

# Application for Foyer Booking

You MUST complete ALL questions unless the form indicates otherwise.  
Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- complete the form;
- complete any other forms relevant to your application;
- provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- submit any applicable fee.

## SECTION 1 - APPLICANT DETAILS

Exhibition organiser name:

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Organisation (if applicable):

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Postal Address :

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Email Address :

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Telephone Number:

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## SECTION 2 - DETAILS/THEME OF PROPOSED EXHIBITION

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## SECTION 3 - DISPLAY DATES

Set up date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Pack down date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION 4 - PROPOSED NUMBER OF WORKS TO BE DISPLAYED ON

Wall: \_\_\_\_\_ Stand/easel: \_\_\_\_\_ Table: \_\_\_\_\_ Other: \_\_\_\_\_

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### Do you wish to avail of Council's Flexible Picture Hanging System?

*Please note if items are not returned at the conclusion of the exhibition the event organiser will be invoiced for the replacement costs.*

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### Brass Picture Rail Hooks and 2m cable hangers (25 available):

Number provided for exhibition:

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Number returned:

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### Push-Button Hooks (30 available):

Number provided for exhibition:

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Number returned:

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**Numbers to be verified by Council Officer and Exhibitor, with signatures of both, on collection and return of hanging system items**

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## CONDITIONS

The following conditions are conditions that must be imposed on approvals:

### OCCUPATIONAL HEALTH AND SAFETY

Everyone on Council premises is obliged to take reasonable care to ensure their own health and safety and those of co-workers, visitors and patrons to events. The exhibition organiser must comply with any safety instructions given by Council staff. It is the exhibition organiser's responsibility to ensure that their employees, contractors, volunteers and/or helpers practise good housekeeping to control and identify and report any hazard to Council staff immediately. Any electrical devices used during, before or after exhibition are required to be tested and tagged.

### PROHIBITED ACTIONS

The exhibition organiser must not drive tacks, nails or screws into any part of the building, furniture or fixtures.

The exhibition organiser must not permit any flame (including candles), to be brought into the Foyer.

The exhibition organiser must not use the foyer in any way that would increase or invalidate any insurance policy taken out by Council or increase the premiums payable by Council.

Displays must not impede access to Council reception counters nor Council information display areas.

### BREAKAGES

Any breakages of equipment or damage to the foyer must be notified by the exhibition organiser to Council immediately. The exhibition organiser will be responsible for the cost of the equipment and for the cost of repair of any damage. In no event will Council be liable to the exhibition organiser on any account whatsoever, including consequential loss or damage and whether or not foreseeable or contemplated.

### INDEMNITY

The exhibition organiser must indemnify and keep indemnified Council from and against all actions, claims, demands, losses, injuries, death and expenses for which Council may become liable including any loss, damage or injury from any cause whatsoever to property or person caused or contributed to by the use of the Foyer by the Exhibit organiser and for any personal injury sustained by any person in or about the Foyer however caused other than the wilful or negligent act of Council or its servants or agents.

### INSURANCE

The Exhibit organiser must have in force public liability insurance for at least \$10,000,000 whilst using the Foyer. The Exhibit organiser must produce evidence of the insurance to Council at time of booking. If the Exhibit organiser fails or refuses to arrange insurance then Council may immediately terminate this agreement.

The following conditions are the conditions that will ordinarily be imposed on an approval where applicable, in the opinion of an authorised person:

1. The approval holder, its contractors or agents may be required to—
  - i. be responsible for any costs or expenses incurred by local government for rectifying any damage caused by the activity;
  - ii. ensure that vegetation, soil, sand, rocks, native animals or natural things are not interfered with, damaged or removed;
  - iii. not interfere with, paint, permanently mark, damage or remove any buildings, structures, fixtures, fittings or facilities provided by local government;
  - iv. not erect any permanent buildings, signs or structures upon the approved activity area without the written consent of local government;
  - v. ensure that litter is collected and lawfully disposed at a local government waste transfer station;
  - vi. advise the means by which impacts on the amenity of neighbouring areas must be minimised.

### OFFICE USE

Is the current Public Liability Certificate attached?

Is the Public Liability valued at \$10,000,000?

Date Received:

Officer Initials:

### DECLARATION

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

**Applicant Signature:**

**Date:**

#### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.