

**RENTAL AGREEMENT 2018**

**WAGGA WAGGA SHOW SOCIETY INC**

Wagga Show Society agrees to **HIRE – LEASE – RENT** building listed below for a nominated period and price. (all prices are subject to G.S.T.)

**KYEAMBA SMITH HALL**

- MAIN HALL**  
(Size 45m x 18m) Seat 1000 – 1200 People
- ANNEXE**  
(Size 22.5m x 9 m)
- SUPPER ROOM**  
(Size 27.5m x 13.5 m) Seat 200 People
- STAGE**  
(3.6 X 3.6 X 900) (12 Sections)

**KYEAMBA SMITH HALL & SUPPER ROOM CONTAINS GAS HEATING, CEILING FANS**

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- SUPPER ROOM**  
(Part of KYEAMBA SMITH HALL)
- HAMMOND HALL**  
(Size 42.3m x 20.9 m)  
Toilets & Showers – One Large Roller Door
- FUNCTION ROOM**  
(Size 14m x 13m)  
Meetings - Seminars  
Seat 90 People  
Carpeted, Kitchen – 2 Refrigerators, 2 Stoves, 1 microwave,  
Hot Water
- TROTting BAR**  
Seat 100 People  
1 Large Cool Room  
2 Freezer Tubs  
Small Dance Floor  
Opens onto Lawn area (making it possible to have a large number  
of people).
- POULTRY SHED**  
Holds 6 – 800 Birds

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**OPEN AIR SHED / STABLE COMPLEX**  
Suitable for Plant Sales or Stock Sales

**SMALL KITCHEN**  
(KYEAMBA SMITH HALL)

**CENTRE RING & GRAND STAND GRASS AREA**

**OTHER GRASSED AREAS**  
(Suitable for Circus, Field Days ect)

**DOG ROOMS, RINGS & GROUNDS**

**FULL GROUND RENT**

**MOHR ROOM**

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**TABLES (2.400 X 900) Seats 8 – 10 (120 in Total)**

**CHAIRS (PADDED) (700 in Total)**

**SCREENS (2 x 3 mts) (13 in Total)**

**RENTAL AGREEMENT 2018**

**WAGGA WAGGA SHOW SOCIETY INC**

**PLEASE MARK THE BOX HEADING THE VENUE YOU WISH TO HIRE / LEASE**

**BUMP IN DATE:** \_\_\_\_\_

**EVENT OPENING DATE:** \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_

**COMPLETED BUMP OUT DATE:** \_\_\_\_\_

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**PRICE LIST 2018**

**All Prices are subject to G.S.T. Costs**

<b>BOND (refer to 3.A. in Rules &amp; Regulations also includes Key Bond)</b>	<b>\$500.00</b>	
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<b>EXCESS BUMP IN &amp; OUT DAYS</b>	<b>\$500.00</b>	<b>per Day</b>
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<b>KYEAMBA SMITH COMPLEX (Does not include Kitchen)</b>	<b>\$1000.00</b>	<b>per Day</b>
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<b>MAIN HALL</b>	<b>\$780.00</b>	<b>per Day</b>
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<b>SUPPER ROOM</b>	<b>\$330.00</b>	<b>per Day</b>
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<b>ANNEX</b>	<b>\$200.00</b>	<b>per Day</b>
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<b>HAMMOND HALL</b>	<b>\$650.00</b>	<b>per Day</b>
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<b>CRAZY JIIM'S</b>	<b>\$300.00</b>	<b>per Day</b>
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<b>FUNCTION ROOM</b>	<b>\$300.00</b>	<b>per Day</b>
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<b>TROTting BAR</b>	<b>\$330.00</b>	<b>per Day</b>
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<b>POULTRY SHED</b>	<b>\$275.00</b>	<b>per Day</b>
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<b>OPEN AIR SHED / STABLE COMPLEX</b>	<b>\$250.00</b>	<b>per Day</b>
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<b>MOHR ROOM</b>	<b>\$250.00</b>	<b>per Day</b>
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**PRICE LIST 2018**

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<b>SMALL KITCHEN (Coffee Shop)</b>	<b>\$125.00</b>	<b>per Day</b>
<b>CENTRE RING &amp; GRAND STAND GRASS AREA</b>	<b>\$3000.00</b>	<b>per Day</b>
<b>OTHER GRASSES AREA (BY NEGOTIATION per Area)</b>	<b>\$650.00</b>	<b>per Day</b>
<b>DOG ROOMS, RINGS &amp; GROUND</b>	<b>\$200.00</b>	<b>per Day</b>
<b>FULL GROUND HIRE (Excluding Show Society Office) (R.T.A. pad &amp; Soccer Field by Arrangement Only)</b>	<b>\$8000.00</b>	<b>per Day plus G.S.T</b>

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<b>TABLES</b>	<b>\$11.00</b>	<b>Each</b>
<b>CHAIRS (PADDED)</b>	<b>\$2.00</b>	<b>Each</b>
<b>SCREENS</b>	<b>\$10.00</b>	<b>per Function</b>
<b>AUDIO</b>	<b>\$120.00</b>	<b>per Night</b>

## RENTAL AGREEMENT 2018

### WAGGA WAGGA SHOW SOCIETY INC

#### RULES AND REGULATIONS

The person / persons / company / group hiring any of the above building or grassed areas the following rules apply

1. The particular area hired will be left in a clean and respectable condition.
2. All **rubbish** associated to the function around the hall will also be picked up.
3. All **electricity** will be the responsibility of the Hirer and cost will be paid to the Wagga Wagga Show Society.
- 3.A. **Bond of \$500.00 is required.** This Bond will be returned if there are no damages to the premises and if the police are not called. This includes a Key Bond
4. The Hirer will remove all rubbish or pay the Wagga Wagga Show Society all costs associated with the disposal of the rubbish.
5. Any **Gas** used will be charged to the Hirer and the cost of the **Gas** will be paid to the Wagga Wagga Show Society.
6. Cleaning of the toilets will be the responsibility of the **Hirer or a \$50.00 charge will apply.**
7. No pegs will be driven into the ground without the permission of the Wagga Wagga Show Society any damage done to underground cables or piping or tared roads will be paid for if permission or other arrangements is not agreed to.
8. **The Hirer at their own cost must remove balloons catching in ceiling fans.**
9. All damage caused to equipment or buildings will be the responsible of the Hirer.
10. The Hirer shall not sell **alcohol** without a **liquor licence**.
11. The Hirer will be responsible for any insurance that is required over and above the insurance carried by the Wagga Wagga Show Society.
12. All electrical leads will be tagged and suspended and not laid on the ground, the Wagga Wagga Show Society reserve the right to ask that the leads be made inactive until such times as the leads are suspended or tagged.
13. All O.H.S. laws apply to the Wagga Show Society Grounds.
14. **Speed limit 10km per hr on the Wagga Show Society Grounds.**
15. The Secretary reserves the right to enter the premises or function at any time to inspect the general situation and safety aspects.
16. The Secretary reserves the right to disallow any construction or decorations that may be a danger to the visiting public or have the potential to cause damage to the buildings or grounds. Negotiations may take place regarding the problem resulting in a situation suitable to both parties being agreed upon.

## RENTAL AGREEMENT 2018

### WAGGA WAGGA SHOW SOCIETY INC

#### RULES AND REGULATIONS

17. Any blue tack or sticky tape / masking tape applied to the walls or floors must be removed at the conclusion of the event, **no drilling of holes, also no nails / or screws will be used at all.**
18. **Fire doors must be left clear at all times.**
19. A key deposit will be required when keys are picked up this will be returned upon the return of the keys.
20. **Two days bump in and two days bump out will attract no charge, only out goings will be charged.**
21. **Any use of the venue prior to and after the allowed time will attract a charge noted in the charges list.**
22. **GROUND and HALL HIRE CHARGES must be paid prior to the event. All outgoing accounts must be settled before leaving the grounds unless prior arrangements have been made. Failure to do so will result in collection fees being added and further rental may be placed in jeopardy.**
23. **A deposit of 33% of the total hire costs is required to be lodged with this signed contract. Dates are not secure until contract is signed and deposit is paid.**
24. **This deposit is non-refundable and does not include outgoings.**
25. **The Wagga Show Society reserves the right to make adjustments to the hire price if the contract is varied from, also to change venues (Halls) but the party hiring must be notified of the change seven (7) days prior to their event.**
26. **In the event of non settlement of an account all information will be placed in the hands of our appointed commercial debt recovery company and all added costs will be the responsibility of the person / persons or company responsible for the debt.**
27. **A copy of a Current Public Liability Policy must accompany this application – minimum of Ten Million Dollars.**

**RENTAL AGREEMENT 2018**

**WAGGA WAGGA SHOW SOCIETY INC**

**ORDER FORM 2018**

**TOTAL FULL GROUND HIRE (Excluding R.T.A bike training area and soccer field this is by negotiation only).**

**ACCESS REQUIRED** for the area named above from \_\_\_\_\_ until \_\_\_\_\_

**INFIELD AND GRASSED AREA**                      **DATE REQUIRED** \_\_\_\_\_

**OTHER GRASSED AREAS**                      **DATE REQUIRED** \_\_\_\_\_

**BUILDING REQUIRED** \_\_\_\_\_

**DATE REQUIRED** \_\_\_\_\_

**HALLS REQUIRED** \_\_\_\_\_

**DATE REQUIRED** \_\_\_\_\_

**TABLES REQUIRED** \_\_\_\_\_

**CHAIRS REQUIRED** \_\_\_\_\_

**SCREENS REQUIRED** \_\_\_\_\_

**DATE OF ACCESS REQUIRED** \_\_\_\_\_

**DATE OF VACATION** \_\_\_\_\_

**DATE OF ACTUAL EVENT** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**KEY RECEIVED** \_\_\_\_\_ **SIGNED** \_\_\_\_\_

**KEY RETURNED** \_\_\_\_\_ **SIGNED** \_\_\_\_\_

**PLEASE INDICATE WHAT GOODS ARE TO BE SOLD IF THE CONTRACT IS FOR A SALE TO THE PUBLIC**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETURN THIS INFORMATION TO THE WAGGA SHOW SOCIETY OFFICE**

**Wagga Show Society Inc**

**P.O. Box 7256**

**MT AUSTIN**

**N.S.W 2650**

RENTAL AGREEMENT 2018

WAGGA WAGGA SHOW SOCIETY INC

AGREEMENT FORM 2018

I \_\_\_\_\_ agree to rent the Halls / Grounds that I have marked at the indicated prices on page three (3) and I agree that I have read and fully understand the rules and regulation attached to hiring buildings or grassed areas including centre ring.

Indicated as follows are special clauses agreed to with the Wagga Wagga Show Society Inc.

**PLEASE NOTE:** There will be two day of no charge in the bump in period only outgoings also there will be two days no charge to bumpout only ourgoings Charges will apply outside the specified time \$500.00 per Day.

33% DEPOSIT OF ESTIMATED RENT \_\_\_\_\_ FULL PAYMENT ON THE LAST DAY OR THE COMPLEATION OF THE EVENT

Special Conditions

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Description of event being held

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Signed (HIRER) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

PHONE

B/H \_\_\_\_\_

A/H \_\_\_\_\_

M/B \_\_\_\_\_

DATED THIS DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Wagga Show Society Inc  
Representee

I being a representee of the Wagga Show Society Inc agree that I have discussed the above rental agreement with the person / persons / company / group and we agree that this contract is suitable to both parties.

Signed \_\_\_\_\_

Wagga Show Society Inc  
P.O. Box 7256  
MT AUSTIN  
N.S.W 2650

PH 02 69 252 180 M/B 0427 252 180



**WAGGA WAGGA SHOW SOCIETY INC.**  
**P.O. BOX 7256**  
**MT AUSTIN**  
**N.S.W 2650**  
**PHONE: 02 69 252 180      FAX: 02 69 253 149**

EMAIL: [wagashow@bigpond.com.au](mailto:wagashow@bigpond.com.au)  
WEB SITE: [www.waggashow.com](http://www.waggashow.com)

**NAME:** \_\_\_\_\_

This form relates to my payment for \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

PLEASE WRITE CLEARLY – ILLEGIBLE FORMS WILL ONLY DELAY YOUR APPLICATION APPROVAL

<b><u>DIRECT DEPOSIT</u></b>	<b><u>BANK: WESTPAC</u></b>
BSB:    0 3 2 7 6 9	ACCOUNT NO:    9 3 0 3 4 2
REFERENCE NO: Please use your Surname or Company Name	

<b><u>Payment by Credit Card- MASTERCARD / VISA</u></b> (please circle type of card being used)							
Name on Credit Card (please print)							
_____							
<b><u>Credit Card Number</u></b>							
Expiry Date							
Amount to be Paid \$ _____							
Signature _____							

# **WAGGA WAGGA SHOW SOCIETY**

## **SITE EMERGENCY PLAN TEMPLATE**

**KYEAMBA SMITH HALL  
WAGGA WAGGA SHOW GROUND**

**EMERGENCY EVACUATION OF THIS BUILDING IS THE  
RESPONSIBILITY OF THE HIRER / USER**

**KEEP THIS NEAR YOU IN A PROMINENT PLACE**

**THESE PROCEDURES ARE TO BE PUBLICLY ANNOUNCED AT THE  
COMMENCEMENT OF ANY FUNCTION**

1. (Ladies and Gentleman) Please make yourself aware of the emergency exit nearest you.
2. In the event of an emergency please walk to the nearest exit and leave the building.
3. Once you have left the building, please move to the assembly point as directed by our personnel.
4. Please do not congregate on roadways or in other places that may obstruct emergency vehicles.

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### **INFORMATION FOR THE HIRER**

1. This evacuation plan has been established under the OH&S guidelines. The show committee upon arrival will take control over the situation and will implement any emergency procedures required.
2. As the hirer of this Wagga Wagga Show venue, it is your responsibility to ensure that you are adequately prepared for emergency evacuation of this building should the need arise.
3. This may require the appointment of various staff / personnel from your organisation to fulfil the role of the ECO (emergency control organisation) and effect the safe orderly evacuation of all the people from this building to the designated assembly area.
4. Please make sure that you and other designated staff / personnel familiarise yourselves with the location of Emergency Exits from this building, prior to the commencement of your function.
5. Please ensure that someone within your organisation is nominated to phone the required Emergency Services as well as the Show Secretary.
6. Please familiarise yourself with the attached procedures.

**During Normal Office Hours – Contact Numbers are as follows  
POLICE / AMBULANCE / FIRE BRIGADE PH: 000  
SHOW OFFICE / SECRETARY PH: 0427 252 180**

# SITE EMERGENCY PLAN

## IN EVENT OF FIRE

1. **Telephone 000** (State the exact location and details of the fire).
  2. Ring Show Secretary on **0427 252 180** (Advise if 000 call has been made and provide details of the fire)
  3. Stay Calm **DO NOT** shout **FIRE** (this will cause panic).
  4. Direct the occupants of the building to the exits.
  5. Try to extinguish the fire if you are trained to do so. Do not take unnecessary risks.
  6. Close all doors and windows and doors if it is safe to do so.
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# SITE EMERGENCY PLAN

## IN THE EVENT OF A BOMB THREAT

### 1. ABOVE ALL:

***KEEP CLAM AND DO NOT ALARM THE BUILDING OCCUPANTS!***

### 2. IF THREAT IS BY TELEPHONE (Use Phone Threat Checklist)

Prolong the call – keep the person talking and ask:

- Location of the Bomb
- Time set to explode

Record all information for the police as well as any other relevant information  
Eg: voice tone, accent type of speech Educated or other, using checklist.

### 3. Phone **Police** on **000** and **Show Secretary 0427 252 180**.

### 4. IF OBJECT FOUND

- **Do not touch**
- **Report the finding**
- **Keep areas clear**

### 5. EVACUATION

Any bags / articles brought into the building on entry should be taken out upon evacuation.

On evacuation **DO NOT** assemble near vehicles.

There are to evacuation assembly points due to the lay out of the ground.

1. **Gravel area in front of the hall.**
2. **Grassed area adjacent to trotting tract near show office and photo finish tower indicated by a large red assembly point sign.**

**During Normal Office Hours – Contact Numbers are as follows**  
**POLICE / AMBULANCE / FIRE BRIGADE PH: 000**  
**SHOW OFFICE / SECRETARY PH: 0427 252 180**

