



University of Tasmania

Form of Indemnity: Application for temporary occupation of the University's Hytten Hall Barbecue site

The Barbecue site is in a bush setting near Hytten Hall on Sandy Bay Campus. The site is available for use by University staff, student societies, and other approved applicants. Please read the University By-Laws re use of University facilities: <http://www.utas.edu.au/universitycouncil/legislation/index.html>.

- HOW TO APPLY:**
1. Please call AMS on (03) 6226 2791 to check the site is vacant, and to make a prospective booking.
 2. Complete this form and return it to AMS for consideration:

BY MAIL: Private Bag 35, Hobart 7001. **BY FAX:** (03) 6226 2797. **IN PERSON:** AMS, Corporate Services Building, Sandy Bay Campus

Please lodge your completed form at least one week before the date of intended occupation.

If successful, a copy of your approved application will be sent to you. This constitutes official notification of approval, which you must bring with you to your event. You must provide adequate identification (eg Uni Staff card, photo driver's licence) if requested.

PLEASE NOTE:

- Occupier is required to be aware of, and comply with, fire restrictions. The barbecue site must not be used on days of total fire ban.
- The site includes seating & tables for approx. 60 people. There is a power outlet which will be activated for your booked event.
- University provides firewood (1 week's notice of booking required). Before vacating, Occupier must completely extinguish the barbecue fire.
- University provides some rubbish bins. Occupier is requested to remove rubbish if possible; all rubbish left at site must be placed in the bins.
- For further information, please contact Asset Management Services (AMS) on (03) 6226 2791.
- In case of any emergency, contact University Security on 6226 7600.

INFORMATION WHICH MUST BE PROVIDED BY INTENDING OCCUPIER

Name of **Organisation**, *OR* **TUU/SA-affiliated Club/Society** (if applicant is a student), *OR* **School/Section** (if applicant is a staff member):

Details of function: DAY _____ DATE ____/____/20____ Start time _____ Finish time _____ Approximate number of people expected to attend: _____

Alcohol will be available during the function and I have lodged an Application for Liquor Permit

OR

There will not be any alcohol at the function

Note: Application for Liquor Permit forms are available from Asset Management Services in person, by mail, fax or email, or on our website at <http://www.utas.edu.au/dept/ams/Forms>, then select "Liquor Permit Application". The form opens as a pdf file.

DOES THE OCCUPIER HAVE PUBLIC LIABILITY COVER?

YES – please provide copy

NO

Users of University premises must provide evidence of an appropriate current public liability insurance policy for an amount not less than \$5m. Departments of the University, & Clubs & Societies affiliated with the University, are automatically covered by University insurance policy and are not required to provide evidence of cover.

DECLARATION BY INTENDING OCCUPIER

In this Form of Indemnity the University of Tasmania, Churchill Avenue, Hobart in Tasmania is "the Owner". The area known as the Hytten Hall Barbecue Site is "the Barbecue site". A person 18 years or over who receives approval for temporary occupation of the Barbecue site from the University is "the Occupier". The Occupier must be present throughout the period of occupation of the Barbecue site. By lodging this application, the Occupier warrants that he or she is duly authorized by the organization named above and accepts full responsibility for each person occupying the Barbecue site during the approved period of occupation.

The Occupier agrees to ensure compliance by participants with all applicable laws including fire restrictions and University By Laws. The Occupier agrees to indemnify the Owner and its servants, officers and agents against any liability whatsoever to any person, firm, body, instrumentality or company in respect of any claim, demand, dispute or proceedings of whatever nature for loss or damage including personal injury or death, resulting from or arising out of or as a consequence of the Occupier's occupation of the Barbecue site, or occurring while the Occupier is in occupation of the Barbecue site, and caused by any cause whatsoever including negligence of the Owner.

Signature of Responsible Officer (Note#1 below) _____ /____/20____ Signature of President/Head of School (Note#2 below) _____ /____/20____
Date Date

Name of Responsible Officer (please PRINT) _____ Name of President/Head of School (please PRINT) _____

Note #1 The Responsible Officer must be 18 years or over, and must be present throughout the function

Note #2 The President of Club or Society, or Head of the relevant School/Section must sign this application. Sign twice if both positions are held by same person. For non-University Organisations, only the Responsible Officer is required to sign.

NOTIFICATION

Occupier's position in Organisation, **OR** in Club/Society (if student), **OR** in School/Section (if staff member):

Contact Number : _____

Please telephone on the above Contact Number to advise when Approval is ready to collect.

OR

Please mail or fax Approval to me: _____

Please write your mailing address, or fax number

APPROVAL

APPROVED: YES / NO

Signature of Director or Director's Delegate, Asset Management Services _____ /____/20____
Date

OFFICE USE ONLY

- Checked booked in Lotus Approval sent to Applicant Approval faxed to Security Copied to Grounds Liaison Officer Original form to Records