

# FACILITY HIRE APPLICATION FORM



To be completed by the Hirer

**Event Description:** \_\_\_\_\_

**Event Contact:** \_\_\_\_\_

Person hosting/coordinating the event on the day

**Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Finish Time:** \_\_\_\_\_

**Facilities Required:** \_\_\_\_\_

Lecture Theatre, Classroom, Meeting Room, Whiteboard, Data Projector etc.

**Preferred Campus:** Townsville Douglas / Townsville City / Cairns Smithfield / Cairns City / Thursday Island

**Estimated Attendance:** \_\_\_\_\_ **Maximum Capacity** (including COVID-19 controls) of Hire Location (To be determined in consultation with JCU Representative)

## Important COVID-19 Information:

The [Industry Framework for COVID Safe Events](#) is applicable to all events held on JCU campuses. It sets out key principles and provides strategies to limit the transmission of COVID-19. Event Organisers seeking to hold an event at JCU must adhere to the requirements set out in the Industry Framework for COVID Safe Events.

This Hire Agreement will need to be accompanied by the Queensland Government [COVID Safe Event Checklist](#) and the Statement of [Compliance – COVID Safe Event Checklist](#). This document needs to be displayed on site throughout the event.

Event coordinators must ensure all required public health measures are in place, and to address and manage public health risks as per Queensland Chief Health Officer Directions. The following public health measures are required to be in place at a minimum:

- COVID Safe Event Checklist
- Statement of Compliance – COVID Safe Event Checklist
- Messaging not to attend the venue if sick, stay at home and get tested
- Physical distance measuring
- Hygiene requirements (hand washing, cough hygiene and respiratory etiquette)
- Regular cleaning and disinfecting
- Density limits (where required)
- Restrictions on attendee numbers
- Maintaining a list of contact details for every person who attends (or each booking)

**VIP Attendance:** Yes / No

VIP's Include: Governor-General, Governor, Federal and State Minister, Members of Parliament, Ambassadors, Consul Generals, Lord Mayors, Local Mayors, Local Councilors, Presidents/Chancellors/Vice-Chancellors of Universities and Colleges, Australian and State Chief Scientists, Chief Justice.

**Will Alcohol be consumed:** Yes / No

If Alcohol is to be consumed please ensure an '[Application for Function – Alcohol Consumption](#)' form is completed and submitted to [alcoholconsumptioncairns@jcu.edu.au](mailto:alcoholconsumptioncairns@jcu.edu.au) or [alcoholconsumptiontownsville@jcu.edu.au](mailto:alcoholconsumptiontownsville@jcu.edu.au) upon confirmation of booking.

**Additional Services Required – Please Note: additional fees may be charged**

**Video Conferencing Required:** Yes / No [Videoconferencing and Audio Visual Services Webpage](#)

**Computer/Internet Access Required:** Yes / No

**Specialised Computer Software Required:** Yes / No

**Additional Security Required:** Yes / No  
Required for all events serving alcohol and/or for events with more than 100 attendees.

**Will there be Catering:** Yes / No  
**Please note:** there is **no food or drink allowed in teaching spaces**. You will need to ensure a suitable foyer space or external area is booked.

**Special Requirements:** Yes / No  
Stage set up / set down, after hours lighting turned off, special effects used, removal of furniture, using own equipment etc.

If Yes: \_\_\_\_\_

**Hirer Details:**

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

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

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**I have supplied the University with a Certificate of Currency showing my Public Liability Insurance:**

Public Liability Insurance is to cover the day/s of the booking for the sum of \$20,000,000 AUD

**I have supplied the University with a copy of my risk assessment (if requested):**

**I have supplied the University with a copy of my COVID Safe Event Checklist and Statement of Compliance:**

**The Hirer has read and accepts the terms and conditions of the [Facility Hire Agreement](#):**