

## Foyer Booking Request

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.

### APPLICANT DETAILS

Exhibition organiser name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal Address : \_\_\_\_\_

Email Address : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### DETAILS/THEME OF PROPOSED EXHIBITION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DISPLAY DATES

Set up date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pack down date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROPOSED NUMBER OF WORKS TO BE DISPLAYED ON

Wall: \_\_\_\_\_

Stand/easel: \_\_\_\_\_

Table: \_\_\_\_\_

Other: \_\_\_\_\_

#### 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.*

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

Number provided for exhibition: \_\_\_\_\_

Number returned: \_\_\_\_\_

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

Number provided for exhibition: \_\_\_\_\_

Number returned: \_\_\_\_\_

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

**CONSENT/APPROVAL***(Please tick if Yes)*

Do you have consent to publicly display each artist's name alongside artwork?

Does each artist acknowledge that their works will be on display at their own risk?

Does your organisation have Public Liability Insurance of \$10,000,000 and copy provided?

**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	
<input type="checkbox"/> Is the current Public Liability Certificate attached?	
<input type="checkbox"/> Is the Public Liability valued at \$10,000,000?	
Date Received:	Officer Initials:

**ACKNOWLEDGEMENT & AGREEMENT**

To the Chief Executive Officer, Douglas Shire Council  
 I / We have read and understood the above conditions. I agree to abide by the terms and conditions stated above.

**Signed by Exhibit Organiser or by person authorised to sign on behalf of the Exhibit Organiser** **Dated:**

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**Signed by authorised Representative of Council** **Dated:**

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**Please return to:**  
 Douglas Shire Council, PO Box 723, MOSSMAN QLD 4873  
 Email: [enquiries@douglas.qld.gov.au](mailto:enquiries@douglas.qld.gov.au) Fax: (07) 4098 2902  
 Please telephone (07) 4099 9444 if you have any queries

***Douglas Shire Council – Information Privacy Statement***  
 Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.