



**PUNCHESTOWN
EVENTS CENTRE**

**GUIDELINES FOR SHOW ORGANISERS
2010**

www.punchestown.com

PUNCHESTOWN CONTACTS:

Sales and Marketing: Liam Holton 045 897704 sales@punchestown.com
Jane Creighton
Conor O'Neill

Diffusion Events: Louise Keane 087 1318004 louisek@diffusionevents.com

OUTLINE VENUE SPECIFICATION

GROSS FLOOR AREA: 5,600sqm
NETT FLOOR AREA: 5,050sqm (excl. toilets)
OVERALL INTERNAL DIMENSIONS: 80m X 70m
INTERNAL DIMENSIONS: 76m X 62m
FIRE EXIT CAPACITY: 10,000 persons
APPROX. RIDGE HEIGHT: 16.5m
APPROX. EAVES HEIGHT: 13.7m
CLEAR INTERNAL HEIGHT: 10m (to underside of roof truss)
POWER: 1,000 amps per 3 phase 220v
OFFICES: 3 available for organisers, first aid etc (no furniture)
LADIES TOILETS: 5 rooms, 32 cubicles
GENTS TOILETS: 8 rooms, 20 cubicles
DISABLED TOILETS: 6
SHOWERS: 2

The following are the recommended contractors to The Event Centre at Punchestown

- Catering: Dobbins Catering, Mike Donovan 087 649 2017
Benson Diners (mobile) 086 2521875
- Security: Frontline 01 2693931
I-RMS, John Gillespie 087 7809638
- Plumbing: John O'Brien 087 2592148
- Electrical: Event Power 087 2597432
- Cleaner: Ryan's Cleaning Services 087 8505787
- Car Parking: Events Parking Ltd 01 8426763
- Comms/PA: Mongey Communications 045 897450
- Internet Facilities: Ice Broadband 01 8975400

The hirer must furnish a full list of all contractors, sub contractor and agents they intend employing for the purpose for the event at least 14 days prior to the event. Full rights are reserved to Punchestown in respect of the admission or exclusion of any person attending the event or any person appearing on such list

PUNCHESTOWN INSURANCE

Punchestown requires the cover outlined below from all companies who lease the Events Centre:

Proof of Public Liability Insurance to the sum of €6.3million must be supplied a minimum of 3 weeks before the load in date of the show/event.

The event organisers insurance must extend to indemnify the Punchestown entities as follows:

- The Trustee and Management Committee of Punchestown on behalf of Kildare Hunt Club,
- The Department of Agriculture,
- The Irish Tourist Board,
- Irish Horse Racing Association,
- Punchestown Development Co. Ltd,
- Blackhall Racing Company Ltd, AIB Plc Naas,
- Punchestown Enterprise Company Ltd.

Punchestown Insurance Company Details:

Company: AON Insurance
Contact: Mr David Browne
Phone: 01 7037400
Fax: 01 6605831
Email: david_browne@aon.ie

- No liability shall attach to, and the hirer shall fully indemnify Punchestown in respect of any accidental or deliberate loss, damage and/or injury, including any consequential costs, expenses or compensation arising there from, caused to or suffered, whatsoever or however arising to any person or persons, including without limited whether they be members of the public, guests of the hirer, its servants or agents, its contractors or sub-contractors, guests or members of the public, whether brought in and left on the premises arising from the hire and use of the premises for the purpose of the event.
- In this regard, the use of the premises shall include the load in, show or load out. For the purpose of this indemnity, the hirer shall affect such policies of insurance, as are necessary to provide indemnity, including but not limited, public liability insurance and employers liability insurance. Both policies are to be extended to cover indemnity to Punchestown Racecourse to the satisfaction of our brokers. Any public liability insurance shall provide cover not less than €6.3 million and employer liability insurance of €10 million. The hirer shall furnish detailed particulars of such policies of insurance to Punchestown's insurance brokers 21 days in advance of the period of hire.

Force Majeure

- Punchestown shall not be liable for any loss or damage caused to the hirer during the currency of this agreement due to the breakdown of machinery, failure of electrical supply, leakage of water, fire, destruction, shortage of labour or materials due to strike, lockout or other labour dispute, acts of God, explosion, which may result in the premises being temporarily closed or the hiring to be interrupted or cancelled.

HEALTH AND SAFETY:

Show organisers are responsible for ensuring that Health and Safety legislation is adhered to at all times. Organisers should aim to create a safe environment for contractors, workers and the public.

- The hirer shall ensure that they comply in all respects with all statutory regulations, documents and licences regarding entertainment, service, food and drink, fire regulations, health and safety, copyright and other intellectual property rights
- During load in and out the site should be considered a construction site and as such normal Health and Safety regulations would apply.
- All staff and contractors should be advised to wear the appropriate Personal Protective Equipment (PPE) including:
 - Steel capped work boots/shoes
 - Hi Vis vests/jackets
 - Hard hats when working at height
 - Fall protection when working above 2m
- Appropriate safety signage should be posted at entrances to the site.

PRE-SHOW REQUIREMENTS:

- Before any loading/building is permitted on site the following should be forwarded to the Centre Manager:
 - Event Safety Statement including Risk Assessments
 - Insurance details
 - Site Map
 - Show summary document
 - Copies of Contractors Safety Statements and Insurance.
 - Copies of caterers insurance.
 - Fire Certificates for marquees and other potential flammable materials.

LOAD IN/LOAD OUT:

- Loading and unloading should be restricted to designated doors.
- No emergency exits or roller doors should be opened without first notifying the Event Centre Manager.
- Load in times are strictly from **8am to 8pm**. In some cases there may be exceptions to this but only where pre-agreed between the show organisers **and** the Event Centre Management.
- All exhibitors must be finished loading in/setting up before the show/event can start – please ensure you give yourself enough time to set up so as not to inconvenience others by delaying the start of the show.
- Load must not commence until all visitors/members of the public have exited the building. Exhibitors must not be allowed bring vehicles into the Event Centre until the public are off the site.
- Please ensure you remove all equipment/rubbish at the end of the show/event. Extra charges may apply if cleaners have to be brought in after a show/event.
- Punctestown will organise for a road sweeper to clean both the inside and outside areas used during your event. The cost of the road sweeper will be added to the final invoice.

FIRST AID:

- It is recommended that during load in and out, or when any build work is happening, that a qualified First Aider/Medic with a fully stocked First Aid kit be on site.
- Accidents/Incidents should be recorded and a copy of the incident report form given to the Centre Manager.

- Where expected attendances exceed 500 on any one-day it is recommended that a qualified First Aider with a fully stocked First Aid kit be on site to deal with any accidents.

FIRE EXITS/AISLES:

- Fire exits and aisles must be kept clear at all times.
- A minimum clear run off distance of 10 metres is required outside fire exits.
- Aisles must be a minimum width of 2.6m.
- Please ensure exhibitors do not obstruct any aisles or fire exits.
- All fire exits must, by law, be unlocked on show days.
- Fire exits are not to be used as entrances or exits during shows.
- If vehicles block fire exits the show will not be allowed to open to the public until they have been cleared.

FIRE EXTINGUISHERS:

- The Event Centre is supplied with 13 fire points – each fire point consists of a powder/foam extinguisher and a CO2 extinguisher.
- Any additional areas outside of the Event Centre (marquees, temporary structures, generators etc) should have fire extinguishers – it is the responsibility of the show organiser to arrange this.

VEHICLES:

- The show organisers should clear any vehicles entering the building.
- Vehicle entry/exit is strictly through the roller doors at the rear of the building.
- Height clearance should be carefully checked before any vehicle enters or exits the building.
- There is no forklift available at the Event Centre or the racecourse.
- Only trained and licensed drivers should be allowed to drive forklifts, cherry pickers, scissors lifts and all other equipment.
- Flashing orange lights and reversing buzzers should be used on forklifts.
- Parking is permitted in designated areas only.
- Any vehicles unloading in the event centre must be removed immediately after unloading. Vehicles must not be left unattended in the Event Centre.
- Hazard lights should be used when vehicles are in the Event Centre.
- Any vehicles/engines/machines remaining in the centre for the show with petrol engines **must** be drained of fuel.
- All vehicles/engines/machines remaining in the centre for the show **must** have the battery disconnected – this applies to both petrol and diesel engines.

PACKAGING:

- All exhibitor packaging/empty boxes must be removed from the Event Centre prior to the show commencing as they are considered a fire hazard
- The removal of packaging is the responsibility of each individual exhibitor.
- Packaging **MUST** not be left in aisles or fire exits

RUBBISH:

- Each show is required to employ the services of cleaners.
- On completion of the load out the Event Centre, including toilets, balconies, offices, stores etc must be handed back to the Centre Manager in an acceptable condition.
- Please ensure you dispose of any rubbish in an appropriate manner if necessary skips should be hired in for rubbish, wood, carpet etc...
- All rubbish/packaging **MUST** be removed from the Event Centre at the end of the show. Additional charges may apply if show rubbish is to be cleared after a show.

ELECTRICAL SUPPLY:

- Electrical installation must be signed off by a qualified electrician and a copy of this given to the Centre Manager.
- An electrical reading will be taken at the beginning of the hire period and again when the event centre is handed back to Punchestown at the end of the load out.

WATER SUPPLY:

- Exhibitors are not permitted to tamper with toilets/taps or any fixed plumbing in the Event Centre
- There are 2 outside taps on the right hand side of the Event Centre

HEATING:

- The Centre Manager should be notified in advance if Heating is required.
- A gas reading will be taken at the beginning of the hire period and again when the event centre is handed back to Punchestown at the end of the load out.

CATERING:

- No gas catering units are allowed inside the Event Centre.
- Fire suppression units should be fitted to catering units where frying or grilling is taking place.
- Caterers should comply with all EHO requirements including the provision of running hot and cold water for catering areas.

GAS:

- No gas cookers or fires are allowed in the event centre without the approval of the Centre Manager.
- Any gas being piped into the Event Centre must be in designated areas only.
- Gas cylinders should be enclosed in appropriate storage cages outside the building.

SECURITY:

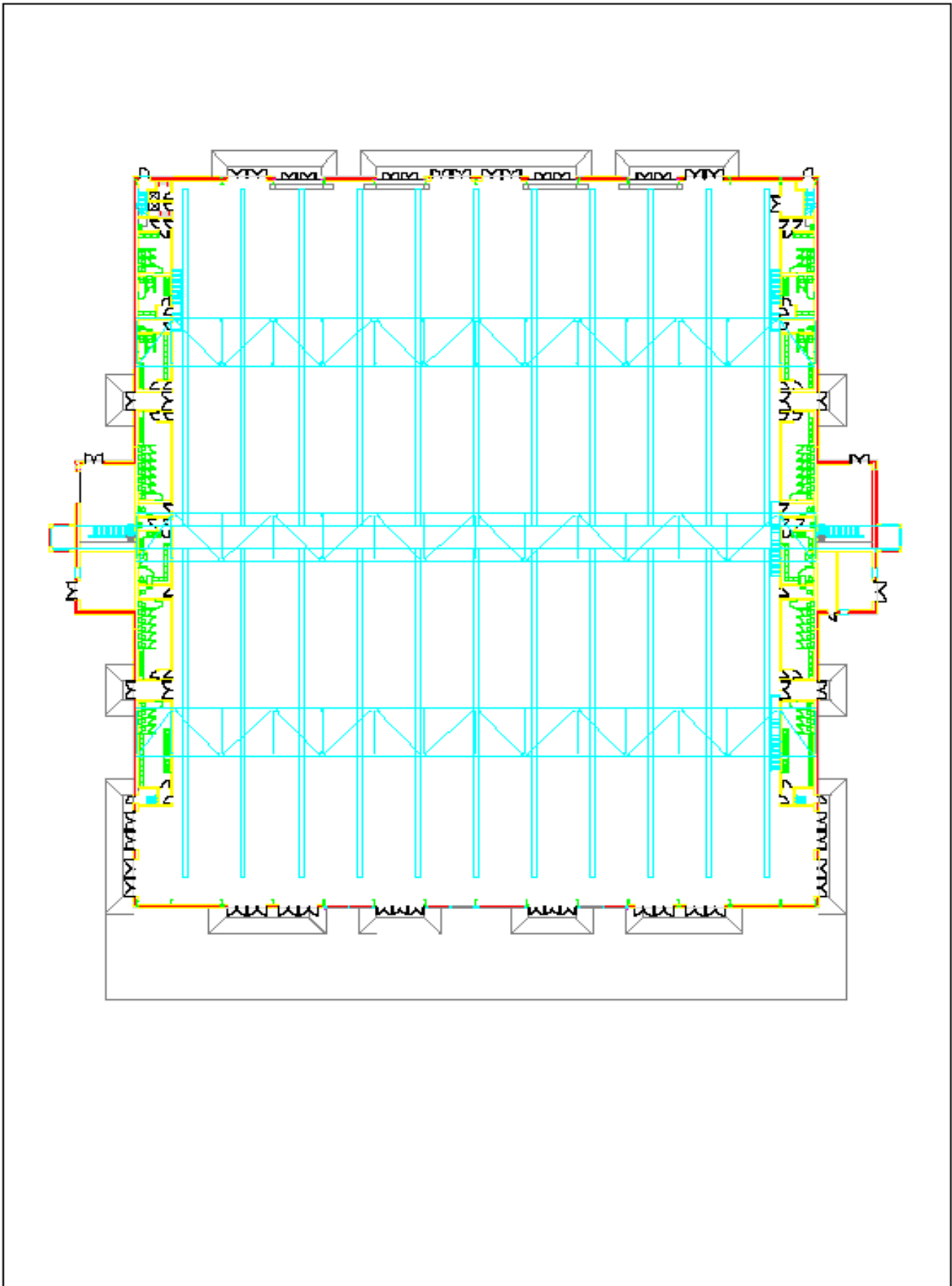
- For the duration of the period of hire, including set up and take down, the hirer shall be responsible for securing all equipment and premises against theft or damage.

TELEPHONE LINES

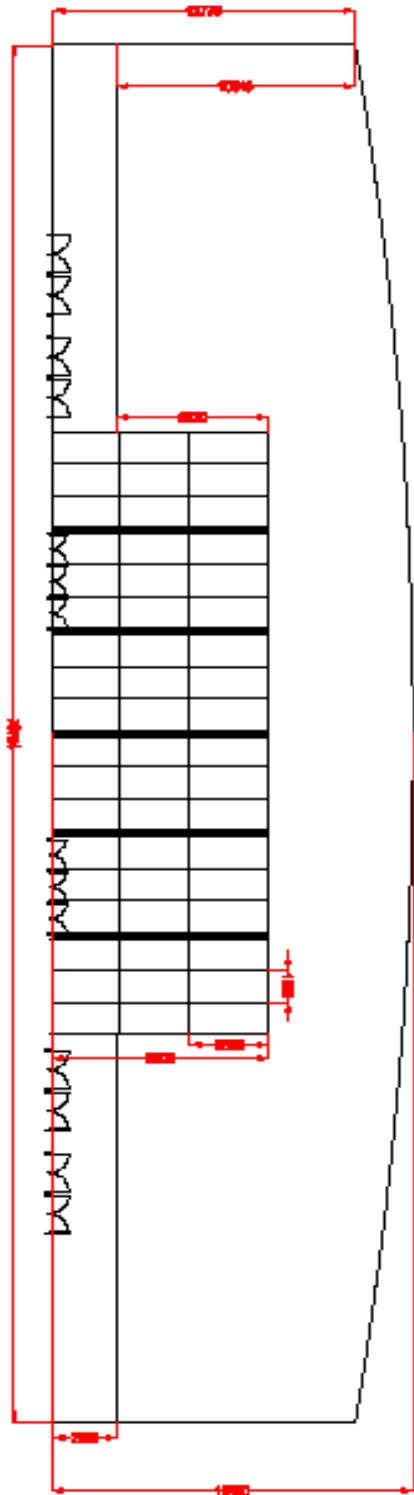
- A broadband facility is provided by Ice Broadband. For details and connection rates please contact Ronan on 01 8975400.
- There are no permanent telephone or ISDN lines in the Event Centre or Organisers Offices. Telephone and ISDN lines must be ordered from Eircom directly. There are charges involved in installing temporary lines which are payable directly to Eircom by the show organisers. The Eircom order form and contact details are attached below.

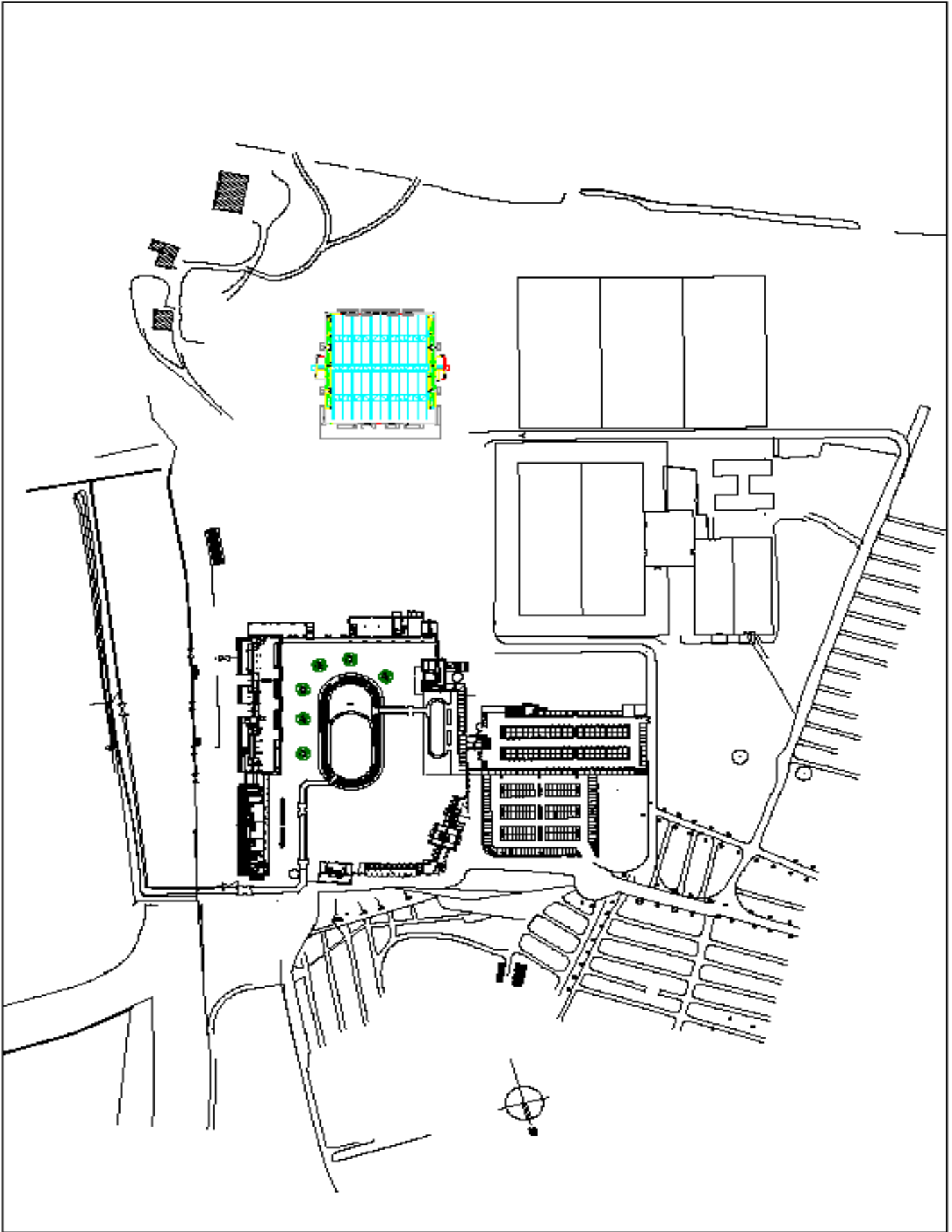
OTHER:

- Exhibitors must provide Fire Certificates for **all** branding, signage, material, marquees or potentially flammable materials to the Show Organisers/Event Centre Manager in advance of the show/event. Failure to provide these certificates will result in you being asked to remove the uncertified materials.
- The Event Centre is a no smoking area; smoking is only permitted outside the centre.
- Fire exits should not be opened during the shows to allow for smoking.
- No alterations to the building may be made without the approval of the Centre Manager.
- No external signage shall be erected save with the prior consent of Punchestown in writing.



**PUNCHESTOWN EVENT CENTRE
FRONT ELEVATION**





Telecommunications Requirements

Event Name and

Address:

STAND NAME _____

STAND NUMBER _____

EXHIBITOR'S CONTACT NAME: _____

CONTACT TELEPHONE NO/S: _____

COMPANY ADDRESS (for final account): _____

DATE ON WHICH SERVICE IS REQUIRED: FROM _____ TO: _____

Signature: _____

Details for Service required:

Telephone Lines (LINES ONLY)no handsets

Number of PSTN (standard line) Lines at €76.18 _____

ISDN Lines:

Basic Rate Access (2x64 Kbps channels):

Connection Fee per Basic Rate Access €574.35 _____

All of the above charges exclude VAT @ 21.5%

Temporary ASDL/Broadband Internet access is not available.

N.B. Please note if extra work/time is required to terminate the line in the requested location, an extra fee will apply. Our site Technician will advise. These charges are subject to 13.5% V.A.T.

An invoice will issue following the event which will include the appropriate connection fee plus any call charges incurred on the lines.

Completed order forms to be forwarded to the **Manager, eircom Sales Department, 5th floor Telephone House Marlborough Street, Dublin 1.**

OR

Telephone **00 3531 7012545** or fax **00 353 1 8740883.**

OR

E-mail **cmulchrone@eircom.ie**

Eircom's standard terms and conditions will apply.