



# Mafeking Rover Park

[www.mafekingroverpark.com](http://www.mafekingroverpark.com)

Caveat, Victoria



## Major Scout Event Hirer Agreement Between

Mafeking Rover Park & \_\_\_\_\_

### Event Details

Name of Event: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date/s of Event: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ inclusive.

### 1. Scope

- This Major Scout Event Hirer Agreement is for use by Mafeking Rover Park Management Group (MRPMG) when hiring the venue to a major scouting event (300+ participants).
- This document outlines expectations from both the event and Mafeking Rover Park Management Group.
- The use of the site for motorsport is **NOT INCLUDED** in this agreement, **unless otherwise indicated**.

### 2. Hire Period

- Mafeking Rover Park will reserved their facilities for the exclusive during \_\_\_\_\_ Event held between \_\_\_\_\_ \_\_/\_\_/20\_\_ & \_\_\_\_\_ \_\_/\_\_/20\_\_.

### 3. Facilities

- The areas and facilities included in this agreement are:
  - All areas and equipment of Mafeking Rover Park that are **not specifically excluded**.
- Specific **areas excluded** from the hire agreement that will be controlled by Mafeking Rangers:
  - Use of tractors and other site vehicle.
  - The use of the Baw Baw Shed & Skip Bin.
  - Top Gear Scout's Containers (TGS Exempt)
  - Mudbash shed (Mudbash Exempt)
  - Hot Works Shed (Mudbash & TGS Exempt)
  - Training Centre (Will be used for Operations centre by MRP Rangers unless required by event).

### 4. Site Alterations

- All permanent alterations to the site must be approved by MRPMG and receive regulatory approval, if required before construction begins.

### 5. Requirements

- The MRPMG contact person before, during and after the event will be the MRP \_\_\_\_\_  
Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
In the event the (nominated person) is unavailable, the following people are the contact points in order:
  - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
  - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
- The MRPMG contact person for the lead up to \_\_\_\_\_ will be the MRP Chairman.  
Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ E: chair@mafekingroverpark.com
- In the event the Chairman is unavailable, the following people are the contact points in order:
  - Vice Chairman - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
  - PL Operations - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
- The MRPMG contact person during your event will be the Duty Ranger. In the event the Duty Ranger is unavailable, the following people are the contact points in order, providing they are not required in an event capacity.

- i. Chairman - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
- ii. Vice Chairman - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
- iii. PL Operations - Name: \_\_\_\_\_ Mobile: \_\_\_\_\_
- e. MRPMG are to ensure that all park facilities, as outlined in the tender document, are in working order before the exclusive hire period commences. If any facilities break during the event and the Event Committee or its participants are not at fault, MRPMG will resolve the issues (if reported during the event). If the fault is found to be of hirer or its participants, the event will be responsible for covering the cost of repair.
- f. MRPMG shall assist in providing a safe, secure, and positive environment for all persons attending this event.
- g. The Event Committee must ensure that all vehicles are in a clean condition and not place the venue at risk of noxious weeds and diseases.  
MRPMG reserves the right to request a vehicle that is not of a clean standard be removed from the site.
- h. Motorsport equipment (such as bunting, signage etc) on site is **NOT COVERED BY THIS AGREEMENT**; the hirer must obtain permission to use equipment of Rover Scout Motorsport Committee.
- i. **The site must be returned to its former state by \_\_\_\_\_ /\_/ / 20\_\_.**
- j. Any hot works (welding, grinding etc) shall be completed inside of the hot works shed.  
**There is to be Absolutely NO HOT WORKS including but not limited to welding, mowing or chainsaw works on a Day of Total Fire Ban (TFB).**
- k. Dedicated refuelling areas are established within the Pits.
- l. Glass may only be brought onsite to be used in catering areas, and must remain in back of house areas.  
All glass brought onsite must be removed by the event. Participants **WILL NOT** be allowed glass onsite.
- m. No pets or firearms are to be brought on site (service animals who are registered are exempt from this, proof of registration must be carried).  
**Special permission from the MRP Chairman can be requested for farm animals onsite.**
- n. Motorbikes may be brought no further onsite than the car park.
- m. Only vehicles authorised by the event Committee (including at least 1 designated MRPMG vehicle) shall be permitted to move around on site during the event. A secure, car park will be established for all other vehicles unless otherwise specified by the event Committee.
- n. MRPMG will fill all “tall boy” and “fat boy” gas cylinders on site prior to the exclusive use of MRP for your event. If a refill is required during the event, this refill is the responsibility of the event to cover the costs of refills during the hirer period. (Gas does not need to be filled post event).
- o. All camping areas shall be within the designated Camping Bays, set by the MRPMG unless otherwise approved by MRPMG. **MRPMG will provide a map showing designate camping bays / parking bays.**
- p. The event committee will be responsible for providing sanitiser for toilet blocks. MRPMG will provide all cleaning fluids and equipment for toilets and canteen (**excluding toilet paper**).

## 6. Noise

- a. Noise at the stage area is to be decreased by 50% at 11pm and ceased by 12am (midnight) each night.
- b. The PA system is not to be used between the closure of the stage area (12am) and 7:00am the following day, except in case of emergency.

## 7. Waste

- a. The MRP Skip Bin is **NOT FOR USE** during this event. MRPMG will supply you with the skip bins contact details for you to arrange skip bins if required.
- b. Waste oils, fuel or vehicle substances **ARE NOT** to be disposed on site. Such illegal disposal will incur a \$2,000 clean-up fee.

## 8. Toilets / Port-a-loo

- a. If your event requires port-a-loos MRPMG can supply contact details for local hirer.

- b. MRPMG will not cover pump out costs for any port-a-loo bought onsite by the event.
- c. MRPMG will pay for any septic pump outs required for onsite permanent septic systems.

## 9. Risk Management

- a. The Event Committee shall produce a Risk Management Plan to outline any potential issues and responses. MRP to receive a copy of this document at least 2 weeks prior to the hirer period.
- b. The Event Committee shall engage the services of the Scouts Victoria Fire and Emergency Management Team for the duration of their event (from when gates open to when last participants leave site). During the Fire Danger Periods, and/or if it is a requirement by Scouts Victoria for the event to run.
- q. The Event Committee shall engage the services of the Scouts Victoria First Aid and Welfare teams as required by Scouts Victoria for the event to run. These groups shall supply their own first aid kits for this event.
- c. The event will be guided by all emergency services, including the requirement for relocation on a day of Extreme or Code Red Fire Danger being declared by the Country Fire Authority for the North Central Fire District, as per Scouts Victoria Guidelines.
- d. The Event Committee is responsible in managing all accidents and incidents onsite during the exclusive hire agreement period, in the case of an emergency MRP Chairman or Emergency Services / State Fire and Emergency Management Team may take control through the event organisers.

## 10. Rangers

- a. Two (2) or more Mafeking Rangers will be provided to educate and advise the safe and effective operation of MRP during the event.  
The on-duty Rangers shall be 0.00 BAC, fit for work and accessible by radio supplied by the Event Committee. At all times (24/7) there must be at least one ranger on duty with a 0.00 BAC.
- b. The role of the Ranger is to provide knowledge and ensure that the Event Committee have the skills required to maintain MRP facilities and equipment. In the event any of the MRP facilities are faulty the MRP Ranger is to be notified.
- c. The Mafeking Rangers will be admitted to the event **Free of charge**.
- d. The Mafeking Rangers will be selected by the MRPMG, who are not members of the Event Committee and whom are ideally Rovers.  
The Mafeking Rangers must abide by the same rules as all other participants and committee members.
- e. MRP Rangers will provide the following duties during the event.
  - i. Monitoring water, gas and septic levels during the event
- f. The Event Committee will be responsible for ensuring the toilets are cleaned during the event and upon leaving site.

## 11. Financial

- a. After the event, the \_\_\_\_\_ Committee may contribute to any costs incurred to returning the site to its original state, if not completed by \_\_\_\_\_ /\_\_/20\_\_.  
 \* This includes all rubbish removal  
 \* Cleaning of hired facilities (include hall, kitchen, bunk houses, shelters and toilets after MRPMG final clean on the final day by 4pm).  
 \* All signs / banners are removed (including toilets).  
 \* Fixing any damage to building or campsites not reported during the event
- b. The hire fees for the exclusive hire period must be paid to MRPMG 14 days after the conclusion of the event.
- c. The Event Committee will be charged based on the following fee structure for participants;

### Note:

Totals are calculated with the maximum youth numbers for that row on a single night basis. If your event runs for multiple nights the total will need to be times by number of night (eg. Friday to Monday = 3 Nights)

\*Prices below are subject to change from July 1st each financial year due to inflation\*

Fee Structure	Numbers	Youth Fee	Youth Total (\$)	Leader Fee	Leader Total	TOTALS (\$)
0-500 with 100 leaders	500 youth 100 leaders	\$7.50	\$3,750	\$0.00	\$0.00	\$3,750
additional 100 youth and 50 leaders	600 youth 150 leaders	\$6.50	\$4,400	\$0.00	\$0.00	\$4,400
additional 200 youth and 50 leaders	800 youth 200 leaders	\$5.50	\$5,500	\$0.00	\$0.00	\$5,500
Any additional youth or leaders	800 + youth 200 + leaders	\$4.50	Unknown until specified number of youth added.	\$0.00	\$0.00	Unknown until specified number of youth added.

e. Leaders and Rovers in a leadership capacity will not be charged a camp fee as MRPMG recognise the service they provide to youth members during the event.

**12. Length of Agreement**

- a. This agreement is only for the specific event listed on the first page.
- b. This agreement is valid for one singular event, any past agreements are null and void once.
- c. Any changes or adjustments to this hirer agreement must be approved by the MRP Chairman (or representative) and Event Chair (or representative) of \_\_\_\_\_ Committee of 20\_\_.

**Agreement**

The following signatories of this hirer agreement between MRPMG and \_\_\_\_\_ Committee agree to abide by the clauses outlined within this document. This hirer agreement must be signed at least 3 months prior to the event date.

Agreement Date: \_\_\_/\_\_\_/20\_\_

**Signatories:**

\_\_\_\_\_  
MRP Chairman  
or Authorised Representative

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/20\_\_  
Date

\_\_\_\_\_  
Event Chair  
or Authorised Representative

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/20\_\_  
Date