



**EXPRESSION OF INTEREST  
BAR SERVICE  
2020 MOUNT ISA SHOW**



**Organisation Name:**

**Organisation ABN:**

**1<sup>st</sup> Contact Person:**

**Mobile:**

**2<sup>nd</sup> Contact Person:**

**Mobile:**

**Email Address:**

**Postal Address:**

**ABOUT THIS FORM**

By completing and returning this form you are submitting an Expression of Interest to assist the Mount Isa Agricultural Show Society to facilitate the 2020 Mount Isa Show in exchange for a predetermined donation amount. The Scope of your preferred activity is attached; if you have any questions please contact the committee.

Please submit your completed form to [mountisashow@gmail.com](mailto:mountisashow@gmail.com) or PO Box 2145, Mount Isa QLD 4825 by 15<sup>th</sup> March 2020. The committee will then take all received applications into consideration.

Applicants will be contacted, and the outcomes advised by 30<sup>th</sup> March 2020; successful applicants will then be invited to meet with the committee to formalise the agreements.

**QUESTION**

If you are successful, how will the contribution from the Mount Isa Show Society assist your organisation?

**Public Liability Insurance**

Copy of Policy Attached YES / NO

Your organisation must hold its own Public Liability Insurance with a minimum value of AU\$5,000,000; a copy of the current Certificate of Currency must be submitted with this Expression of Interest.

**EXPRESSION OF INTEREST CONFIRMATION**

Your signature confirms that you have the authority on behalf of your organisation to submit this Expression of Interest; you have read the attached Scope of your preferred activity and, if successful, have the manpower to undertake the activity, have the required Public Liability Insurance, and are willing to undertake inductions and training, where required, prior to the 2020 Mount Isa Show.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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1 <sup>st</sup> – 10 <sup>th</sup> June	<p><b>Volunteer Roster</b></p> <ul style="list-style-type: none"> <li>▪ A roster system is to be used. A copy is to be submitted to the Committee along with a list of volunteers, at least ten (10) days prior to the event.</li> <li>▪ Site access passes will be issued for the listed volunteers</li> <li>▪ It is suggested that the roster is allocated in staggered 4-hour intervals.</li> <li>▪ Each person carrying out this activity, aged 17+, must undertake a minimum shift of 4 hours.</li> </ul>
14 <sup>th</sup> -17 <sup>th</sup> June	<p><b>Site Induction</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of two (2) representatives, one (1) being the Team Leader, must attend a site induction at Buchanan Park Events Complex.</li> <li>▪ Site access passes will be issued to the persons attending the induction to distribute to the volunteers, along with a volunteer attendance register; the volunteers will need to sign on and off as they complete their shifts.</li> </ul>
18 <sup>th</sup> June	<p><b>Bar Service - VIP</b></p> <ul style="list-style-type: none"> <li>▪ From 12pm volunteers are to clean and set up the Kalkadoon Arena Bar area</li> <li>▪ 4-6 persons are to man the Bar, at all times, from 4pm to 8pm during the VIP event.</li> <li>▪ Bar is to be stocked, and replenished as required</li> <li>▪ Bar area is to be kept clean and tidy at all times</li> <li>▪ Food platters are to be laid out at prearranged time; to be replenished as needed</li> <li>▪ 2-4 persons are to man the Bar from 8pm to 10pm and are responsible for restocking and cleaning down the bar area at the end of service.</li> <li>▪ The VIP event is by invitation only; no cash transactions will be required</li> </ul>
19 <sup>th</sup> & 20 <sup>th</sup> June	<p><b>Bar Service Show</b></p> <ul style="list-style-type: none"> <li>▪ Volunteers are to check in from 930am on both days</li> <li>▪ The Float is to be picked up from Treasury prior to opening</li> <li>▪ 2-4 persons are to man the Bar, from 10am-12pm; no alcohol is served during this period</li> <li>▪ 4-6 persons are to man the Bar from 12pm to 12am</li> <li>▪ Bar is to be stocked, and replenished as required</li> <li>▪ Bar area is to be kept clean and tidy at all times</li> <li>▪ Prior to closing volunteers are responsible for restocking and cleaning down the bar area at the end of service.</li> <li>▪ All transactions will be cash; as money is accumulated throughout the service period, deposits are to be made to Treasury, which will be receipted.</li> <li>▪ At the end of service, the Float is to be returned to Treasury with all items accounted for.</li> </ul>
21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> June	<p><b>Bar Service Luminarium</b></p> <ul style="list-style-type: none"> <li>▪ Volunteers are to check in from 930am on both days</li> <li>▪ The Float is to be picked up from Treasury prior to opening</li> <li>▪ 2-4 persons are to man the Bar, from 10am-12pm; no alcohol is served during this period</li> <li>▪ 2-4 persons are to man the Bar from 12pm to 5pm</li> <li>▪ Bar is to be stocked, and replenished as required</li> <li>▪ Bar area is to be kept clean and tidy at all times</li> <li>▪ Prior to closing volunteers are responsible for restocking and cleaning down the bar area at the end of service.</li> <li>▪ All transactions will be cash; as money is accumulated throughout the service period, deposits are to be made to Treasury, which will be receipted.</li> <li>▪ Prior to closing on the 23<sup>rd</sup>, all surfaces, equipment and fridges must be cleaned down thoroughly; floors are to be swept and mopped and ALL rubbish removed</li> <li>▪ At the end of service, the Float is to be returned to Treasury with all items accounted for.</li> </ul>

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Other Items	<p><b>The Committee</b></p> <ul style="list-style-type: none"><li>▪ Will provide contact details to the Team Leader, for use over the Show weekend; or should an emergency arise.</li><li>▪ Will endeavour to provide security measures to ensure the safety of all volunteers.</li><li>▪ Will provide EFTPOS cash out facilities from the Secretary's office</li></ul> <p><b>The Organisation / Volunteers</b></p> <ul style="list-style-type: none"><li>▪ There must be at least one Volunteer with a current RSA in the Bar at all times</li><li>▪ Volunteers should have cash handling skills if possible</li><li>▪ Will abide by Occupational Health &amp; Safety Standards at all times and wear appropriate clothing, and PPE if required.</li><li>▪ Will have appropriate insurance that indemnifies their volunteers and the Mount Isa Agricultural Show Society.</li></ul> <p><b>Site Access</b></p> <ul style="list-style-type: none"><li>▪ Persons who are issued Site Access Passes for volunteer purposes can access the Mount Isa Show, on Friday or Saturday of the show weekend, outside their rostered times.</li><li>▪ If wristbands are lost or destroyed, they will not be replaced.</li></ul> <p><b>Payment</b></p> <ul style="list-style-type: none"><li>▪ An Invoice must be submitted to the Mount Isa Agricultural Show Society, within 7 days of the Show Weekend, clearly showing the name of the organisation, bank account details and the agreed contribution amount.</li><li>▪ Payments will only be made by EFT.</li></ul>
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