



# APPLICATION TO HOLD A AAA LTD CLUB EVENT

*Use for clinics, fundraisers, any club gathering*

**\*\*\*Approval will not be granted unless the entire form has been completed and signed\*\*\***

**Club Hosting Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Clinician/Instructors Name:** \_\_\_\_\_

**Date/s Event to be held:** \_\_\_\_\_

**Location/Venue:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email \_\_\_\_\_

On behalf of (Club Name) \_\_\_\_\_, I agree that the committee have completed a site inspection at the above grounds and the AAA Ltd Planning Checklist has been completed and is enclosed with this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*An Events Audit Report must be lodged with the AAA Ltd within 30 days of the event\*\*\***

**Payments:**

**MASTERCARD/VISA** (A 2 % surcharge will apply to credit card transactions)

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expires: \_\_\_\_\_ / \_\_\_\_\_ CCV \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Signature \_\_\_\_\_

**DIRECT DEPOSIT DETAILS:** BSB: 082-842 Acct #: 123061348 Transaction Number: \_\_\_\_\_

Copy of Receipt must be supplied with this form.

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**AAA Ltd OFFICE USE ONLY**

- Application Received 30 Days prior to event ( )
- Approval Fee Paid - **\$20.00 per event** ( )
- Planning Check List Received ( )
- Have paid insurance levy to AAA Ltd from previous event ( )

Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Club:** \_\_\_\_\_  
**Event Title/Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_  
**Arena Surface:** \_\_\_\_\_

## Planning Checklist

The setup of this event is to be done by: \_\_\_\_\_

The dismantling and clean-up of the event is to be done by: \_\_\_\_\_

Catering is available and will be run by: \_\_\_\_\_

Are all Committee members aware of the responsibility in running this event? \_\_\_\_\_

Is there Emergency Response Plans in case of any emergency? \_\_\_\_\_

Are the Committee all aware of these plans? \_\_\_\_\_

Who is responsible for making sure that all spectators, exhibitors, strappers, show team etc are aware for the Emergency Response Plans? \_\_\_\_\_

How will this be done? \_\_\_\_\_

Will safety checks on all equipment to be used checked prior to commencement of event? \_\_\_\_\_

Are the operators of any equipment to be used qualified to use this equipment? \_\_\_\_\_

Are there adequate amenities in place for spectators & competitors? \_\_\_\_\_

<b>Are there designated areas for?</b>	Yes	No
➤ Competition (including warm up areas)		
➤ Spectators (separate from horses & vehicles)		
➤ Competitor Parking (floats, trucks, etc)		
➤ Public parking (guest & spectator vehicles, etc)		
➤ Horses (yards, stables, laneways, etc)		
➤ First Aid (competitors/general public/access by emergency vehicles & services)		
<b>ADDITIONAL NOTES:</b>		

<b>Inspection of Competition/Activity Areas (including warm up areas)</b>	Yes	No
➤ Are each of these areas free of hazards and obstacles? (Rocks, Sticks, overhanging branches, rubbish...)		
➤ Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)		
➤ Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors...)		
➤ Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-Up Arena, Marshalling Yard...)		
➤ Is there appropriate signage at all access points to competition areas? (No Entry Competitors Only...)		
<b>ADDITIONAL NOTES:</b>		

<b>Inspection of Spectator Areas (separated from horses &amp; vehicles)</b>	Yes	No
➤ Are each of these areas, including roads & tracks, free of hazards and obstacles? (Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...)		
➤ Seating & grand-stands are properly erected and separate from livestock & obstacles? (Check access to seating areas, that access to under grandstands is restricted...)		
➤ Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards...)		
➤ Are fences or barriers properly erected?(Check for nails, broken rails, rail heights...)		
➤ Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles...)		
<b>ADDITIONAL NOTES:</b>		

<b>Inspection of Parking Areas</b>	Yes	No
➤ Are competitor and spectator parking areas separated?		
➤ Are loading and unloading areas for livestock separated from the general public?		
➤ Is supervision of parking areas required?		
➤ Has traffic flow and pedestrian flow been addressed?		
➤ Is there signage identifying each of these areas and their intended use? (Competitors Only, <input type="checkbox"/> Public Parking, Floats and Trucks <input type="checkbox"/> ...)		
<b>ADDITIONAL NOTES:</b>		

<b>Inspection of Livestock Yards &amp; Stable Areas</b>	Yes	No
➤ Are fences and rails secured properly? (Safe, appropriate height, no hazards...)		
➤ Is adequate water available?		
➤ Do the gates and latches work properly?		
➤ Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures...)		
➤ Is there signage identifying each of these areas and their intended use?(No Entry Competitors Only...)		
<b>ADDITIONAL NOTES:</b>		

<b>General</b>	Yes	No
➤ Can Officials be identified clearly?		
➤ Is there a designated and signed "Assembly Area" in the event of an emergency?		
➤ Is there a plan for the treatment or removal of injured stock?		
➤ Is there a map of the facility identifying each of the designated areas?		
<b>ADDITIONAL NOTES:</b>		

This form has been completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 On behalf of the Committee of the: \_\_\_\_\_, an affiliate of \_\_\_\_\_

**Return this form with your SHOW APPROVAL forms, program and fees to the AAA Ltd on [info@appaloosa.org.au](mailto:info@appaloosa.org.au) or mail to PO BOX 8251 East Orange NSW 2800**