

Club Marquee Application

2017 CHALLENGE MELBOURNE

Terms and Conditions

To qualify for a site at Challenge Melbourne 2017; a club will have to satisfy the following conditions:

Booking a site

- A minimum of 15 registered members from the club in question must have entered into each event they intend to have a marquee at.
- Clubs need to provide SME360 with the completed form no later than two weeks prior to the event they are planning on competing in.
- Priority will be given to clubs that book first and fulfil the above requirements

Marquee Set-up

- All marquees must be set up the day prior to the event between 10:00am – 3:00pm. Under no circumstances will marquees be allowed to setup on the day of the event or outside these specified times.
- Upon arrival at the venue on Saturday, please contact the SME360 Site Manager (0448 813 433)
- Vehicles are not permitted to drive onto the venue at any of the events.
- The marquee is to be erected in the allocated club marquee area, complying with any requests from SME360 staff regarding its location.
- Star pickets must not be inserted into the ground within 0.5m of any underground services. These areas will be marked out prior to your arrival. If unsure please check with a SME360 staff member as any damage resulting from not adhering to this guideline will be at the cost to the Club.

Equipment Required

- The maximum marquee size permitted is 6m x 3m. Marquees larger than these dimensions must be approved by SME360.
- All marquees are to be secured to the ground using 4ft – 6ft star pickets (a minimum of 1 picket per leg) driven at least 30cm into the ground and fastened to the marquee with 5 cable ties per leg. Alternatively clubs may use weights (at least 20kg) on each marquee leg with ropes tying them down to the roof. Tent pegs are not adequate. The Club is to supply all equipment required to erect, secure and dismantle the marquee.
- Club sponsor signage is only permitted if it is small in size (less than 1m x 1m) and does not conflict with any event sponsors, at the discretion of the SME360 Sponsorship Manager.

Whilst on Site

- If poor weather conditions are forecast the night prior to the event; clubs are asked to set up their marquees and secure them, but not raise them up. By keeping them low they will not catch as much wind and the pole legs are stronger. Alternatively, clubs can set up the marquees without the roof and then put the roof on Sunday morning. This will help alleviate any issues with damaged marquees overnight prior to the event.
- If weather conditions are such that the SME360 Event Director deems it unsafe for marquees to be erected, they must be taken down immediately when requested by a SME360 staff member.
- At the conclusion of the event all rubbish must be placed in the bins provided.
- SME360 does not take any liability for the damage or loss of equipment at the Gatorade Triathlon Series.
- SME360 reserves the right to request re-positioning or removal of any marquee should they be deemed to impact on the operations of the event itself.

Club Marquee Application Form

Challenge Melbourne 2017

Name of Club:		
Contact Name:		
Mobile:		
Email:		
Events:	<input type="checkbox"/> Challenge Melbourne (Sunday 9 th April, 2017)	
Estimated number of club competitors per event:		
Marquee Size	Frontage (m):	Depth (m):
Sponsor signage details (if applicable)		

I have read and agree to the Terms and Conditions set out in this document

Name: _____

Signature: _____ Date: _____

Please email the completed application form to:

Tom Mitchell
Operations Manager
SME360
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North Brighton Vic 3186
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Email: tom.mitchell@sme360.com.au
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