	Required
Powered camp sites	Approx. site numbers _____	

18. Camping Unpowered Sites (grassed surface)

Item	Details	Required
Unpowered camp sites	Approx. site numbers _____	

19. Day Parking Area

Item	Details	Required
Day Parking	Approx. numbers _____	

20. Led Cattle Pavilion

Item	Details	Required
Number of tie ups needed	_____	

21. TAFE Building

Item	Details	Required
Lecture Theatre	Use _____	

22. Campdraft Arena

Item	Details	Required
Arena Surface and yards	_____	
Lighting	Arena flood lights	

23. Temporary Structures

Item	Details	Required
Temporary structures	_____	

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I confirm that the above information is true and correct to the best of my knowledge. I confirm that I am authorised to provide this information on behalf of the organisation submitting this form.

Full Name

Date

Position in Organisation

(Must be an authorised officer of the Event Organiser)