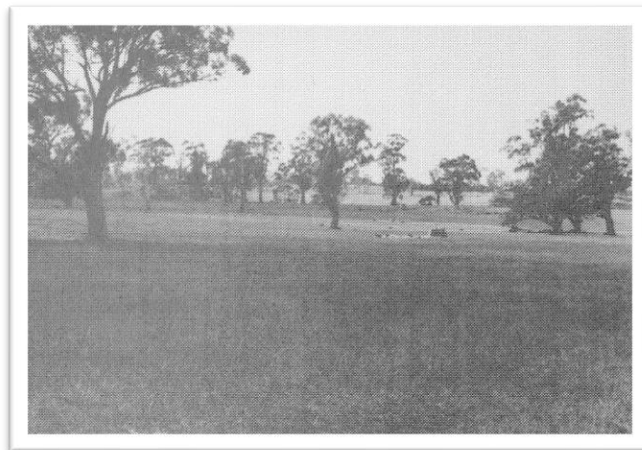




# Site Hire Agreement Package

415 Oaks Road Carrick Tasmania 7291



*Quercus Park as it was in the beginning.*

# QUERCUS RURAL YOUTH PARK

The **Quercus Rural Youth Park** is located on 80 hectares of prime farmland at Carrick, 20 km from Launceston in historic Northern Tasmania which is easily accessible from the Bass Highway.

This unique facility is ideal for hosting a diverse range of events - exhibitions; equestrian competitions; industry and trade shows, product launches and demonstrations; animals shows; training days; camping groups; weddings; conventions; music festivals; engagement parties; christenings; Christmas and corporate functions.

Quercus is a unique venue in Tasmania primarily designed to host the Agfest Field Days which is organised by the Rural Youth Organisation of Tasmania. For more information about Agfest please go to their website [www.agfest.com.au](http://www.agfest.com.au)

The venue has proudly hosted many events from informal product launches to the Caravan and Motorhome Association Rally, Scout Wild Dayz, Music Festivals, Rodeo's and Braaap Motorcycle Race Days under lights.

## Features of the Site Include:

3 Large level Car Parks

Extensive Power (single and 3 phase) and phone grids

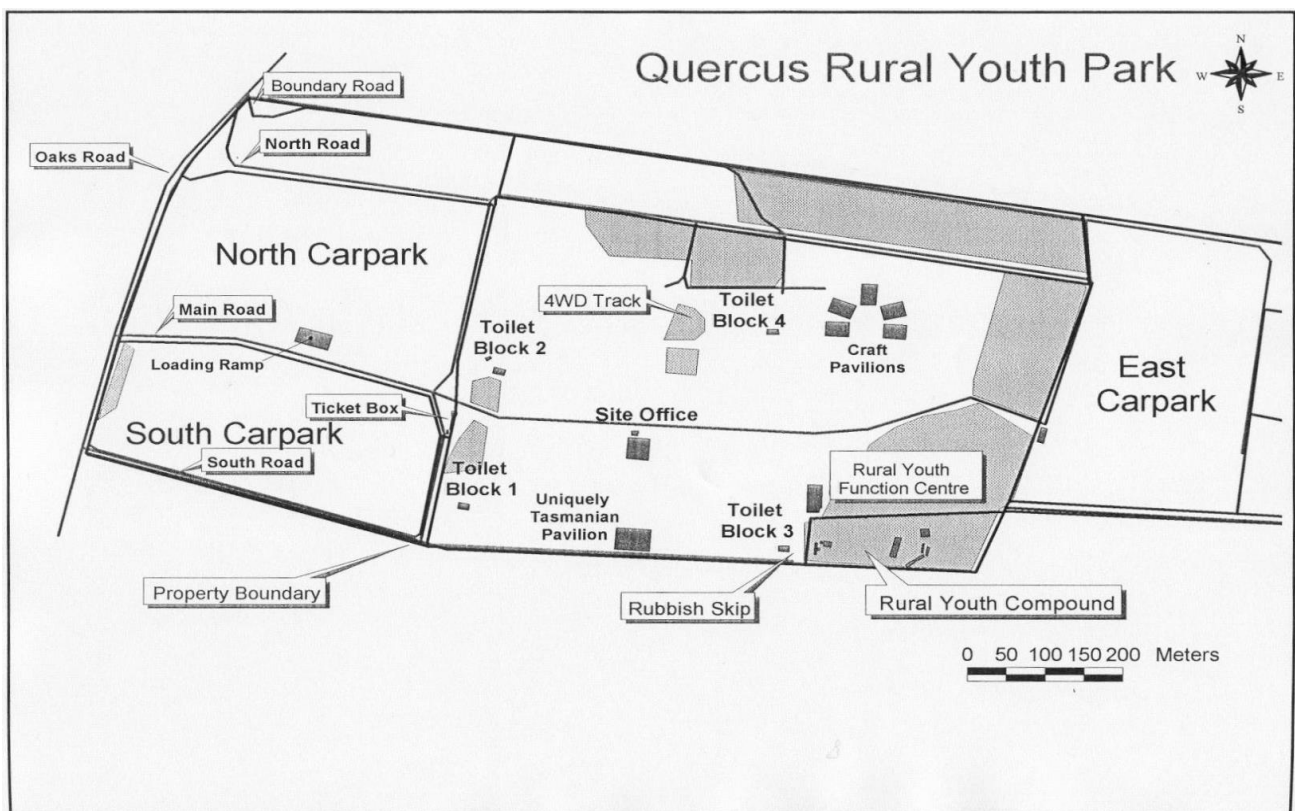
Central 2 storey office / Information Booth / Public Address Control Room

Group of 5 sheds each 21m x 30m and single shed 30m x 42m

Function Centre with commercial kitchen, bar, meeting room

Equine Arena, 4wd Track, Demo Arena,

Loading ramp



## Travelling times to Quercus Rural Youth Park are

- 20mins from Launceston city
- 30 minutes from Launceston Airport
- 2 hours from Hobart in the South
- 2 hours from Burnie in the North West



The property is managed by the Rural Youth Organisation of Tasmania Incorporated Property Management Committee, a dedicated group of volunteer members who in their own time organise and maintain this prestigious venue. We are extremely proud of our fantastic property and encourage the respectful use of the facilities to host functions and events.

Further enquiries and information, along with bookings, can be made directly to Rural Youth Head Office on (03) 6331 6154 or [admin@ruralyouth.com.au](mailto:admin@ruralyouth.com.au)



## Function Centre Hire



Included in the Function Centre room hire are:

Use of our Function Room which is licensed to hold up to 220 guests.

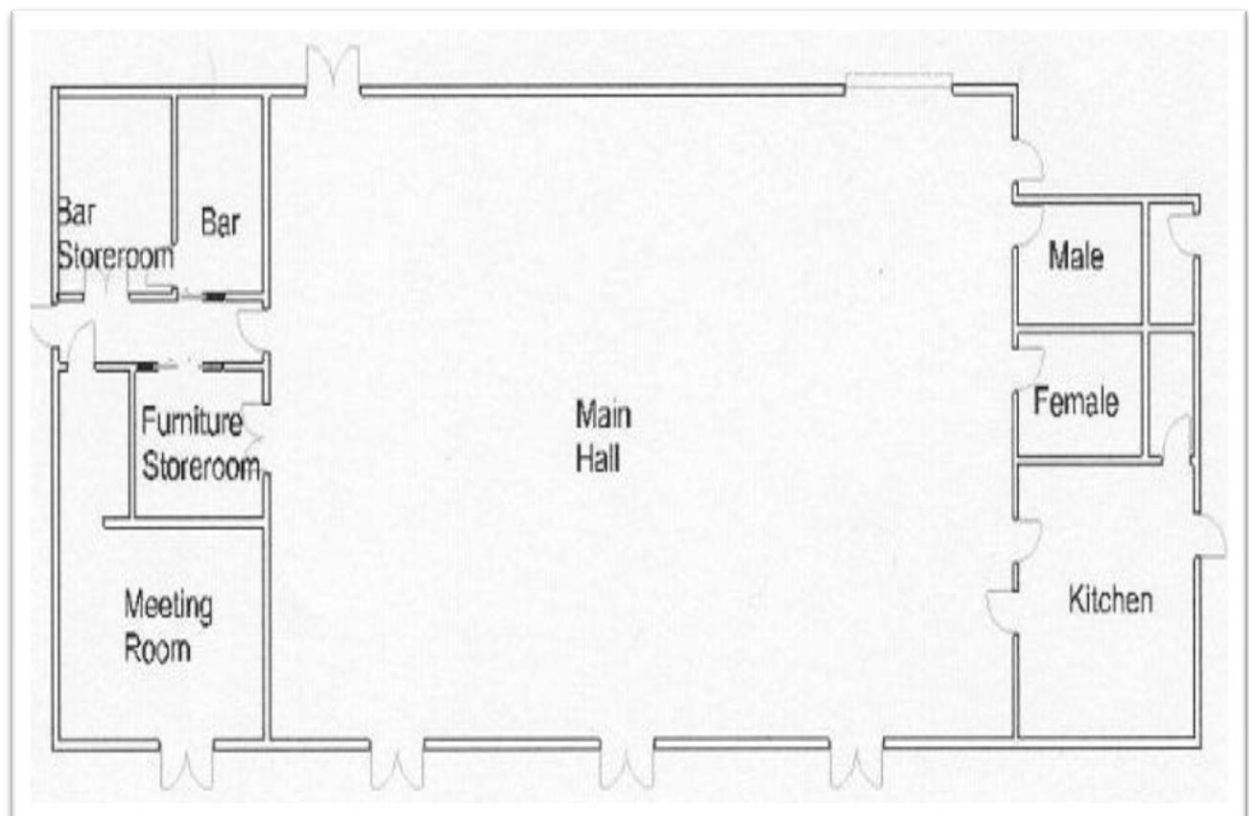
Seating for up to 200 people – chairs and tables provided. The Function Centre also has a timber dance floor, bar, toilets, baby change facilities, and outdoor deck.



## Function Centre Hire Continued.....

Use of kitchen and servery facilities, including:

- Double gas oven
- 6 Burner gas cook top and flat grill
- Deep fryer (single basket)
- Commercial Dish Sanitiser
- Fridge
- Urn
- Bain Marie
- Use of LPG Gas
- Cutlery and Crockery for approx. 200 people





## Craft Pavilions

There are five 21m x 30m colourbond pavilions, known as the craft pavilions, available for hire. All have power connected, general overhead lighting and rolled gravel floors.



## Unique Tastes Pavilion

This Pavilion is set back 20m from South Street. The total pavilion size is 42m x 30m. It is constructed from steel and colourbond walls, with full concrete floor, power, washing facilities and overhead lighting.



## Equine Arena

The fenced purpose built 60m x 20m dressage arena is situated in the north-east corner of the site.





## 4WD Track

Named the “Peter Brock Memorial 4WD Track”, a fully fenced purpose built area.

## Ticket Selling Complex

This facility has several lanes for easy ticket selling and main front office with direct window access. Cash register hire available at an additional charge.

## Site Office & PA Building

Central 2 storey office / Information Booth / Public Address Control Room

## Sheep Dog Trial Area

A flat grassed, fully fenced area measuring 60m x 70m.

## Central Arena

The arena is situated immediately behind the Site Office/PA Building. It is enclosed by a timber fence and measures 30m x 30m. Tiered seating is available for hire from private contractor, Mick Wyllie (0409 213 351)

## Car Parks

3 large level car parks available. See map on page 2 for locations.

## Various other items available to Hire

**Picnic Tables & Bench Seating** - Approximately 200 picnic tables and a number of bench seats.

**Rubber Matting** - Several hundred meters available, **Lighting, Trailers, Traffic Bollards and cones**

**Portable exit signs, Portable power boxes and 3 phase break down to 15amp boxes**

## Venue Hire Charges Guide

	Hire Fee Daily Rate	Bond
Entire Site	Price on application	
Function Centre		
With Kitchen	\$350	\$500
Without Kitchen	\$250	\$500
Pavilions (each)		
With Power	\$230	\$200
Without Power	\$175	\$200
Unique Tas Pavilion	\$450	\$200
Equine Arena	\$220	\$250
4WD Track	\$175	\$200
Ticket Selling Complex	\$130	\$200
Site Office & PA Building	\$150	\$200
Sheep Dog Trial Area	\$130	\$200
Central Arena	\$150	\$200
Car parks (each)	\$130	\$200
Toilet Block	\$150	\$200
Key each		\$50

All hire fee prices quoted are GST inclusive  
(Prices are subject to change each year 1<sup>st</sup> July)

The Hire Bond will be refunded in full once the Rural Youth Caretaker has completed an inspection and audit and advised the office accordingly.

## Cancellations

In the event of cancellation a 30% of the hire charge is non-refundable and cancellations must be made in writing. If the event is cancelled within 28 days of the function date, 60% of the hire rate will be non-refundable. In the event that the function is cancelled within 7 days of the function date, 100% of the hire rate will not be refunded.

## Access to Quercus

Keys to Quercus Rural Youth Park and toilet blocks are to be collected from the Rural Youth Office, 62 York Street Launceston (8:30 am - 5 pm Monday - Friday) prior to the hire date, by the site hirer unless alternative arrangements are made with the Rural Youth Office.

The hirer is to follow instructions given by the Rural Youth Caretaker regarding which gates and roads are to be used to access the property.

It is the responsibility of the hirer to control access to the property. In a situation where unwanted uninvited persons present themselves, the hirer must take steps to resolve the situation - if necessary, by summoning the Police and contacting the Rural Youth Office.

It is the hirer's responsibility to ensure keys are returned direct to the Rural Youth Office within three (3) days of site hire or a fee of \$10 per day will be charged.



## Gates

Please ensure gates are left as you find them. If in doubt please shut them. Only leave road gates open after you have confirmed there is no livestock in adjoining paddocks. Please ensure road gates are closed and padlocked overnight.

## Statutory requirements

The Hirer must comply with the requirements of all legislation, regulations or by-laws in relation to a function and in particular, must obtain any licenses required for the function or event.

**Pavilions** - At least 2 roller doors must be locked open at a height of no less than 2 meters while the pavilion is occupied.

## Liability

The Rural Youth Organisation of Tasmania accepts no responsibility for any injury or damage sustained to any person or property associated with the hire of Quercus Rural Youth Park.

Each hirer must carry a Public Liability to cover their involvement at Quercus Rural Youth Park. A copy of your current policy is to be forwarded with your application. Depending upon the size of the event the Committee may insist that the policy be increased.

Festivals and events must carry a minimum of \$10M Public Liability Insurance and apply to the Meander Valley Council for a Temporary Occupancy Permit.

**Some events may be eligible for cover under the Rural Youth Public Liability Insurance for an additional minimum fee of \$200. Rural Youth clubs are to provide a Risk Management Plan for their functions.**

## Damage and Theft

In the event of damage occurring to the any of Quercus Rural Youth Park or Rural Youth's equipment (including theft), the site hirer will be deemed liable and the cost of repairs or replacement will be invoiced. An administration fee of 25% of the total cost of repairs or replacement shall also be charged. Hirers will be liable for all costs of repairs resulting from damage done to power outlet units, underground power cables, water mains, telephone cables, drainage systems. A charge of \$5.00 per item for broken glassware or crockery will be added to the invoice. Any damage must be reported to the Rural Youth Office.

## Fire Alarms

The Function Centre is fitted with fire and smoke alarms throughout the building. Smoking is not permitted anywhere within the premises, fireworks of any description are not permitted to be let off from the balcony or anywhere within or near the building. In the event of the alarm sounding, the premises must be evacuated via the Emergency Exit signed doorway. The hirer is responsible for the attendance charge levied by the Fire Department for call outs caused by them or by any of their guests.

## Smoking

Smoking is prohibited in all enclosed areas and all buildings at Quercus Rural Youth Park.

## Animals

Dogs and other animals are not allowed at Quercus Rural Youth Park without prior approval from the Rural Youth Office, unless you have already disclosed on your site hire form that animals will be present.

## Curfew

Although Quercus Rural Youth Park is located in rural setting, there are several nearby neighbors. A noise curfew of 2 am applies to the property which also applies to the movement of vehicles from the site.

## Electrical Equipment

All electrical equipment used at Quercus Rural Youth Park must be inspected and tested in accordance with AS 3760.

## Catering

All catering is to be arranged by the hirer. Self-catering by clients will be at the discretion of the Rural Youth Office.

## Balloons

Balloons are not permitted outside the Function Centre.

## Confetti

No confetti or similar material to be used within the property - otherwise part or the entire Bond will be forfeited.

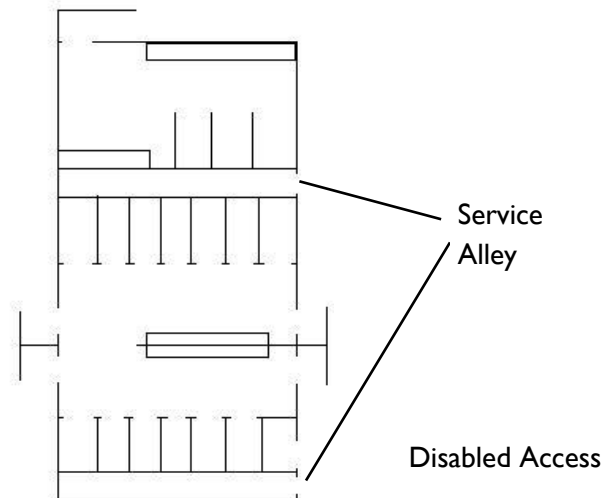
## Decorations & Room Set-Up

Current fixtures and fittings displayed must not be tampered with. Decorations utilised by the hirer must not damage the venue or its fixtures in any way. We do **not** permit the use of staple guns, nails, glues or adhesives on paintwork. Damage as a result of the use of these items will be charged appropriately to the hirer.

## Toilets

Site and Pavilion Hirers - will be notified which of the 4 toilet blocks have been prepared for you. Unlock doors to the male and female areas. Turn on water in service alley (a sign hanging from the ceiling will indicate the location of the valves - 1 in each alley). If required turn on lights at switchboard in service alley.

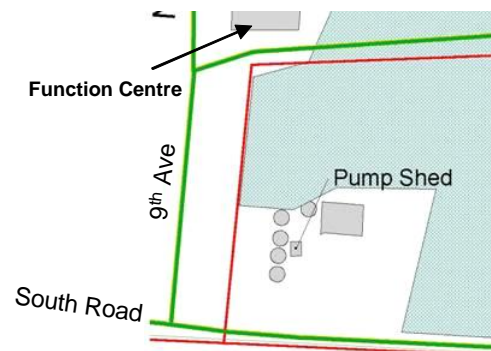
## Typical Toilet Block



## Water

The electric pump at the water tanks must be turned on to facilitate water supplies to the toilet blocks. Detailed instructions for use of pump are located in the pump shed. **Water is not suitable for drinking.**

Drinking water will need to be brought in by the hirer. For large quantities our recommended supplier is Bruce Harvey, contact number 0417 594 680.



## Cleaning

In the event that the Rural Youth Caretakers deems that the amount of cleaning required following any function is in excess of normal and reasonable expectations (e.g. carpet steam cleaning required etc.), the client will be informed and an excess cleaning fee of \$300 will be invoiced.

### Site & Pavilions Hirers only

At the end of your stay all areas must be cleaned, rubbish removed and items borrowed from other parts of the site must be returned.

**Toilets** - Floors swept out and hosed out if necessary. Toilets and sinks wiped down using supplies in alley.

**Other Buildings**—Floors to be cleaned as appropriate. All other benches etc cleaned appropriately.

### Function Centre Hirer only

The flowing areas must be cleaned appropriately. All cleaning equipment and supplies can be found in the kitchen storeroom.

**Main Hall & Meeting Room** – Vacuumed, windows cleaned if necessary.

**Dance Floor** - Mopped

**Kitchen** – Floor mopped, sinks & benches wiped down, all cooking equipment cleaned.

**Bar** - Floor mopped, sinks & benches wiped down.

**Toilets** - Floor mopped, sinks & benches wiped down

**Paths** – Swept clean

**Gardens / grounds** – All rubbish including cigarette butts, disposed of.

**Cutlery / Crockery / Glassware** – Washed in hot water and detergent.

**Ashtrays** - Empty appropriately

## Rubbish

**Site & Pavilions** - Rubbish is to be collected from all areas (including areas used for car parking) and placed in the skip bin adjacent to Function Centre.

**Function Centre** - Rubbish is to be collected from all areas within the Function Centre – kitchen, toilets, bar, meeting room and store rooms as well as adjacent areas outside the function centre and placed in the skip bin adjacent to Function Centre.

## Departing

**Pavilions & Site** - All lights (including toilet and outside lights) must be switched off. All doors and windows must be left locked.

**Function Centre** - At the end of your hire period all tables, chairs and lectern are to be returned to the furniture storeroom and stacked as per instructions in the furniture store room. Stage blocks are also to be returned to the furniture store room. All lights (including toilet lights) must be switched off. All doors and windows must be left locked.

## Site Contact Numbers

Please do not hesitate to contact Rural Youth Caretaker on 0448 572 288 for further information if required and if you have any problems whilst on site.



# Site Hire Agreement Form

Business or Organisation Name:					
Postal Address:					
Suburb:		State:		Postcode:	
Contact Name:					
Email Address:					
Landline Phone Number:	( ) _ _ _ _ _	Mobile Number	_ _ _ _ _		

## DETAILED DESCRIPTION OF EVENT TO BE HELD: (Attach sheet if more space is required)


## DATES THE PROPERTY WILL BE REQUIRED:

FROM:		UNTIL:	
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## THINGS WE NEED TO KNOW:

Approximate Number of People Attending Event:	
Licences or Permits obtained:	

## REFEREE

NAME & CONTACT DETAILS OF REFEREE (eg. Owner of property which you may have hired in the past)

## INSURANCE

	YES	NO
Copy of Public Liability Attached		
Apply for Rural Youth Public Liability Insurance		

**A copy of your current Public Liability Insurance Policy must accompany your application (see Clause 11 of terms & conditions of hire). Some events may be eligible for cover under the Rural Youth Public Liability Insurance for an additional minimum fee of \$200. Rural Youth clubs are to provide a Risk Management Plan for their function:**

**Festivals and events must carry a minimum of \$10M Public Liability Insurance and must apply to the Meander Valley Council for a Temporary Occupancy Permit.**

## BUILDINGS & UTILITYS REQUIRED

	Yes	No
<b>Entire Site</b>		
<b>Function Centre:</b>		
Dining Hall & Meeting Room		
Tables / Chairs		
Bar		
Commercial Kitchen		
Cutlery / Crockery / Glasses		
Catering Details: (providers name)		
<b>Unique Taste Pavilion: (30m x 40m)</b>		
<b>Ticket Selling Complex:</b>		
<b>Car parks:</b>		
North:		South:
		East:
<b>Office &amp; PA Building:</b>		
<b>Craft Pavilions:</b>		
Total of 5 (21m x 30m each) Number Required:		
<b>Sheep Dog Trial Area:</b>		
<b>Equine Arena:</b>		
<b>4WD track:</b>		
<b>3 Phase Power: (15 amp max)</b>		
<b>Single Phase Power:</b>		
<b>Public Toilets:</b>		
<b>Do you require to hire any other equipment listed in site hire agreement package?</b>		
Details:		
Do you intend to camp on site?		
Details:		
Do you intend having animals on property?		
Details:		

## SITE HIRE AGREEMENT:

I / We (full name/s)			
on behalf of (company name)			
I have read the terms and conditions applicable to the hire of "QUERCUS RURAL YOUTH PARK" as detailed in this application package, and accept all terms & conditions on page 15 of this document.			
Authorisation:		Date:	

Send completed pages 13 & 14 **with a copy of your Public Liability Insurance policy** to:

Rural Youth Organisation of Tasmania Inc.  
 Quercus Site Hire Application  
 PO Box 322  
 Launceston TAS 7250 OR email: [admin@ruralyouth.com.au](mailto:admin@ruralyouth.com.au)

## **CONTRACT TERMS & CONDITIONS FOR THE HIRE OF “QUERCUS RURAL YOUTH PARK”**

In this Contract the Rural Youth Organisation of Tasmania Inc. is referred to as RYOT. Nominated Representative/s are the person/s authorised to represent and act on behalf of RYOT. Property means the land owned by RYOT and all buildings, chattels and improvements located thereon.

1. RYOT reserves the right to refuse any application. Successful applications shall be notified in writing within 30 days of the Rural Youth Head Office receiving the completed application form.
2. Bond shall be determined by RYOT, if the property is left in an unacceptable condition the bond shall be void. Hirers will be liable for all costs of repairs resulting from damage done to any part of the property during their occupancy.
3. If bond is not received within 7 days prior to commencement of hire the use of the property may be refused.
4. RYOT reserve the right to set the hire fee and any additional conditions of use for a specific hire period.
5. No livestock will be permitted on the property without the express permission of RYOT.
6. No dogs (with the exception of guide dogs) will be permitted on the property without the express permission of RYOT.
7. RYOT accepts no liability for damage to electrical equipment due to power fluctuations or failure. Hirers are not permitted to alter any electrical installation.
8. All hirers are required to keep and leave property in a clean and orderly condition, equivalent to that prevailing before occupancy, if this condition is not met, the hirer will be responsible for all clean-up costs.
9. Any goods or equipment left on property for a period of more than 3 months without specific authorisation becomes the property of RYOT.
10. Hirers are responsible and liable for the condition of the areas covered by this Contact from the time they commence preparing for their activities until these areas are cleared to the satisfaction of RYOT irrespective of when the hire starts and ceases.
11. Each hirer must carry Public Liability Insurance to cover their involvement at Quercus Rural Youth Park. A copy of your current policy is to be forwarded with your application. Depending upon the size of the event the Committee may insist that the policy be increased.
12. RYOT shall not, irrespective of the cause, be liable for the loss or any damage whatsoever to the hirer's property.
13. Hirers hereby agree to occupy and use the property at their own risk and shall accept liability for damage or injury to persons or property howsoever the same shall occur and hereby release and indemnify RYOT. and their servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person, persons or property on the property.

14. Hirers hereby undertake to faithfully conform with the requirements of any Act of Parliament which may govern the erection of structures, displays and/or demonstration and/or sales of machinery or other products and also to conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Semi-Government or Local Government Authority duly authorised to make regulations, by-laws or ordinances in connection herewith including the Pure Foods Act.
15. RYOT shall have the right to inspect any structure and contents erected on the property by the hirer and if in the opinion of RYOT's nominated representative/s and after consulting the Fire Brigade Authorities, any part of such structures or contents forms a menace from a fire risk point of view or if any part of the said considered unstable, then upon written notification from RYOT to the hirer, employee or servant thereof, the risk shall be eliminated immediately by the hirer or his/her employee or servant.
16. Any refunds of monies due to cancellation by the hirer will be at the absolute discretion of the RYOT.
17. Hirers will be liable for all costs of repairs resulting from damage done to power outlet units, underground power cables, water mains, telephone cables, drainage systems.
18. The hirer may not cause or allow any nuisance disturbance or noise to be made in or to emanate from the land. A noise curfew time may be set by RYOT.
19. Under no circumstances shall the applicant advertise or promote the event proposed to be held in any way, shape or form as being held at "Quercus Rural Youth Park" until such time that he/she has been informed in writing that their application has been approved by RYOT.
20. Under no circumstances shall the title "Agfest" be used in either written or verbal form in any promotional or advertising material relating to the event for which the property is to be hired out for.
21. Smoking is not permitted on the grounds of Quercus Rural Youth Park.
22. Non Rural Youth members are not permitted to camp on site after functions or leave vehicles, without the express permission of RYOT.
23. All persons entering the site must sign in and out at the stations provided, in accordance with RYOT WHS policy and procedures. These are located on South Road at the Unique Taste Pavilion and North Road next to the Telstra tower.

The Rural Youth Organisation of Tasmania Inc. reserves the right to cancel this Contract and retain all monies in connection therewith and pursue all or any remedies available to it at law if there is any infringement of the foregoing conditions.