**Ulysses Club Inc.**

**AGM Event – Potential Venue Checklist**

The primary purpose of this document is to provide a quick checklist for establishing whether a particular location may be suitable as a future AGM Event venue. Areas and quantities given are approximates only, and are based on past AGM Event sites. They should not be taken as minimum requirements, nor should particular areas be compared with previous event venues. Every event is unique!

IMPORTANT: Disability access is mandatory at all venues.

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**Check-In Venue**

* Check-in Hall - 500m2
* Check-in Parking - 10,000m2
* Electrical supply
* Water supply
* Sewerage supply
* Toilets Details/Quantity
* Existing or ability for Internet / Phone lines
* Internet Speedtest (*See www.speedtest .com*) Details/Quantity

**Main Venue**

* All Camping Areas (Total) - 10 Hectares
* Indoor Traders Hall – 1,000m2
* Outdoor Traders Area – 10,000m2
* Motorcycle Manufacturers Row
	+ Asphalt or bitumen roadway throughout
	+ Minimum 15 metres width (level grassed or sealed area) beside roadway for manufacturers’ marquees
	+ One-way flow test ride traffic
	+ Separate In and Out gates for test rides
	+ Asphalt or bitumen area for BRP Can-Am test rides - 2,000m2
* Day Parking Area - 5,000m2
* Permanent security fencing
* Electrical supply
* Water supply
* Sewerage supply
* Toilets Details/Quantity
* Showers Details/Quantity
* Existing or ability for Internet / Phone lines

**Dining Venue**

* Weatherproof - 3250 m2 total floor space
* Dining Hall Seating for approx. 2000 people plus dance floor
(Based on approx. 4000 event registrants)
* Electrical supply
* Water supply
* Sewerage supply
* Toilets Details/Quantity

**Grand Parade**

* Grand Parade Assembly Area – Parking 15,000m2
* Grand Parade Assembly Area – Toilets - Details/Quantity
* Grand Parade Termination Area – Parking 15,000m2
* Grand Parade Termination Area – Toilets - Details/Quantity

**AGM/Extended NatCom Meeting**

* Meeting Hall – Auditorium Seating for up to 700 people
* Secure indoor area for buffet lunch for up to 300 people
* Secure separate room for vote counting & short-term document storage
* PA/Sound System in main auditorium
* AV equipment available in main auditorium
* Parking Area - 5,000m2
* Electrical supply
* Water supply
* Sewerage supply
* Toilets Details/Quantity

Notes & Other Information: