



ROYAL RANDWICK

EVENT MANUAL

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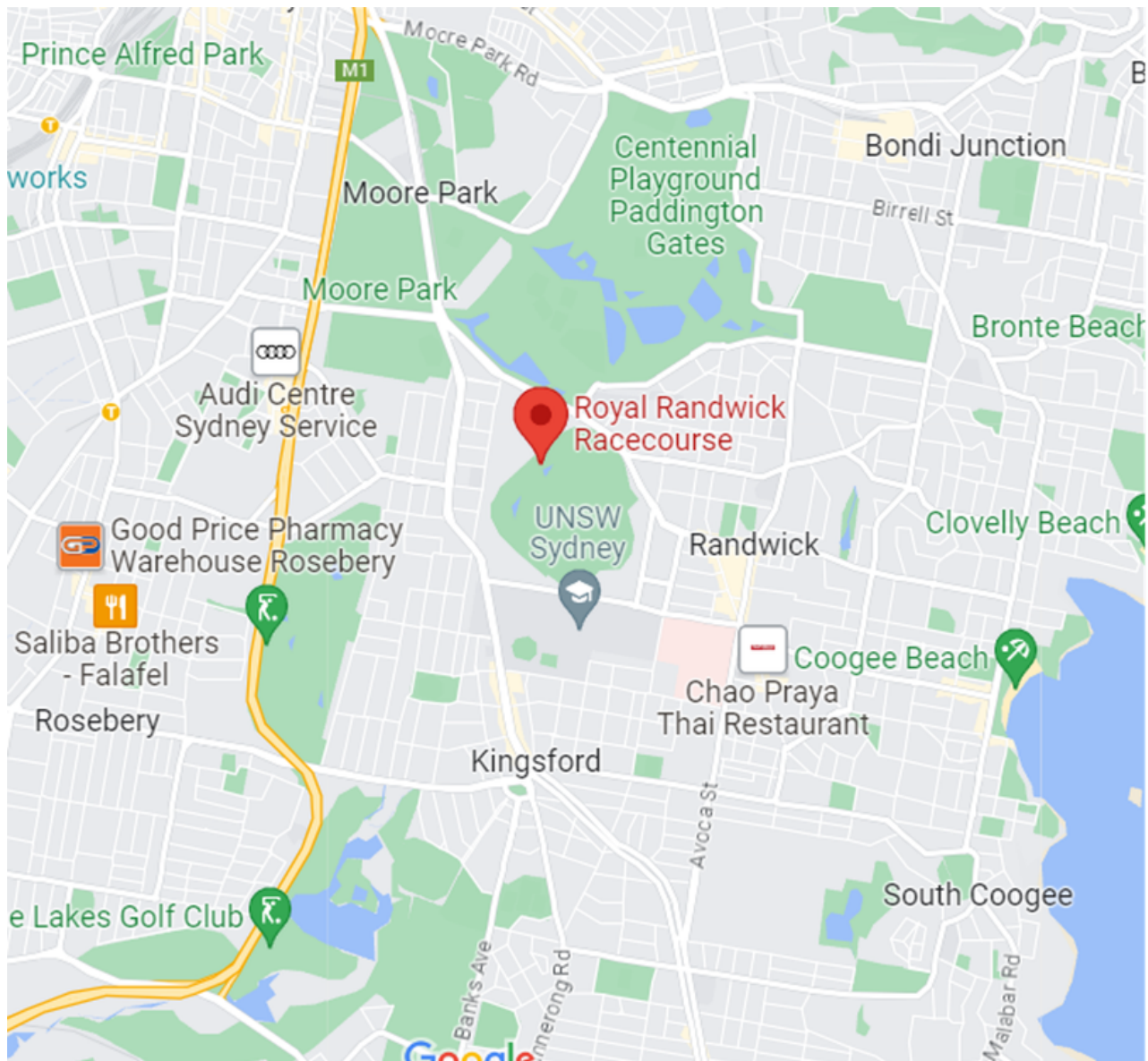
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1.0 WELCOME TO ROYAL RANDWICK

Royal Randwick Racecourse is a racecourse as well as a Premium event and Hospitality venue, located in the Eastern Suburbs of Sydney, New South Wales. Randwick Racecourse is Crown Land leased to the Australian Turf Club and known to many Sydney racegoers as headquarters.

1.1 LOCATION



1.2 PURPOSE OF THIS MANUAL

This Event Operations Manual is designed to assist organisers to plan their events at Randwick Racecourse. This manual contains operating procedures as well as technical details of the venue, buildings and precinct.

It is the responsibility of the Client to ensure that the requirements set out in the manual are observed and performed by themselves, all exhibitors, contractors, sub-contractors, associates and their agents.

Updates to Information Contained in this Manual

The information contained in this manual is current; it will be necessary to issue updates and/or changes to information contained in this manual from time to time. Please contact your Event Manager to ensure that you have the latest version of this manual.

Amendments to this Manual

The Australian Turf Club reserves the right to alter the provision stated in this manual due to any relevant Acts, Regulations, Australian Standards being amended or building permits issued under relevant legislation of building notices or infringement notices served on or within the building.

1.3 TRANSPORT

Royal Randwick is well serviced by public transport with a Light Rail station as well as dedicated bus stops at the racecourse main entrance on Alison Road. The racecourse is located in Sydney's Eastern Suburbs and is approximately 6km from Sydney CBD and 8km from Sydney Airport.

PUBLIC TRANSPORT

Attendees are encouraged to plan their trip and consider all the available travel options ahead of time.

LIGHTRAIL

L2 – Circular Quay / Central direct to Royal Randwick

L3 – Circular Quay / Central to Kensington

The Royal Randwick stop is located on Alison Road which is opposite the racecourse main entrance. Services run regularly from 5am until 1am on weekdays and weekends. During major race days and events, additional services will also run.

BUSES

Visit transportnsw.info for details on transport services to plan your trip.

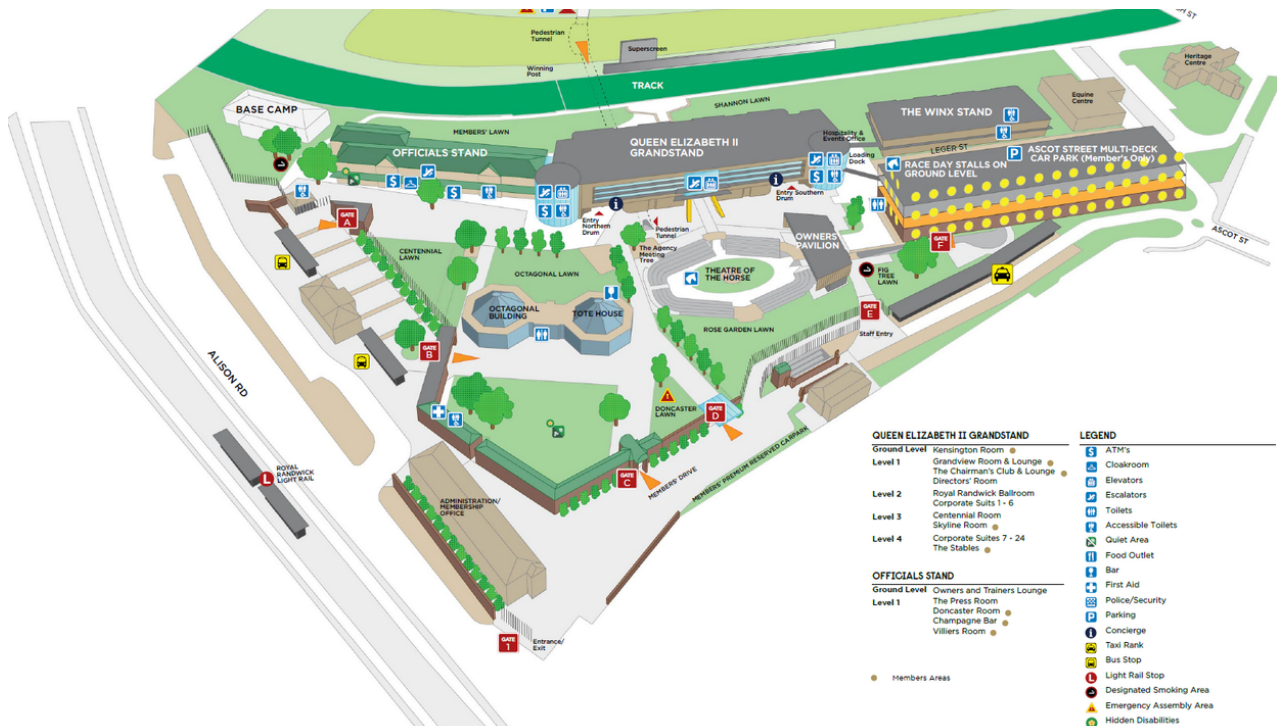
Plenty of regular route buses also run between the City and Eastern Suburbs via Anzac Parade and Alison Road to get you to Randwick Racecourse including bus routes 339, 373, 374, 376 and 377.

PARKING FACILITIES

Free onsite parking for guests limited to 200 spaces (dependent on other events)

Alternate onsite parking available in the Multi-Storey Carpark. A flat rate of \$20.00 per car per day will apply.

1.4 LOCATION MAP AND KEY CONTACTS



Royal Randwick Racecourse

Address: Alison Rd, Randwick NSW 2031

Phone: 1300 729 668 (02) 9663 8400

Email: meetingsandevents@australianurfclub.com.au

Website: www.australianurfclub.com.au

Postal Address

Locked Bag 3, Randwick, NSW,2031

Loading Dock Address for Deliveries

Australian Turf Club, Royal Randwick Racecourse, QEII Loading Dock (Via Gate E)

1.5 BOOKINGS

The Business Development Team will liaise with the client through the initial period of enquiries, tentative bookings and confirmation of bookings. The team is also responsible for gaining approval of marketing and communication activities.

Space and date requests for an event must be in writing and will be recorded as a 'tentative booking' until discontinued in writing or until a booking is confirmed. Such a booking notation is not a contractual commitment. Tentative bookings can be held for a maximum 14 days period, unless requested to be held further than this time frame.

Tentative bookings can be made for any type of event. A request for a holding a specific space for an exhibition or ticketed event should be accompanied by a statement indicating the product group or groups to be exhibited, the target audience and the proposed event title – the tentative booking is made subject to approval of the proposed title.

When arrangements are finalised and the event and supporting documentation confirmed, the Business Development Team will proceed with the formal booking, which involves the payment of the first deposit.

1.6 FEES AND CHARGES

The fee for Randwick Racecourse covers space rental, which includes air-conditioning, Pre and post cleaning in event spaces and security to the perimeter of the event precinct. The total event quote may include catering, provision of audio-visual services and other services. The terms of payment are variable, depending on the nature of the event.

Cancellation Charges

Cancellation, postponement or significant reduction in catering may draw charges. Subject to 2.3, if the ATC receives notice that you wish to cancel the Event, you will be required to pay the amount calculated in accordance with the below;

- a) Greater than 12 months notice of cancellation: 10% of the final estimated summary of costs within the event quote or deposit (whichever is larger)
- b) Between 6 – 12 months notice of cancellation: 30% of the final estimated summary of costs within the event quote
- c) Between 3 – 6 months notice of cancellation: 60% of the final estimated summary of costs within the event quote
- d) Less than 3 months prior to the start date notice of cancellation: 100% of the final estimated summary of costs within the event quote

2.2 Notice of cancellation must be in writing, stating the reason for cancellation and served on the General Manager, Function & Event Sales.

2.3 If a Force Majeure occurs which prevents the Event from occurring on the Event Date, both parties will be relieved of their obligations with respect to the Event to be held on that Event Date unless they both agree otherwise, and each party will return any money paid to it by the other party in respect of that Event prior to the date of the Force Majeure, to the other party.

Damage

All damage to the licensed area will be charged to the client whether or not the responsible party is known. The Event Manager and the client will schedule an inspection of the area on the first day of the event to verify any existing damage done. Appraisal of damage done during an event will be contained in a written report and photographs when possible, will be provided. A final inspection will be scheduled at the conclusion of the event.

Use

Randwick Racecourse will not be used for any illegal or immoral purpose and the Australia Turf Club reserves the right to remove all materials which in its opinion may be considered offensive or obscene.

Sale Events

In sales events, all goods displayed must be for sale to the visiting public. The erection of display stands is strictly subject to approval. All plans for promotion and advertising of the sale (including its name) prior to and during its operation must be submitted for approval by the Australia Turf Club.

Advertising and Promotion of Events

The client shall ensure that the public is not misled or confused by the ambiguous promotion of events. The public should be provided with adequate information about an event in the form of brochures, catalogues and advertisements.

A proof copy of any exhibitor manual must be submitted to the Event Manager to seek approval prior to publishing to ensure all material related to Randwick Racecourse and its operation is correct. The event must be confirmed with signed terms and conditions and deposit received before the venue is included in any advertising and promotion, unless approved in writing by the Australian Turf Club.

Insurance

The Client shall, prior to contracting to the commencement of the event, provide the Business Development Manager a certificate of currency demonstrating that a Public Risk Liability policy for \$20,000,000 or such other amount as specified in the quote, for any one occurrence, has been effected and is current for the duration of the event.

Workers Compensation

You acknowledge that your contractors will be required to provide to us prior to entry onto the Racecourse:

- (a) evidence of appropriate workers compensation insurance; and
- (b) a signed copy of page 12 ("Sign Off Acknowledgement") of our Workplace Health and Safety Agreement provided with this Booking Form. (Health & Safety Agreement)
- (c) You must ensure those items are provided no later than one Business Day before the contractors require entry to the Racecourse.
- (d) All contractors' vehicles must display evidence of current registration.
- (e) We reserve the right to refuse entry to any contractor who does not comply with these requirements.

Exhibitors

The bona fides of an exhibitor both in relation to its financial standing and the quality of its product is the responsibility of, and should be verified by, the Client. The Client shall indemnify Randwick Racecourse for any liability incurred by it or them if the Client fails to observe this requirement.

Liability

An insurance/liability clause should be included in an exhibitor manual. Randwick Racecourse suggests wording similar to the examples below:

“Randwick Racecourse shall not be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor’s employees (public or other) or property from any cause whatsoever prior, during and subsequent to the exhibition. The exhibitor, on contracting for space or an exhibition stand, expressly releases the organisers and the venue from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.”

“Exhibitors shall indemnify and hold harmless the Venue and their Agents from all liability (damage, incident or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. Each exhibitor should secure insurance at their own cost and expense.”

1.7 HELPING YOU PLAN YOUR EVENT

The staff at Randwick Racecourse will help you make the most of the world-class facilities. They will work with you to ensure your needs are met as efficiently as possible and your event is run safely.

When your event at Randwick Racecourse is confirmed, you will be introduced to your Event Manager. They will be your primary point of contact and will help co-ordinate your requirements and liaise with all departments at the Randwick Racecourse on your behalf in the lead up to your event. On event day your Event Manager will introduce you to your dedicated onsite Event Operations Manager.

Your event planning process will include a combination of the following:

Your Contract

Upon returning a signed copy of the Booking Acknowledgement Form and paying the full deposit amount, your event will be confirmed. Your Booking Agreement will contain the terms and conditions, WH&S forms and relevant insurance requirements under which your event will be conducted, including the facilities you will have access to and their maximum occupancy levels, the period and the financial terms of your agreement. You should refer to your Booking Agreement for important information regarding access to the venue, the nature of use of Randwick Racecourse, insurance and liability.

Your Event Details

Following are key details of your Event that may need to be considered and discussed with your Event Manager.

- Dates and times
- Type of event and Demographic
- Anticipated attendance numbers
- Overall event program
- Event floor plan
- Room set-up requirements
- Equipment and furniture hire
- Arrival/Departure requirements

- Event signage
- Registration requirements
- Cleaning and rubbish removal needs
- Ticketing requirements
- Management of VIPs, media and/or entertainers

Safety

- Completion of a risk assessment (If Required)
- Completion of an OH&S site induction for organisers and event contractors online
- Adherence with safety requirements for event set-up, contractors and staff
- Adherence with occupancy limits
- Safety plan guidelines for stand approvals and construction
- Floorplan approval to ensure all OH&S Regulations are met

Security

- Development of an event evacuation plan
- Contracting of security staff
- Appointment of fire wardens where deemed necessary
- Function ingress and egress requirements

Loading Dock

- Delivery and freight forwarding arrangements
- Loading dock access and schedules
- Dock attendant required for bump in & bump out

Food and Beverage

- Catering requirements and menu selection
- Café Outlet requirements
- Beverage Package option/Selection

Exhibitions

- Exhibitor manual
- Exhibitor listing
- Requirements for green room/catering
- Permits
- Exhibition inspection
- Power Requirements

Event operations

- Identifying contacts on the day(s) of the event
- Event sign-off

2.0 ABOUT ROYAL RANDWICK RACECOURSE

Royal Randwick has been the beating heart of Sydney society since 1833. Today, Royal Randwick Racecourse provides a historic setting with state-of-the-art facilities for energising business events, elaborate celebrations, and inspiring weddings. Over fifteen versatile indoor and outdoor spaces provide flexibility and exclusivity, while our sizeable lawns provide privacy and tranquillity. Located in the Eastern Suburbs, the venue is only minutes from the CBD, hotels and famous beaches. Plentiful on-site parking, a dedicated light-rail service on our doorstep and proximity to the international airport makes the venue even more accessible.

2.1 KEY FEATURES OF RANDWICK RACECOURSE

- Over 200 acres of space with over 15 unique indoor/outdoor event areas
- WINX Stand delivering state-of-the-art facilities across interconnected indoor and outdoor spaces, designed to accommodate conferences, exhibitions, concurrent sessions and gala dinners at scale
- 2100m² of ground floor space in the Kensington Room connecting to the front lawn and rear boulevard
- A spectacular ballroom offering the flexibility to be divided into individual function spaces
- A 3000m² covered outdoor space, The Stalls. Perfect for outdoor exhibitions
- State-of-the-art technology with full connectivity throughout the Grandstand
- 4,500 capacity 'Theatre of the Horse' amphitheatre and surrounds
- Award-winning catering and hospitality
- Comprehensive audio-visual and production capabilities with full technology support
- Accessible transport links to Sydney CBD including Light Rail and buses.
- Limited complimentary parking available
- In-house security
- Free high-density Wi-Fi
- Located only minutes from Eastern Beaches and Sydney CBD

2.2 VENUE CAPACITY

ROYAL RANDWICK RACECOURSE	SIZE (M2)	HEIGHT (M)	THEATRE	CLASSROOM	COCKTAIL	BANQUET	CABARET	EXHIBITION BOOTHS
QUEEN ELIZABETH II GRANDSTAND - Ground Floor								
Kensington Room	2,100	7.5	902	384	2500	620	480	100(3m x 3m)
QUEEN ELIZABETH II GRANDSTAND - Level One								
Grandview Lounge	574	2.75-2.9	-	-	200	350	-	-
Chairmans Club	798	2.75-2.9	-	-	200	330	-	-
Directors Room	105	2.75-2.9	-	-	100	80	-	-
QUEEN ELIZABETH II GRANDSTAND - Level Two								
Ballroom (All Sections)	1,360	5.2-5-6	1,163	728	1200	710	568	58 (3mx3m)
Ballroom (Section A)	210	5.2-5-6	157	120	140	90	88	-
Ballroom (Section B)	259	5.2-5-6	216	160	220	130	120	-
Ballroom (Section C)	417	5.2-5-6	361	268	340	230	200	-
Ballroom (Section D)	259	5.2-5-6	216	160	220	130	120	-
Ballroom (Section E)	206	5.2-5-6	156	120	140	90	88	-
QUEEN ELIZABETH II GRANDSTAND - Level Three								
Centennial Room	300	4	332	196	300	180	144	20 (3mx3m)
Skyline Room	200	4	220	164	200	140	112	-
QUEEN ELIZABETH II GRANDSTAND - Level Four								
The Stables	300	3.8	190	108	350	120	96	-
The Kingston Town Room	300	3.8	190	108	350	120	96	-
Moet & Chandon Room	-	-	-	-	80	-	-	-
Level Four (Whole Floor)	-	-	-	-	900	-	-	-
WINX STAND								
Winx Pavilion	2,222	5.98-7.18	1,692	-	2,496	1,220	976	98 (3mx3m)
Winx Gallery South	673	4.5	550	288	500	340	272	30 (3mx3m)
Winx Gallery North	652	4.5	550	288	500	340	272	30 (3mx3m)
OWNERS PAVILION								
Owners' Pavilion	300	3.9-4.8	72	-	150	60	48	-
Theatre of the Horse	1,360	-	-	-	4,500	-	-	-
OFFICIALS GRANDSTAND								
Doncaster/ Champagne Bar	840	6	-	-	600	260	208	-
Press Room	40	-	-	-	30	-	-	-
Old Jockeys Room	50	-	-	-	40	-	-	-
OUTDOOR VENUES								
Centennial Lawn	1,300	-	-	-	-	-	-	-
Family Lawn	1,500	-	-	-	100-500	-	-	-
Fig Tree Lawn	800	-	-	-	100-200	-	-	-
Infield	-	-	-	-	-	-	-	-
Leger Lawn	9,200	-	-	-	-	-	-	-
Members Lawn	5,000	-	-	-	-	-	-	-
Octagonal Lawn	1,600	-	-	-	100-500	-	-	-
Rose Garden Lawn	2,400	-	-	-	100-600	-	-	-
Shannon Lawn	3,800	-	-	-	500-5K	-	-	-
TOTE HOUSE								
Tote House	370	-	-	-	110	-	-	-

2.3 TYPE OF EVENTS

Celebrations and Parties

From birthdays and anniversaries to end-of-year formals, christenings, and family gatherings with loved ones. Our stunning spaces provide the perfect backdrop while our award-winning chefs and experienced Beverage team create menus and personalised drink packages to remember. Revel in an unmissable evening that's exclusively yours to enjoy. Celebrate the festive season with colleagues and friends as you host your Christmas party in one of our stunning spaces. End the year with flavour, fun and flair.

Conferences

Natural light cascading through floor-to-ceiling windows and sweeping vistas of green spaces create an energising environment for conferences. Be it for a multi-day seminar or single day planning session, our account management team will help you find the perfect space. Adjoining break-out rooms, discrete service, award-winning catering and top-class production means you can focus on your guests.

Weddings

Traditional. Contemporary. Rustic. Whatever style of wedding you dream of, we provide an exclusive canvas for you to shape your day as you desire. Consider a ceremony beneath an ancient fig tree, cocktails and games for your guests on historic gardens, dining in stately ballrooms and an after-party on stylish terraces. Versatile spaces awash with natural light, generous manicured lawns, picture-perfect backdrops of the city skyline, sumptuous menus and a committed team offering best-in class service will exceed your expectations.

Galas

Whether it be a charity function, awards night or sporting gala event, we will help you create a night to remember. Our state-of-the-art facilities, tranquil surrounds and unique spaces such as the magnificent Theatre of the Horse amphitheatre at Royal Randwick will provide an ideal backdrop. Our experienced events team will work with you to create events that are as inspiring as the setting, delivering tailored solutions to ensure every detail is as you imagined.

Outdoor and Full Venue Takeovers

Space, infrastructure and transport links befitting of major sporting venues can be transformed to host iconic events from music festivals and foodie extravaganzas to boutique experiences. We'll design the sublime with you. With many magnificent historic and contemporary buildings set in beautiful grounds, our venues are also a perfect location for filming. Over the years, we have played host to many television and film sets. Our flexible venues can transform into any location the script calls for.

Exhibitions

From small events to large exhibitions that offer exclusive use of our venues, we can tailor make an experience that showcases your products or event, all set against the backdrop of one of our world-famous racecourses. Royal Randwick has the capacity to service major exhibitions, trade shows and product launches. Flexible indoor and covered outdoor spaces, ample parking, nearby accommodation, and convenient access from around the city provide an unrivalled and holistic solution.

2.4. ACCOMODATION

Veriu Hotels

Created by locals with you in mind, Veriu, pronounced as “Very You”, presents a bespoke collection of hotels and suites, each with its very own distinct personality and designed to connect you with the true character of the local neighbourhoods. Discover one of our neighbourhood hotels so that you can experience lifelong travel memories.

Paradox Sydney

Set within a beautifully restored 169-year-old sandstone building in the heart of Sydney’s CBD, Paradox Sydney blends timeless elegance with bold individuality. More than a luxury hotel, it’s a destination where heritage meets modern design, and every detail reflects the city’s vibrant spirit. Whether you’re here for business or discovery, Paradox Sydney invites you to rest, connect and return transformed. Whether you’re the type to plan ahead or prefer a last-minute getaway, Paradox Sydney has an offer just for you, from seasonal stays and dining experiences to wellness escapes and local perks.

Intercontinental Double Bay

Tucked within the harbourside village of Double Bay, InterContinental Sydney Double Bay offers relaxed coastal charm with convenient access to Sydney’s city centre. This five-star boutique hotel features 140 light-filled rooms and suites, each opening to either a private furnished balcony with bay or village views, or a Juliet-style balcony overlooking the leafy courtyard. Guests can also unwind at the rooftop pool, taking in panoramic views that capture the beauty of Sydney.

3.0 VENUES AT RANDWICK RACECOURSE

Queen Elizabeth II Grandstand, Ground Floor, Kensington

Unique and flexible space offering seamless indoor and outdoor connectivity with views over the stunning Royal Randwick racetrack.

Expansive and filled with natural light, the self-contained Kensington Room has the space to cover everything from tradeshow and exhibitions, examinations, cocktail parties and product launches that command drama, the possibilities are endless. The truly flexible footprint with all of the amenities you can think of, also offers large indoor and undercover outdoor break out areas and state-of-the-art audio-visual equipment that can transform the ordinary to an extraordinary experience for your guests.

Queen Elizabeth II Grandstand, Level 1, Grandview & Chairmans

With the most luxurious of finishes, The Chairman’s Club and Grandview are our premium event spaces pairing first-class design with sweeping views. Located directly above the winning post on Level 1 in the prestigious Queen Elizabeth II Grandstand and featuring tiered dining facilities, casual lounge areas and a stunning outdoor terrace, this is the perfect venue to make a statement. For a more intimate feel, host your party or next corporate event in the exclusive Directors’ Room. The options are endless with these renowned spaces.

Queen Elizabeth II Grandstand, Level 2, Ballroom

An expansive world-class entertaining space, the Queen Elizabeth II Grandstand Ballroom offers versatility and grandeur for your event.

The tradition of grand scale entertaining at Royal Randwick continues with The Ballroom. Located in the heart of the Grandstand and features floor-to-ceiling windows offering spectacular balcony views of the Sydney CBD. It provides space for up to 750 guests at a banquet dinner or can be easily divided into five rooms for more intimate gatherings. The contemporary ballroom also has an undercover terrace perfect for pre-dinner drinks or as conference catering space. With versatile floor space and state-of-the-art technology, The Ballroom is the perfect space to turn your next event into an occasion.

Queen Elizabeth II Grandstand, Level 3, Centennial & Skyline

Spectacular views overlooking the majestic Royal Randwick racetrack plus light-filled multiple break out areas headline this unique event space.

Perched high on Level 3 of the world-class Queen Elizabeth II Grandstand at Royal Randwick sits the Centennial and Skyline Rooms. Secluded enough for total privacy, it features an undercover terrace with sweeping views of the racecourse that is ideal for alfresco breakouts. Floor space abounds with flexibility for conferences, seminars, networking lunches or dinners. The multifaceted space also offers separate entrances that are perfect for registration areas. State-of-the-art technology completes the package.

Queen Elizabeth II Grandstand, Level 4, The Stables

Luxuriously styled, this intimate and modern space features jaw-dropping and uninterrupted views over the city skyline.

Elegance prospers when you first step into The Stables. With a variety of spaces to choose from depending on your desire, the right space is waiting for you. The Kingston Town Room with its own private outdoor terrace is perfect for celebrations of any kind, the Moët & Chandon Room has commanding views of the majestic Royal Randwick track and is favoured for a more intimate event or the dining room adds a creative space for a conference breakout. The possibilities are endless.

Kingston Town

Luxurious light-filled surrounds headline this stylish space that blends indoor and outdoor to perfection.

The Kingston Town room in The Stables exudes sophistication and style. With premium fixtures and its own private outdoor terrace, it is perfect for celebrations of any kind with spectacular views over the Sydney city skyline. The Kingston Town room is also fully equipped for all your business needs with several LED screens an in-built AV system. Ideal for smaller conferences or a luxurious dining setting under the chandeliers and stylish weddings, the possibilities are endless in the Kingston Town room.

Winx Stand

Sydney's most exciting world-class venue at the iconic Royal Randwick. Named in honour of the immortal racehorse Winx, the WINX Stand is a two-level \$46.6 million state-of-the-art venue is suitable for conferences, gala dinners, exhibitions, and other boutique to large-scale celebrations.

The ground floor features an expansive, fully enclosed indoor space flooded with natural light from floor to high ceiling glass and offers 2,222 sqm that can host 1692 pax for a conference theatre style seating, 2,496 for a cocktail event, 1,250 banquet style and 90 (3m x 3m) stands for an exhibition, accompanied by boundless outdoor event and activation spaces.

Level one of the WINX Stand features two fully enclosed modern indoor spaces connected by a sweeping open-air outdoor terrace offering fantastic panoramic vistas over the picturesque Royal Randwick. This space is ideal for conferences and galas, with each Gallery space designed to host 550 pax for a conference theatre style seating, 400 for cocktail and 340 banquet style. The level is also suitable for full event takeovers. For celebrations, parties, and end of year events the WINX Stand can host 4,000 cocktail-style throughout the venue.

Theatre of the Horse

The commanding Theatre of the Horse amphitheatre is an iconic event space for a truly memorable guest experience. Dramatic in nature and befitting of its name, the Theatre of the Horse amphitheatre is a first for an Australian racecourse and deserving of an immersive event. This unique open air space lends itself to a multitude of applications including outdoor staged events, fashion shows and product launches. It is further complemented by the Owners' Pavilion overlooking this exquisite outdoor space or for a theatrically different take on a long lunch a takeover of the tunnels is a must. A space like no other.

Owners Pavilion

Stylishly dressed and fully equipped space that can be used on its own or in conjunction with the 'Theatre of the Horse'.

A place where owners of the world's best horses meet on raceday, the Owners' Pavilion transforms into a sophisticated, unique event space that overlooks the spectacular manicured grounds of Royal Randwick. This majestic and light-filled 300m² room can be used for stylish cocktail parties, energising business meetings, unforgettable product launches or partnered with the dramatic sunken amphitheatre, otherwise known as the Theatre of the Horse, for larger events. A self-contained space that will deliver results.

The Stalls

An open-aired flexible space that transforms into your very own undercover exclusive haven fit with a multitude of event types. With more than 3000m² of floor space that can be dressed up for stylish cocktail parties, outdoor exhibitions, product launches or corporate family days, The Stalls is a truly unique space.

Tote House

Historic with modern edges, the light-filled venue blends seamless indoor and outdoor spaces for the perfect free-flowing celebration.

Located in the historic Octagonal Building, Tote House has recently undergone an extensive refurbishment to complement our existing venue portfolio. It has been purpose built for cocktail events. With 180° floor-to-ceiling glass doors that open out onto an expansive beautifully manicured lawn, it's ideal for intimate gatherings with loved ones or celebrations with colleagues. The lawns can be dressed to match the style of your event and provides a picture-perfect location to turn an event into an occasion.

Jockeys Heritage Suite

Used as the jockey's room for much of the 20th century, the Jockey Heritage Suite is a character filled setting that allows you and your guests to immerse yourselves in the exhilaration and history of a raceday. Today, it offers a sanctuary where you and up to 50 guests can enjoy award-winning hospitality and a private terrace within the famed Members' Lawn, close enough to hear the thunder of the hooves as the horses go past.

4.0 MAKING YOUR EVENT A SUCCESS

Our dedicated team will expertly host your event, from intimate to large-scale, including conferences, meetings, product launches, parties, galas, weddings, exhibitions and major public occasions such as festivals and concerts. Combining impeccable service and event expertise, we will bring your vision to life and create experiences like nowhere else. A dedicated Business Development and Event manager will work closely with you to curate and deliver your event.

4.1 EVENT MANAGEMENT

The Event Manager assists clients with the planning and administration of their events and ensures that all client requirements are met as economically as possible. Upon receipt of a signed copy of the Booking Acknowledgement Form and the deposit and WHS Documents, the event is allocated to an Event Manager to coordinate the requirements for the event and liaise with other departments for the provision of services and facilities. An Operations Manager and Food and Beverage Service Supervisor will be assigned to manage the actual running of the event.

- **Event Information**

- Event name, date and times and programme – bump in and out
- Venue hire
- Key contacts on the day/s of the event

- **Exhibition**

- Safety Plan for Exhibition incorporating:
 - risk analysis
 - move in and move out schedule of contractors and exhibitors
 - clear aisles for move in move out
 - final floor plans
 - exit signage
 - OH&S briefing
 - maximum occupancy levels in exhibition
 - security schedule.
- Exhibitor manual review prior to distribution
- Exhibitor listing
- Exhibitor Green Room
- Signage on concourse/foyer, wording for monitors, displays/signage outside building
- Storage, cleaning, rubbish removal
- Freight forwarding details
- Exhibitor stand events
- Custom stand approval
- Exhibition stand giveaways including food handling policies
- Exhibitor catering
- Loading dock requirements including equipment hire
- Power supply and connections and contractor details if applicable
- Plumbing requirements and contractor details if applicable
- Communication requirements and contractor details if applicable

- **Exhibition/Conference/Function Attendees**
 - Estimated daily attendances – considering catering and venue capacities
 - Ticketing information and requirements
 - Registration booths and requirements
 - VIPs, Dignitaries, media attending – arrival, departure, driveway requirements
- **Catering**
 - Food and beverage menu – considering selection suitability for type of event
 - Room set-up considering:
 - am/pm table set-up and configuration, table decoration, linen, etc.; and
 - equipment for food and beverage delivery
 - Guest Allergens
- **Entertainment**
 - Crew catering
 - Performer dressing room requirements
 - Bump in and out
 - Technical programme
 - Sound-check coordination and neighbouring events
- **Parking**
 - Parking attendants are required to assist guest arrivals
 - Coach parking available free of charge, pending availability.
 - Free onsite parking for guests limited to 200 spaces (dependent on other events) Alternate onsite parking available in the Multi-Storey Carpark. A flat rate of \$20.00 per car per day will apply.
- **Communication**
 - Facsimile, modem, EFTPOS lines
 - Telephone services
 - Broadband internet access
 - Computer/router/Ethernet switch hire
 - Configuration support
- **Additional Requirements**
 - Audio-visual requirements
 - Equipment requirements
 - Additional Staff requirements
 - Directional signage – company logo (digital or scanned), positioning throughout venue
 - Client deliveries: sponsored beverages, flowers, menus, programmes, promotional products, decorations, banners, furniture, satchels and promotional materials
 - Security – demonstrations, specialised control risk, exhibition security patrol
 - Fire wardens for pyrotechnics, cooking demonstrations, smoke machines and flutter-fetti cannons
 - Storage arrangements
 - Cloakroom/Cloak Room Attendant

4.2 EVENT OPERATIONS

Some key specifications for event operations at Randwick Racecourse are provided below. Please note that additional fees may apply for resources provided by Randwick Racecourse.

Management of the Event

An event order is developed, with all the information pertaining to the event detailed. The client will sign-off the event plans to confirm that their requirements are being met and to authorise the order. Any amendments to the event plans will be signed by the client.

On the day of the event, the Event Manager will hand over to a Event Operations Manager, who will be responsible for managing the operational aspects of the event. This person will be the key contact for the client through the course of the event. Any client requirements, amendments to arrangements or other issues should be communicated between the Event Operations Manager and the client.

Food and Beverage (ATC HSE Agreement - Food Application)

Randwick Racecourse has onsite catering with a range of options to suit all events. Event Organisers are restricted from bringing food and beverage into the site from outside sources for catering purposes. Randwick Racecourse is a HACCP accredited venue which incorporates a systematic preventative approach to food safety. Food vendors for exhibitions and conventions must comply with these practices and can only be contracted and deployed by the ATC unless written approval has been provided to the Event Organiser to allow a third party catering service to be on-course, in which case a commission structure applies.

Espresso Coffee Carts

- Espresso Coffee carts offer exceptional quality coffee for your event or client. We offer a full range of fresh roasted coffee, tea and hot chocolate.
- Beverages are served in ceramic cups.
- Additional costs apply

Food and Beverage Sampling Guidelines

- The “Food Act 1984” and the “Liquor Control Reform Act 1998” apply to all events held at Randwick Racecourse. No exhibitor shall distribute, sell or give away any item of food or drink to visitors without the prior, written approval.

Food Tasting

- Any exhibitor wishing to supply food samples must obtain the appropriate registrations under the Food Act 1984 with the City of Sydney
- Any member of staff distributing food for sampling has completed a “Responsible Service of Food” and “Workplace Hygiene – Hospitality Sector” qualification and the Randwick Racecourse has received a copy for their files
- Samples must be given away free of cost
- Sample portions must be of a tasting style and size only, no larger than 50ml for beverages
- Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business

HACCP Auditor

- The Australian Turf Club will appoint a HACCP auditor to ensure full compliance with Food Safety Plan for pre-work check and throughout duration of event
- It is the HACCP Auditor's duty to ensure that all food goods are stored, held and served at safe temperatures as well as ensuring all fridges, freezers and storing devices are regularly monitored. Their role is to identify any potential hazards and report immediately following correct policies and procedures including the correct documentation to be sent back to the HACCP management team.
- Randwick Racecourse is a HACCP accredited venue which incorporates a systematic preventative approach to food safety. Food vendors for exhibitions and conventions must comply with these practices and can only be contracted and deployed by the ATC unless written approval has been provided to the Event Organiser to allow a third party catering service to be on-course, in which case a commission structure applies.

Liquor Licence

- Australian Turf Club Ltd operates under an on-premise liquor license, which does not allow an outside license to operate on the premises. An Operations Manager will oversee the duration of the function.
- All alcoholic beverages to be purchased from Australian Turf Club Ltd unless sponsored to the function holder
- Beverage / Banquet staff are certified and fully trained in Responsible Service of Alcohol
- According to the Australian Turf Club Liquor License, selling alcohol for takeaway purposes is not allowed. All alcohol sales must be facilitated exclusively through the ATC for their products and consumed on-site. If a trade fair or exhibition wishes to sell alcohol for guests to take home, they'll need to obtain their own liquor license for the event's duration. Your dedicated Event Manager will assist in navigating this process.

Trade Fair License to operate Alcohol Sales (Wine Exhibition)

- Apply for your License to operate under OLGA
- Provide a copy of the license
- We will then notify the local police
- Vendors are to supply relevant licenses, exercise RSA, provide water on each stand, staff need to be RSA compliant, compliancy cards on display at each stand
- Food available and supplied by the ATC (cafe outlets)
- You will be the main point of contact with the local Police as introduced by the ATC
- A minimum 4 RSA Marshals are required on site, we will organise via security unless you wish to organise your own security

Should you hold an existing Liquor License

- There is no entry fee for your event
- Are not selling liquor at your event
- Provide a copy of the license
- We will then notify the local police
- Vendors are to supply relevant licenses, exercise RSA, provide water on each stand, staff need to be RSA compliant, compliancy cards on display at each stand
- Food available and supplied by the ATC (cafe outlets) as outlined in proposal
- You will be the main point of contact with the local Police as introduced by the ATC
- RSA Marshals are required on site, number to be confirmed by the ATC
- Security Guards are required, number to be confirmed by the ATC

Alcohol Tasting Samples/Pre-Orders on site

- Alcoholic beverages may be sampled with pre-order sales taken only on site
- All sites intending to sample liquor (including wines, beer, aperitifs and liquors), must obtain a Limited Liquor Licence for the duration of the event.
- Possession of alcohol outside a licensed area is not permitted;
- Any member of staff distributing liquor for sampling must have completed a "Responsible Service of Alcohol" qualification and monitor how many samples they distribute to the same individual
- Sites who have not obtained a Limited Liquor Licence will not be permitted to trade at the event

Licensed Food Trucks

- Randwick Racecourse permits licensed food trucks onsite for non-race day events throughout a number of locations onsite including infield events.
- There is 22% service charge on the total revenue for the food and beverage consumed.
- Food Trucks must hold a council license to operate in Parramatta Council.
- For a list of approved Sydney Food Truck operators, please visit the below web site www.sydneyfoodtrucks.com.au

Customer Service Staff

Customer Service Staff are available for ushering or guest services.

Security

- Security Guards are required should alcoholic beverages be served or if the event is deemed to be medium or high risk at a ratio 1 guard: 150 guests or over 3,000 guests for crowd control at a ratio 1 guard: 1000 guests.
- The security guards will need to be on site ½ hour prior to the event commencing and up to one hour after the conclusion of the event.
- Additional fees apply.

Fire Alarm Isolation

Should Fire alarm isolation be required for the purpose of small flames, haze and Live Cooking (e.g. Aboriginal performance/ Hindu wedding ceremony) a fire warden/panel operator is required and charges apply.

Use of a Forklift or Scissor Lift Hire and Driver

- The client may pre-book an ATC employed driver (pending availability) but must engage with an external company to supply a forklift/Scissor lift)
- Scissor Lift Driver to be hired from external company
- Bookings must be made 7 days in advance
- The client must adhere to the OH&S Guidelines as set out by the ATC
- The ATC driver will hold a current 'National Certificate of Competency'
- Additional fees apply.

Smoking

Smoking is only permitted in designated areas on course. This does not include any of the balconies or terrace spaces. All smoking areas will be found on the ground floor and away from the building.

Cleaning and Waste

- As the Event Organiser you are responsible for ensuring the event space is returned to ATC in the same condition as was delivered.
- ATC Preferred cleaners are available at an Additional fees apply.

Audio Visual

Microhire is Randwick Racecourse Event Centre's preferred in-house production company. Please contact directly:

E | atc@microhire.com.au

ATC:

E | mlock@australianurfclub.com.au

P | 02 9663 8468

Additional fees apply

Daktronic LED Trackside Screen

- There is to be no use of rolling digital/video content on the Big Screen until trackwork has finished and track is cleared by 9.35am.
- The Big screen may only be used with Static imagery during trackwork hours. Brightness is to be set at 50%. Ops/AV to work with tracks team on timing of when screen is turned on. These parameters also apply to Barrier trial days.
- The Home Straight screens can be utilised with static imagery or rolling digital/video content unless the Kensington Track or Course Proper is being used for trackwork.
- If the Kensington track is in use for trackwork or Barrier trials, this would mean no video content on the home straight LED screens either, as per raceday overlay. Static image only, however will need to be assessed prior and approval granted via the Racecourse Manager.

Draping

All drapes, sets and materials brought into Randwick Racecourse for use in any production must comply with the relevant clauses stipulated in the Building Code of Australia. All materials are to be fire retarded in compliance with the relevant Australian Standards. Where required all materials are to be tagged and copies of relevant certificates forwarded to LPS prior to the event.

Internet and Technology

- Complimentary high-density Wi-Fi (250mb/sec per internet pipe)
- State of the art internet with 250mb capacity scalable to 600mb/sec pipeline which can incorporate hard wired connections and also transmits the Wi-Fi
- Dual redundancy internet coverage direct to the venue through two providers.
- Additional fees apply.

ATMS on site

ATMs are available for hire at an additional cost. External ATM providers will not be permitted

Cloakroom

- A cloakroom attendant can be arranged as an optional extra. ATC also can provide clothes racks and coat hangers
- Additional fees apply.

Rigging

- Any rigging at Randwick Racecourse must be performed by an approved rigging company and comply with the "OH&S Act 2004". All applications for rigging are to be signed off by a Randwick Racecourse appointed structural engineer at the cost of the Event Organiser. Not all buildings have the ability for internal or external rigging so please speak to your Event Manager prior to arranging any rigging

Furniture and Equipment Hire

- Randwick Racecourse has an extensive range of indoor/ outdoor furniture and equipment available for use. Furniture should be arranged at least one week prior to your event. Contact the Event Manager to discuss requirements, availability and charges.
- Additional fees may apply.

Noise Emissions

Outdoor events requiring amplified noise must adhere to specific noise level limits:

- Monday to Friday and public holidays: Maximum of 60dB
- Saturdays and Sundays: Maximum of 80dB
- Additionally, all outdoor amplified noise must cease at 10:00 PM, coinciding with the closure of all balconies.

Pyrotechnics

Only suitably qualified persons are able to provide, operate and control any pyrotechnics and other related displays. Prior to commencement a detailed risk assessment must be submitted. Only after the Venue Manager has approved the above will the display be permitted to proceed.

Electrician

All electrical work at Randwick Racecourse must only be carried out by a qualified person in accordance with Australian Standards and Codes of Practice. Any work requiring direct intervention, modification or isolation of existing power distribution points can only be done by an approved electrician.

All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought onto site.

Medical

- Please report all patron and staff medical incidents to your Event Operations Manager
- Registered Nurses are available to be booked through ATC for events
- Attendee medical provisions are required for all events which:
 - Condition 1 (eg exceeds 1000 attendees)
 - Condition 2
- Additional fees apply.

Loading & Delivery Instructions

We will only accept delivery of goods two business days before the function and all goods must be collected on the first business day after the function (public holidays and race days excepted). Deliveries must be made between 8.30am – 3.00pm, Monday – Friday unless prior arrangement has been contracted as a bump in/ out on a Saturday or Sunday.

Delivery, setup and breakdown arrangements and details of contractors must be submitted to the offices at Randwick Racecourse for prior approval.

Finalisation of the Account

- Upon booking confirmation, a deposit is required as specified on your terms & conditions.
- A deposit schedule will be outlined in the contract. The Event Manager will send instalment invoices that coincide with these dates.
- The final pre-Payment of the balance is to be paid 10 working days prior to commencement of your event unless otherwise stipulated on your terms & conditions.

Occupational Health and Safety - Safety within Randwick Racecourse

The Australian Turf Club has a legal obligation to ensure that Randwick Racecourse is a safe environment for all staff and visitors. In accordance with relevant Australian standards and legal requirements, Randwick Racecourse has developed stringent safety procedures and policies and is responsible for ensuring these are followed.

As the event organiser, you share this responsibility, as do your event participants, exhibitors and contractors. You must ensure that all the requirements specified in your quote are met, in particular in the key areas of:

- occupancy numbers
- exit signs/egress provisions
- fire protection
- structural integrity of stands and displays
- contractor compliance

You are responsible for making sure that everyone working at your event including staff, contractors and exhibitors, are aware of these requirements and abide by the legislation and regulations that govern your event. If your event is likely to involve risks, the Event Manager will work with you to identify areas of potential risk and ensure you develop and implement a risk management plan.

Insurance Safety and Documentation Required

- Australian Turf Club Ltd will not accept any responsibility for damage or loss of property left prior, during or after functions. Contractors and Organisers should arrange their own insurance
 - In order to secure your booking we require the following documents to be reviewed, signed and returned:
 - Terms and Conditions (signed)
 - Forms 1 and 3 of the WHS Induction & Agreement (signed)
 - Form 2 if you have any sub-contractors coming on site (signed)
 - A copy of your company's certificate of currency public liability insurance
 - A copy of your company's certificate of currency for Workers Compensation
 - Deposit Invoice to be paid
 - If the event includes Amusement Devices:
 - Form 4 of the WHS Induction & Agreement (signed) is also required
 - If your amusement devices involves staging eg. dodgem cars a Safe Work Method Statement is required for the erecting and dismantling of this.
 - An Amusement Checklist will be required to be completed on the day. A Randwick Racecourse representative will collect this completed checklist on the day of your event prior to it commencing.
 - For all staging and / or bumping in/out of your event please complete Safe Work Method Statement and hot work permits (where applicable) and return them prior to your event.
 - Guidelines for Food Business at a Temporary Event (<http://www.foodnotify.nsw.gov.au/nafsis/index.cfm?action=home>)

Work Health and Safety

- The Client will need to acknowledge their statutory obligations under the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 and relevant Australian Standards and Codes of Practice by signing the applicable ATC WHS Agreement. These documents can be accessed by clicking on the following links.
- ATC WHS Agreement (Event Organiser)
- ATC WHS Agreement (Contractor)

Emergency Management

- In the event of an emergency evacuation please follow the instruction of your Supervisor & area warden.
- Should the EWIS alert tone sound you will hear BEEP, BEEP, BEEP.
- Action Required: All Wardens to respond.
- Event Attendees: No Action required should the EWIS evacuation alarm sound you will hear WHOOP, WHOOP, WHOOP.
- Action: All personnel evacuate via the nearest exit and proceed to the emergency assembly point.
- Wardens: Assist control the evacuation procedures.

Driving Onsite

- The speed limit onsite is confined to 10km/h (walking pace) at all times. Please beware of pedestrians and other vehicles whilst onsite. Hazard lights must also be on while driving.

Rigging

Randwick Racecourse will only allow certified and/or licensed riggers to carry out the installation of lighting grids. Any wiring carried out as part of the grid installation must be carried out by qualified electricians. All licences, endorsements certification and registration documentation must be provided to the Event Manager prior to the event. All rigging equipment will be required to be in good, safe condition. Test certificates must be submitted prior to commencement of installation.

Exhibition Inspection

On the opening day of the event a final inspection is carried out by the Event Manager to ensure compliance with approved plans and to ensure safety regulations are being observed. The client or its nominee should accompany the Event on such inspections to rectify any faults. The Event Manager may carry out random inspections to ensure continuing compliance.

5.0 EXHIBITION AND STAND GUIDELINES

The Event Manager is responsible for the maintenance and safety of the venue and approve all floor plans and stand constructions. Any unusual or additional requirements for exhibition stands or exhibition layout should be discussed with the Event Manager and approval sought.

The client is responsible for ensuring that all pertinent information is forwarded to their exhibitors.

5.1 FLOORPLANS

- Floor plans of proposed layouts of stands within exhibition events, including the safety plan, are required for prior approval from the Event Manager. The client shall provide the Event Manager with a floor plan no later than 30 days prior to the event.
- The event will be conditional upon the approval of such floor plan being affected and the right is reserved for the Event Manager to require amendments or deletions to the floor plan and the client shall not alter or vary any approved plans without the further consent of the Event Manager in writing. The Client prior to this approval must not sell floor plan space to exhibitors.
- The Client shall provide the Event Manager at the time of design a floor plan drawn to a scale of 1:200, indicating all spaces to be used for the event and for what purpose, and the event shall not be held or carried on without approval in writing of the Event Manager to such floor plan.

- The occupational health and safety and egress requirements in this manual must be adhered to. The floor plan shall clearly indicate and include stand numbers, locations, dimensions, forklift clear aisles and pedestrian clear aisles. Aisles must be a minimum of three (3) metres wide. Items such as audio-visual and electrical cupboards, air returns and fire hydrants need a minimum of one (1) metre clearance. Clear access is required to fire emergency exits, toilets, public telephones, goods lifts and the carton stores.
- Randwick Racecourse requires clear staff access for food service, cleaning, building and security departments.

Marking Out of Floor Plan

- Marking out of the floor within the venue area prior to the commencement of the Event will only be carried out with the Event Manager's agreement. The laying of aisle and/or stand carpet as part of that function shall not be permitted. No other work or bringing in of display materials in such a period is permitted.
- Early access for markout will only be granted with the Event Manager's approval, a Venue Attendant with first aid training is required to be on-site from the time early access begins. If a Venue Attendant is not provided, access to the licensed area will not be allowed.

5.2 DISPLAY BUILDS

- Only after plans are submitted and approval given by the Event Manager can builds proceed. All structures are to be built within guidelines
- All display features, registration booths, entrance features and other temporary structures built in public areas are the sole responsibility of the organiser. Randwick Racecourse does not take responsibility for any theft or damage caused to any temporary structure built in public areas.
- Construction can only take place between approved hours and may be restricted to allow for other events taking place at Royal Randwick during that time. Your Event Manager will confirm times with you. Royal Randwick takes no responsibility for any damage incurred to displays/structures constructed. The security of these structures is the responsibility of the exhibitor/organiser. Venue Attendant is required onsite.

5.3 ENTRY FEATURES

- The Event Manager can only approve structure of entry features after drawings and plans of entrances and positioning have been submitted. Build of features cannot proceed until written approval has been granted by the Event Manager.
- Builds can only occur between approved hours unless consent has been obtained from the Event Manager.

5.4 STAND DESIGN & LAYOUT

- Please refer to the Royal Randwick Exhibition and Stand Approval Guidelines for more detailed information and legal requirements. During the planning stages, the layout and design of stands needs to incorporate the operational and safety requirements of Royal Randwick.
- When clients compile an exhibitor manual the following stand design and layout guidelines should be included, as exhibitors will have to comply with them. Exhibitor manuals need to be passed onto Royal Randwick for approval prior to being sent out to exhibitors.

5.5 WORKING FROM HEIGHTS

- It is important that all tasks undertaken from heights are identified appropriately. It is also important to evaluate the likelihood that someone may run the risk of a fall. Managers/supervisors are urged to assess all factors that could contribute to a fall, including the type of job to be done, physical surroundings, conditions and the time needed for completion of the task. It is the responsibility of the individual to ensure the current OH&S legislation, all hazard identification, risk assessments and the implementation of solutions to the problem.
- Working from Heights Procedures and Approaches
- Risk control measures should be put in place to first eliminate and consequently minimise any risk of a fall.
- Ladders should only be used where other methods of working from height are not practicable; the fall height is the distance the person's feet are supported on the ladder to the level below.
- Managers are advised to ensure that procedures are in place for any emergency and all employees gain all information, instructions and training about risks of working from heights.

5.7 EMERGENCY ACCESS AND CLEARANCE

No stand or display is to block an aisle or emergency exit or fire services. Exhibition material or vehicles must not obstruct emergency exits. Aisles and crossover aisles are to be no less than three metres in width and should be designed to ensure clear vehicular access to all areas from the loading doors. Each aisle system must allow for at least two means of exit. Cul de sacs not incorporating adequate emergency egress will not be permitted.

Temporary exit signage must be provided and installed by the client when display material obscures existing signage and access to exits. Should access to emergency exits be found to be other than obvious, or egress points are not clearly visible due to factors such as stand construction or banners, Randwick Racecourse retains the right to enforce the provision of additional exit and directional signs as necessary, at the client's cost.

All fire equipment shall be visible and accessible to the public. Access to fire emergency exits, hydrants, electrical cupboards, air returns and sensors must be kept clear at all times.

5.8 GENERAL SAFETY REQUIREMENTS

Service Pits

Stand layout must provide for access to the service pits for connection to all services required. Pit covers shall not be removed or replaced without authorisation of the Event Manager.

Plumbing connections and disconnection for water and waste shall not be carried out by any person other than a Randwick Racecourse -approved licensed plumber.

Load Limits

The Event Manager must approve all loads. The Client shall not without prior written approval of the Event Manager bring in to Randwick Racecourse any equipment or item which by reason of its weight or vibration in its use or operation could in the opinion of the Event Manager cause damage to the floor, the roof or to other parts or services of the Venue.

Fixing

No items or material shall be taped, tacked, stapled or otherwise affixed to any surface of Randwick Racecourse. The Event Manager shall be consulted to advice on fixing arrangements.

No core drilling or fixing into any floor is allowed or permitted. No structure can be fixed to the venue structure. No pins, nails, tape or tacks are to be used on any surface of the venue. Velcro tape is the only approved method for affixing items.

Stand Construction

No obstacles to be placed in the aisles and all parts of an exhibit are to be contained within the stand.

No raised floors or overhanging roof lines are permitted to cross aisles. Walls or other structures built against another stand perimeter must be properly finished in a suitable manner on the outer face.

Any amplification on stands must not interfere with any adjacent exhibitor.

Stands Requiring Additional Safety Precautions

- a second storey
- a solid ceiling or roof area more than 18sqm
- a structure more than 3m high
- a motor vehicle
- dangerous goods as listed in The Victorian Dangerous Goods (Storage & Handling)

Regulations

- a discharge of noxious waste
- an LPG gas cylinder
- a cylinder containing compressed gas (other than LPG)
- a naked flame (e.g. candle)
- lighting or signage lower than 2.2m above floor level

5.9 DANGEROUS GOODS

Stand Materials

Materials used in stand construction must be in accordance with the Building Code of Australia and must not cause dampness or stain or be readily ignitable or be capable of emitting toxic fumes should ignition occur.

Display equipment likely to injure a member of the public or a swimming pool containing water must be separated from the public by a physical barrier and attended at all times. A suitable safety plan to prevent stand materials igniting should be developed. This may include non-flammable surface sprays to remove risk and fire protection devices.

An approved indemnity form has been created for all exhibitors to sign stating that all material on the stand meets all fire and safety requirements as stated by Randwick Racecourse policy.