

Use of University Facilities - Application Form



Please read the conditions within the Hire Agreement before completing this form

CONTACT: Timetabling, Estate Office
Townsville and Cairns Campuses
PO Box 6811 Cairns QLD 4870
Phone: (07) 4042 1068
Email: timetable@jcu.edu.au

BOOKING:

- The University may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.
- The University requires a copy of a Certificate of Currency showing the hirers Public Liability Insurance to be supplied when returning the completed booking forms.
- The hirer acknowledges that it is the responsibility of Timetabling staff to confirm the availability of the premises requested on the Application Form.
- The booking will not be considered effective by the University until the applicant has been advised formally in writing of the acceptance of the application.

An enquiry **MUST** be made with Timetabling before completing this form, has this been done?

Proposed Hirer: _____
Contact Name: _____
Title: _____
Address: _____
Telephone (B.H) _____ (A.H) _____
Email: _____

Purpose of Use: _____
Period of Hire: Start Date: _____ / _____ / _____ Finish Date: _____ / _____ / _____
Times of Use: Start Time: _____ Finish Time: _____
Rooms Required (Premises): _____
Estimated Attendance: _____
Will there be an event attendance charge? _____
Is alcohol to be consumed? _____

Additional Services Required:
Audio Visual Equipment Requirements: _____
WiFi/Internet Access: _____
After Hours Access (Before 8am or After 6pm): _____
Other: _____
I have supplied the University with a Certificate of Currency showing my Public Liability Insurance

Applicant Signature: _____ **Date:** _____ / _____ / _____