



University of Tasmania

Form of Indemnity: Application for temporary setting up of stall on University Campus

Approval must be obtained from the Director of Asset Management Services prior to setting up any stalls on University's grounds. External organisations will be given approval to set up a stall for fund raising purposes on the advice of the Director of the University's Public Relation Unit. Please read the University By-Laws re use of University facilities: <http://www.utas.edu.au/universitycouncil/legislation/index.html>
If you require further information, please contact Asset Management Services (AMS) on (03) 6226 2791.

HOW TO APPLY: 1. Please call AMS on (03) 6226 2791 to make a prospective booking.
2. Complete this form and return it to AMS for consideration:

BY MAIL: Private Bag 35, Hobart 7001 or Locked Bag 1365 Launceston. **BY FAX:** (03) 6226 2797 or (03) 6324 3660. **IN PERSON:** AMS, Corporate Services Building, TT Flynn St, Sandy Bay Campus, or on Newnham campus next to the Gymnasium in Aquaculture Road.

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

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 photo driver's licence) if requested.

Please note:

- The Occupier is required to comply with University's Occupational Health and Safety Regulations
- No sandwich boards or other obstructions to traffic is permitted.
- The occupiers is required to leave the site in a tidy condition

In the case of any emergency, please 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 intended

Stall: DAY _____ DATE ____/____/20____ Start time _____ Finish time _____

Purpose of intended Stall: _____

Preferred Location of Stall _____

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 \$10m. Departments of the University and Club & 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 owned by the Owner and situated on campus is the stall site. A person 18 years or over who receives approval for temporary occupation of the staff site from the University is "the Occupier". The Occupier must be present throughout the period of occupation of the stall 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 stall site during the approved period of occupation.

The Occupier agrees to ensure compliance by participants with all applicable laws 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 stall site, or occurring while the Occupier is in occupation of the stall site, and caused by any cause whatsoever including negligence of the Owner.

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

Name of Occupier (please PRINT)

Name of President/Head of School (please PRINT)

Note #1 The Occupier must be 18 years or over, and must be present throughout the period of occupation.

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 Occupier 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 : _____

Email address: _____

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

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

OFFICE USE ONLY

Authorised by Prue

Approval sent to Applicant

Approval faxed to Security

Copied to Grounds Liaison Officer

Original form to Records

