



Rockhampton Showgrounds Hire Guide

Major Venues

(07) 4924 5600

majorvenues@rrc.qld.gov.au

After hours please call 1300 22 55 77

The Rockhampton Showground is owned and operated by Rockhampton Regional Council

Current as of June 2025

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1 Booking Procedure

1.1 Application Process

All event enquires must be discussed with a representative of Major Venues Administration.

Please contact Major Venues Administration (07) 4924 5600 or majorvenues@rrc.qld.gov.au or by visiting the administration office located at 2 Cambridge Street Rockhampton to enquire about date and venue availability. Potential hirers may hold up to three dates. However, should another request be made for the same date, the first enquirer will have one week to decide whether to release the hold or move to contract.

Upon confirmation of an available date, an Event Information Form will be sent to the hirer for completion and once returned a contract will be drawn up and returned for signing.

A booking will not be confirmed until Major Venues has received a signed contract, a copy of the Public Liability Insurance, a completed Risk Assessment for the event and confirmation the deposit payment has cleared.

The onus will be on the hirer to ensure all applicable permit requirements have been met.

1.1.1 Multiple Bookings

Please note, that where two or more events are on the grounds, and the first group to confirm their hire requires the events to be separated by a fence, then both hirers will be jointly responsible for the cost of the fence. If it is the second hirer that requires the events be separated by a fence then they shall be solely responsible for the cost of the fence.

1.1.2 Concessional Fees

Hirers may be eligible for concession fees if they meet the following criteria:

- A community organisation (which is an entity that carries on activities for a public purpose, or an entity whose primary objective is not directed at making a profit).
- A community event which is an event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton region.

Please contact Major Venues administration to enquire if you are eligible for a concession fee.

1.2 Public Liability Insurance

All hirers are required to have a minimum of \$20,000,000 public liability insurance. A copy of the certificate of currency must be provided to Major Venues along with the venue hire contract.

1.3 Venue Hire Guidelines

The rental fees for the Rockhampton Showgrounds cover the use of a particular space as a “bare walls” venue.

Venue hire fees are *exclusive* of:

- Audio visual support and equipment (except for the “all of grounds” PA system which is included when hiring all of the grounds.)
- Barriers and other event specific equipment
- Any additional event and post event cleaning
- Dedicated security personnel

- Front of house personnel
- Ticketing services
- Additional specialist permits and approvals (if required)
- Specialist infrastructure

1.4 Payment

A non-refundable deposit equating to the base rental charge of one day or one session (as applicable) is required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. An additional Security deposit may be applied to manage risks related to the event at the discretion of the manager.

All electricity and water is an additional charge to the hirer using the facilities.

Payment can be made by either requesting an invoice or cheque/money order made payable to Rockhampton Regional Council or by phoning the administration office on (07) 4924 5600 with credit card details.

1.5 Key Collection and Return

Keys can be collected from Major Venues administration office located at the Pilbeam Theatre, 2 Cambridge Street, on the day of your hire (office hours are between 8.30am and 5.00pm).

If your booking is on a weekend, public holiday or is starting before 8:30am, you may collect the keys on the afternoon of the last business day prior to your hire.

At the completion of your booking, keys can be returned to Major Venues administration office during business hours or there is a key drop box for out-of-hours drop off, located at the rear laneway end of the administration annex. (See Major Venues administration staff for more details.)

1.6 Care of Premises

For the period of the hire agreement, it is the responsibility of the hirer to ensure the proper care of the premises.

The hirer will be held responsible for any damage caused to equipment, fixtures and the facilities as a result of the conduct of the event and will be liable to make good such damage.

1.7 Inspections

Major Venues reserves the right for authorised staff to access the event area at any time to ensure compliance with the approved event requirements.

2 Regulations and Permits

2.1 Event Program Curfew

An event Program curfew of 10.30pm exists over the entire Rockhampton Showgrounds precinct.

Events requiring to go beyond this curfew will need to seek an exemption from the Rockhampton Regional Council

2.2 Noise Levels

A noise curfew is in place for the Rockhampton Showgrounds.

- 10.30pm for motorsport noise
- 10.00pm for outdoor concerts and events
- Midnight – 7am no noise

In outdoor areas, appropriate sound levels will be maintained at all times.

2.3 Liquor Licencing

It is the responsibility of the hirer to make any application for a community liquor permit with the Office of Liquor and Gaming regulation.

Council endorsement is required – please note on application that council endorsement is being sort. Once application is submitted, please forward copy of application to council.

Liquor service times must acknowledge noise curfew times and be similar. IE no service of liquor beyond 10.30pm

All staff must be trained in RSA and the event organiser must comply with all liquor licencing regulations.

2.4 Food Permits/Catering

There is a commercial kitchen located in the Robert Schwarten Pavilion suitable for preparation of banquet dinners up to 700 persons.

Smaller kitchens suitable for preparation of café / takeaway style meals are located in the McCamley Pavilion, Exhibition Pavilion, James Lawrence Pavilion and Walter Pierce Pavilion.

All kitchens have access to gas (please see section 5.6 for more information on gas requirements), but only some of the kitchens have appliances. Please contact Major Venues staff for information on what is available for each Kitchen.

2.4.1 External Caterers

May use the onsite kitchens for catering as long as they have an “offsite caterer’s food business licence” with a Queensland Council. For café / takeaway style food service a “temporary food business licence” with Rockhampton Regional Council is also suitable (applications for the temporary licence can be made with the Rockhampton Regional Council’s Environment & Health Unit).

2.4.2 Temporary Food Stalls

Food van operators must have a “mobile food business licence” from a Queensland Council and temporary stall holders must have a “temporary food business licence” with Rockhampton Regional Council. **Please note**, not for profit groups may be exempt for licencing requirements. Please contact Rockhampton Regional Council Health and Environment section to enquire about eligibility.

2.5 Smoking

It is a requirement while at the Rockhampton Showgrounds, that smoking (including vaping) is not permitted within 5 meters of a door to a building as per government regulations.

If your event will have food and beverage service, then additional requirements must be met. Adherence to smoking regulations can be met in one of two ways,

- No smoking is permitted at all on the grounds during the event and smokers must have the ability to leave the grounds to smoke and then return.
or
- Smoking is only permitted in designated fenced areas.

In both cases signage advising if smoking is permitted in a designated area or not at all on the grounds, must be prominently displayed at every entrance point to the event, for public, staff and or vendors. (A minimum size of A3 is desired)



Samples of signs required.

2.6 Display of Livestock

All animals that are to be displayed or kept at the Rockhampton Showgrounds are protected by animal welfare, biosecurity and environmental protection laws.

Category A, B and C animals including both native animals and non-indigenous animals require a permit or licence under the Exhibited Animals Act 2015.

Livestock exhibitions must meet the requirements of the Bio Security Act 2014.

All animal waste and soiled bedding must be removed from site at the end of your hire.

The showgrounds registration number is **RBE211978** and the property identification code (PIC) associated with the registration is **QGRH0079**.

2.7 Other licences and Approvals

The hirer is responsible for obtaining all permits and approvals for all activities during their hire.

The hirer must ensure all equipment and vehicles are operated by persons (including contractors and subcontractors) holding the appropriate licences and permits in accordance with government legislation.

3 Amenities and Services

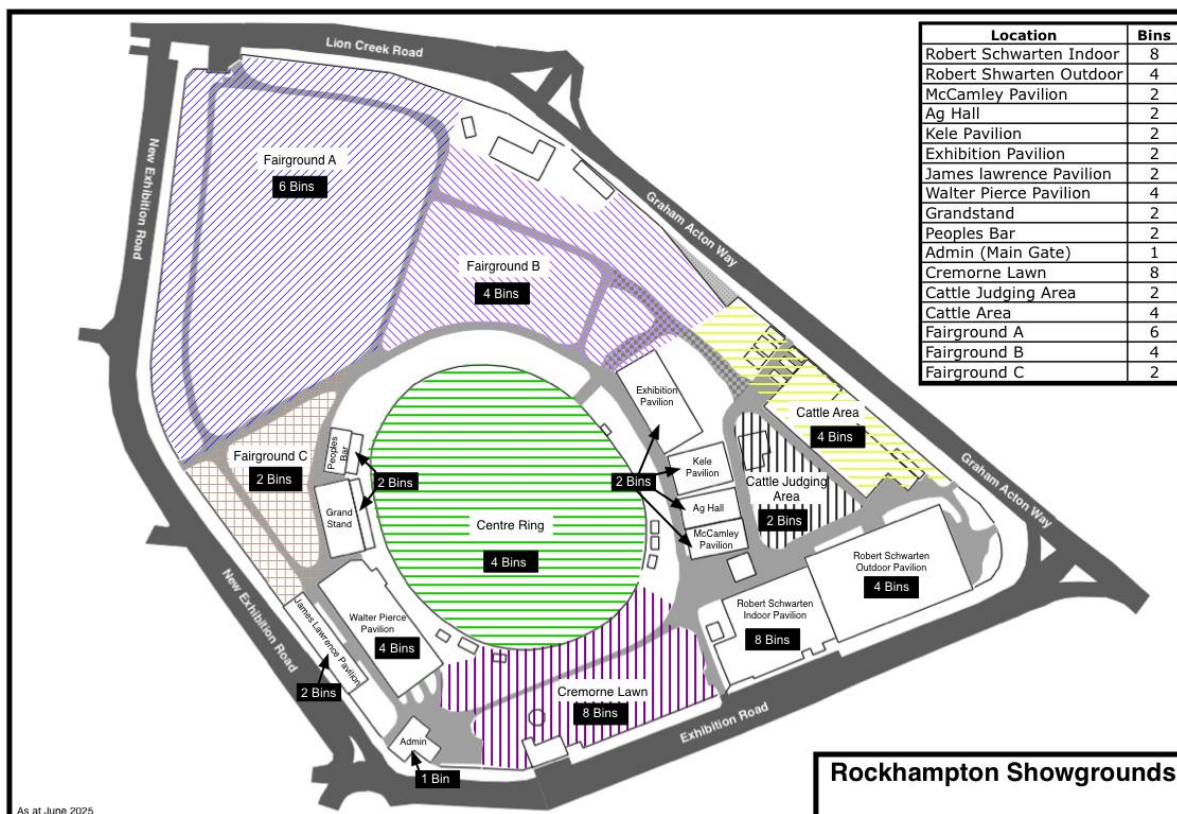
3.1 Cleaning and Waste

Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.

If you require cleaning during your hire, please contact Major Venues for a cost estimate for this service.

Some bins are included as part of the hire, if you require additional bins, please contact Major Venues for more information and costs.

All used oils and animal waste must be removed from the grounds at the end of the hire



3.2 Security

Rockhampton Regional Council has a contract with a service provider to undertake one external and one internal patrol per night roughly four hours apart.

If you require additional security, you will need to arrange this with a security service provider. If you are arranging your own security on grounds during your event, please notify Major Venues administration so that this information can be passed onto our contractor, so they are aware of the arrangement.

3.3 Technical Resources

Additional sound, lighting and staging can be arranged through Major Venues Production and Technical Services unit. Please contact the Major Venues administration on (07)4924 5600 or email mvtechnical@rrc.qld.gov.au for more information.

3.4 Power & Data/Phone

The Rockhampton Showgrounds has a mix of single phase and three phase power in the pavilions and in large power boxes spread around the grounds. Please see the attached plans for more detail on locations and available power outlets.

There is currently no WIFI network provided at the Whole of the Rockhampton Showgrounds. Free WIFI is available in the Robert Schwarten Pavilion.

3.5 Toilets and Showers

The Rockhampton Showgrounds has public toilets and baby change facilities in the following locations. Please see the attached plans for more detail on locations.

- James Lawrence Pavilion – Men's, Ladies and Disability
- Grandstand – Men's and Ladies
- Fairground - Men's, Ladies and Disability
- Exhibition - Men's and Ladies both with Showers
- Hideaway Toilet Block – Baby change, Men's, Ladies and Disability all with showers
- Robert Schwarten Pavilion - Men's, Ladies and Disability

3.6 Water

The Rockhampton Showgrounds has water and grey waste points located around the grounds. Under no circumstances can hydrants be used to fill bulk water without the permission of Major Venues management.

Please see the attached plans for more detail on locations.

4 Logistics

4.1 Vehicle Access

The Rockhampton Showgrounds has ten numbered gates to access the grounds plus a gated cattle loading ramp near the wash-down bays next to gate 6 (see attached site plan). Please contact Major Venues administration for advice on which gate will be suitable for access if you have large vehicles making deliveries. Please note that the internal road network has a speed limit of 10kph and is a shared zone with pedestrians.

Please note that only Lion Creek Road and Graham Acton Way are approved as a heavy transport route.

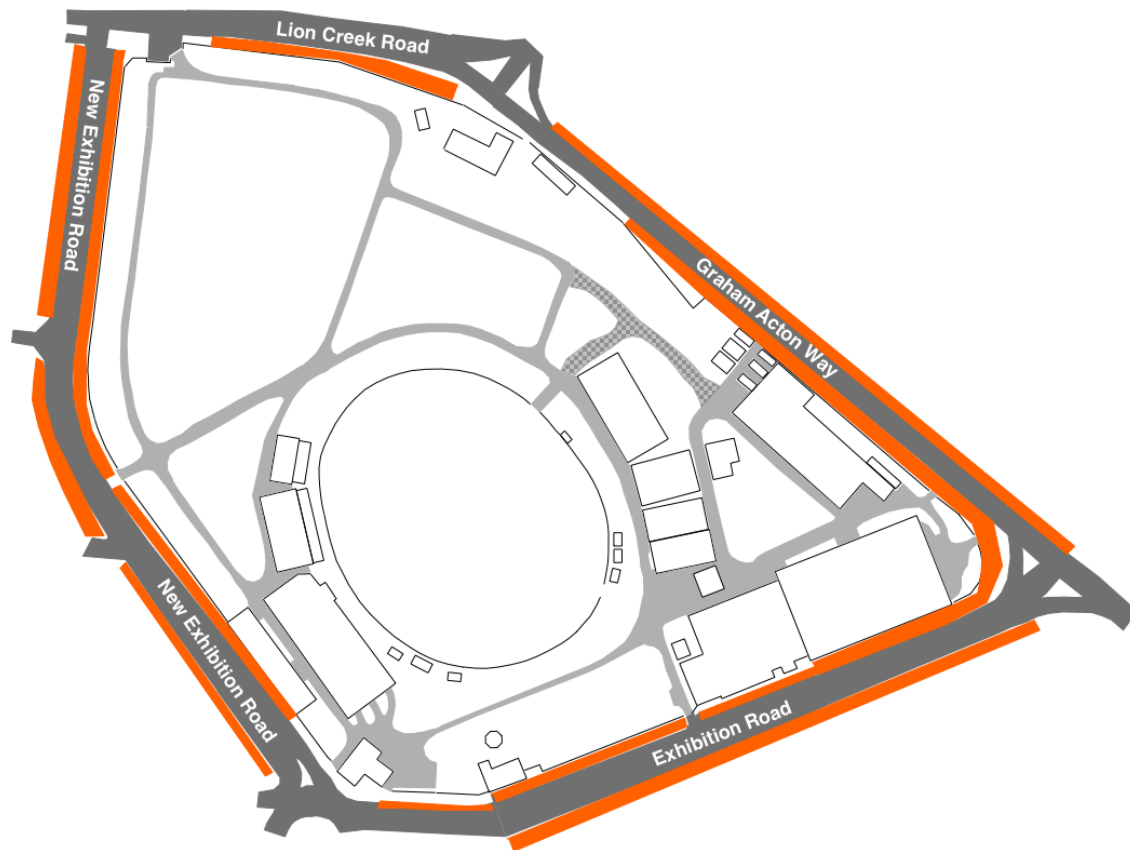
Access must be maintained at all times between gate 7 and the Sewer pump station located approximately 40 meters inside the grounds from the gate.

4.2 Traffic Management

Events which have vehicles and people within the grounds will be required to provide a traffic management plan to manage the flow of vehicles and people within the grounds and external of the grounds if you propose to close any roads as part of your event. Please contact Major Venues administration for further advice.

4.3 Public Parking

Public parking is available around the perimeter of the grounds on Exhibition Road, New Exhibition



Road, Graham Acton Way and Lion Creek Road.

Permission for the public to park on the grounds will only be given by Major Venues management.

Vehicles may only park on the fairground and the hirer must provide supervision by accredited traffic marshals.

4.4 Equipment Setup

Access to the venue must commence at or after the agreed booking commencement time. Being provided with keys prior to the booking date does not give permission to commence the setup.

If you find you need more time for setup, please contact Major Venues administration for authorisation to amend your booking.

4.5 Delivery

Please contact Major Venues administration for advice on pre-event delivery's to be made to site prior to your booking. This may be possible if it does not clash with another event and only at the discretion of Major Venues management.

Please note that there are NO full-time staff or access to a forklift on site (a pallet jack may be available at the discretion of Major Venues management).

4.6 Weight Restrictions

Many areas of the Rockhampton Showgrounds internal road network have underground services that pass underneath them, please contact Major Venues administration for advice if you are proposing to bring a very heavy vehicle onto the site.

4.7 Temporary Structures

All temporary structures that have an area of more than 100m² but less than 500m² must comply with the Queensland Development Code MP3.2.

Structures in excess of 500m² will require additional assessment, approval and permits.

For any temporary structure in excess of 100m² please contact Rockhampton Regional Council's Building, Plumbing and Compliance unit for advice.

All rigging work must be undertaken by an appropriately licenced rigger.

Any scaffolding must be erected, altered or dismantled in accordance with AS/NZS 4576:1995.

5 Public Safety

5.1 Emergency Management

In the event of an emergency, please call 000. In the event of a major emergency such as a fire, Major Venues management must also be contacted on (07) 4924 5600 or 1300 22 55 77 after hours.

All hirers should have a plan to deal with an emergency. Larger scale events may be required to provide a specific event emergency management plan.

All fire extinguishers and emergency exits are clearly marked, and evacuation diagrams are provided in each pavilion.

5.2 First Aid

All hirers are responsible for the provision of first aid for their events. Note that there is no first aid kit or de-fibrillator permanently onsite.

5.3 Dangerous Goods

Hirers must not bring any hazardous chemicals, flammable gas or liquids or use naked flames without prior consultation and approval from Major Venues management.

5.4 Fireworks

All fireworks and pyrotechnics displays must adhere to Queensland government regulations.

Only trained and licenced contractors and operators (under the supervision of a licenced contractor) are permitted to conduct a display.

Copies of the licences, permits and a risk assessment for the display must be provided to Major Venues administration before permission will be granted for the display to occur.

5.5 Amusement Rides

All amusement rides must be operated in accordance with the WHS Act 2011, WHS Regulations 2011, Codes of Practice and Australian Standards.

Amusement rides and devices must only be operated by someone who has been provided with the instruction to operate the device properly.

5.6 Gas Cylinders

All portable gas cylinders must comply with the relevant Australian standards.

Alterations can only be made to the existing gas infrastructure on the grounds by a licenced gas fitter and a compliance certificate for the alterations must be provided by the gas fitter to Major Venues.

For information about the in situ gas cylinders for the pavilions, please contact Major Venues administration.

5.7 Health and Safety

5.7.1 General Requirements

The hirer must provide and maintain at all times a safe environment that minimises the risk to the health and safety of all persons staffing and visiting their event.

The hirer, its employees, subcontractors, volunteers and agents must comply with the following requirements with regard to health and safety;

- WHS Act 2011, WHS Regulations 2011, local government bylaws, Codes of Practice, Australian Standards and Rockhampton Regional Council's policies and procedures which are applicable to the activities to be undertaken.
- All risk assessments that have identified hazards associated with the setup, running of and pack up of an event.
- Any controls of the identified hazards with the setup, running of and pack up of an event.

5.7.2 Elevated Work Platforms/Forklifts

Any EWP or forklift must be operated by a trained and licenced person at all times.

Public and unauthorised staff are to be excluded from the work area by an appropriate signage, barricades or observer.

5.7.3 Electrical Installations

Any electrical work undertaken as part of an event must be done by a licenced electrician and must comply with all WHS Act 2011, WHS Regulations 2011, and Electrical Safety Act 2002, Electrical Safety Regulations 2013, Codes of Practice and Australian Standards.

All electrical equipment brought onto site must have a current test tag complying with the relevant Australian Standards.

5.7.4 Incident and Hazard Reports

Hirers must report to Major Venues management as soon as possible any incident that may trigger a Workplace Health and Safety Queensland investigation.

If a hirer identifies a serious hazard they should notify Major Venues management as soon as possible (4924 5600 or 1300 22 55 77 after hours) so the hazard can be rectified. Minor hazards identified should be reported to Major Venues administration as soon as practicable.

5.7.5 Risk Assessments

The hirer must provide to Major Venues administration, a copy of all risk assessments associated with their event. The risk assessment must identify all hazards, risks, control measures and person/s responsible for implementing the controls.

5.7.6 Crowd Control

All larger events anticipating large attendance numbers must provide adequate supervision marshalling and direction of crowds.

You may be asked to provide a copy of a traffic management plan identifying how you will safely manage pedestrian and vehicle movements on the grounds as part of your event including the management of mobile plant (forklifts, EWPs). The plan should also show how you plan to manage crowds both inside the Showgrounds and in the streets immediately surrounding the Showgrounds.

6 Ticketing and Promotional Support

6.1 Ticketing and Marketing

If you wish to have your event ticketed, you may use any ticketing provider you wish. Rockhampton Regional Council's Major Venues unit offers a ticketing service at competitive prices, with online, in person, and phone ticket sales outlets, along with the added benefit of access to local marketing support.

Using our ticketing service gives you access to marketing support (website listing (www.seeitlive.com.au), EDMs (cost), listing in printed newsletter, social media).

Even if you don't use our ticketing services, you can still list your event for free at Rockhampton Regional Council's event calendar www.rockhamptonregion.qld.gov.au/events

6.2 Event Sponsorship and General Signage

You are welcome to arrange sponsorship for your event, however if your sponsorship agreements involve naming rights of any Showgrounds infrastructure or locations, please discuss this with us first. Likewise, event signage should not obscure any existing signage without prior approval.

If you have any other queries, please contact Major Venues administration.

7 Buildings and Spaces

For more information on each space, please contact Major Venues administration..

Robert Schwarten Pavilion

A 2,000m² concrete floored air-conditioned building with commercial kitchen facilities and direct street access. Ideal for large events including trade shows, conferences and banquets.

Walter Pierce Pavilion

A 2,100m² concrete floored building with kitchen facilities and interior and exterior servery areas. Access is from the grounds only and is ideal for medium to large events.

James Lawrence Pavilions

The James Lawrence Pavilion is available in two discrete sections, which can be hired together or separately. Pavilion A is a large open plan building, fully carpeted and air-conditioned. It is accessible directly from New Exhibition Road or through the Showgrounds. The adjoining Pavilion B is an open plan building, fully carpeted and air-conditioned. Both pavilions have access to a shared kitchen area and adjoining servery area. The James Lawrence Pavilion is ideal for medium sized events.

Robert Archer Grandstand

A grandstand with bench type seating capable of accommodating 1,600 people, 1,000 of them under cover.

Peoples Bar

A medium sized, open plan, air-conditioned bar with a flat concrete floor and covered deck overlooking centre ring.

Exhibition Pavilion

A 1,050m², concrete floored building with kitchen facilities and interior and exterior servery areas, ideal for medium to large scale events.

Kele Pavilion

A 650m², concrete floored building ideal for medium scale events.

McCamley Pavilion

A 350m², concrete floored building with kitchen facilities and interior and exterior servery areas, ideal for smaller scale events.

Robert Schwarten Outdoor Pavilion

A modern 4,000m², clear span facility, with compacted granite floor and extreme clear ceiling height giving it an 'outdoor' feel. It can be combined with the Robert Schwarten Pavilion (Indoor) to provide a massive 6,000m² of under roof space.

Cattle Sheds

Large covered 2,100m² space with a dirt floor. Housing horses and cattle undercover with adequate access to water and wash down facilities.

Fairgrounds

Large grassed outdoor area with ample water and power outlets, divided into three areas A, B and C.

Fairground A 26,400m², Fairground B 11,280m² and Fairground C 4,600m².

Cremorne Lawn

An 8,000m² grassed outdoor area with ample water and power outlets. A popular feature of the area is the period rotunda.

Centre Ring

A 12,100m² fenced grassed outdoor area with a 13m wide dirt racetrack around the outer edge. Overlooked by a 1,600-seat grandstand with provision for additional seating around the outside of the ring fence.

Toilet Blocks

In addition to the toilets located in the Robert Swarten Pavilion, James Lawrence Pavilion, Robert Archer Grandstand and Exhibition Pavilion. There is a toilet block located on the fairground and a toilet block located between the Robert Swarten Pavilion and the McCamley Pavilion.

8 Attachments

