

MARQUEE SPACE BOOKING FORM

The 2018 Long Course Weekend, Jervis Bay welcomes all clubs, corporate teams and training groups to book a FREE* 3x3m space or 6x3m space for a marquee.

We have allocated a Club Village in Huskisson where you can set up your own marquee to be used as a meeting point, bag storage area and a place to create a great atmosphere for your team and take the stress out of the weekend.

The clubs/teams area will feature:

- Close proximity to the start/finish lines (of the swim and run legs) and all amenities
- Opportunity to keep your marquee set up throughout the weekend at the Huskisson Club Village (security will be onsite overnight)
- Marquee can remain erected throughout the weekend of the event

Please note the following:

- We cannot accept liability for valuables and we do not recommend leaving valuables within your marquee when not manned.
- Marquee space is limited
- Marquees cannot be erected at Shoalhaven University (venue for the start/finish of the bike course).

* Marquee spaces are free for all clubs/teams with 10 or more participants entered into Long Course Weekend. All you need to do is submit the booking form contained in this document to secure your space by COB **Monday October 14th 2019**.

All clubs/teams that wish to host a site in the designated area will need to adhere to the guidelines outlined in this document.

We hope to see you there!

Regards,

The Long Course Weekend Team.

TEAMS AREA GUIDELINES

In order to be able to offer the opportunity to install a marquee at LCW Jervis Bay, we require you to read and understand the following guidelines:

- Marquees can be erected **from 12:00pm on Friday 15th November. If you are not arriving to set up on Friday, no problem – you can set up at any point throughout the weekend. For any queries please contact Adam Goodger (0432 204 142)**
- Marquee locations will be allocated at the discretion of Activity Wales Events. **Please do not arrive any earlier to set up than 12:00pm on Friday 15th November.**
- All clubs/teams setting up marquees must safely secure their marquee with weights/pegs and any other equipment needed to erect and disassemble the marquee.
Please note: **Pegs must not exceed 250mm.**
- Marquees must have a minimum of 45kg per leg of the marquee, and additional weight for a windy day (up to 60kg per leg). Please ensure you provide ropes to secure these where possible.
- Once the event has concluded, it is important to ensure all rubbish is taken or placed in rubbish bins provided.
- No marketing or promotional materials can be handed out from your marquee or at the event site to participants.
- Branded marquees are acceptable (unless there is a conflict with event sponsors).
- In adverse weather conditions, you will be asked to weight your marquee, but not raise it. This will help to prevent overnight damage to your marquee. If conditions continue on event day, you may be asked to pack down your marquee to ensure the safety of participants and spectators onsite.
- Marquees must be clean and presentable. Activity Wales Events reserves the right to pack down a marquee or remove signage if it does not meet the above requirements.
- Activity Wales Events will not take any liability for loss or damage to marquees or any other equipment left onsite overnight or on event day.

Clubs/Teams Marquee Booking Form

Team/Club/Group Name:		
Pre-event contact name:		
Mobile number:		
Email address:		
On-day contact name: (if different to above)		
Mobile number:		
Marquee size: (NO BIGGER THAN 6x3m)		
How many team members do you expect to attend your marquee?		
Are you planning to bring any additional equipment to the site? e.g. massage table, chairs, trestles.		
Anticipated day/time of set up:	Friday / Saturday / Sunday Time:	
I take responsibility for any damage to equipment or the venue that may be caused by our participants/ staff.	Yes	No
Signed:		
Date:		

Please email your completed form to info@lcwjervisbay.com by **COB Monday 14th October 2019.**