Application for a temporary stall on a University campus (form of indemnity)

Forms must be submitted seven days prior to the date of the proposed stall.

**STEP 1  Contact details**

<table>
<thead>
<tr>
<th>Name of stall organiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position title</td>
</tr>
</tbody>
</table>
| Full name of organisation  
(i.e. Budget centre, TUU club/society or external organisation) |
| Mailing address |
| Phone number | Email address |

**STEP 2  Details of proposed stall**

<table>
<thead>
<tr>
<th>Date of proposed stall</th>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
</table>
| Type of stall  
(e.g. cake stall, sausage sizzle, information exchange) |
| Preferred location of stall |

**STEP 3  Approval by budget centre or TUU club/society president**

(Note: Step 3 is not required if you are an external applicant.)

_I endorse this application for a temporary stall on a University campus as detailed above._

Approved by:  
Signature:  
Date:  
/  
/

**STEP 4  Checklist and declaration by applicant**

**Note: Please tick the relevant boxes below and sign to indicate that you have read and agreed to the terms.**

- If liquor is to be served, I have completed a University of Tasmania Liquor Permit Application, and if the liquor is to be sold and/or an entry fee charged and alcohol served, I have also attached a copy of appropriate permit from the Tasmanian Commissioner for Licensing.  
  N/A  Yes  
- If food is to be sold and/or supplied, I have obtained the appropriate permits/licences from the city council (if required) and a copy is attached.  
  N/A  Yes  
- I have public liability cover and a copy is attached (NOTE: University of Tasmania budget centres and TUU-affiliated clubs and societies are covered by the University’s insurance so there is no need to provide evidence of cover.)  
  No  Yes  
- In this Form of Indemnity, the University of Tasmania is ‘the Owner’. The area owned by the Owner and situated on campus is the stall site. A person 18 years or older who receives approval for temporary occupation of the stall 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 authorised by the organisation 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 the negligence of the Owner.

I agree to the above  
Name:  
Signature:  
Date:  
/  
/

CS USE ONLY  
Approved:  
Yes / No  
Signature:  
Date:  
/  
/
NOTES FOR COMPLETING THE FORM OF INDEMNITY

(Please retain for your information.)

Approval must be obtained from the Executive Director of Commercial Services & Development or delegate prior to setting up a stall on University grounds. The process for applying for permission to set up a stall is detailed below.

How to apply for a temporary stall

- Call Campus Services on (03) 6226 2791 to make a prospective booking.
- Complete this form and email or post it to Campus Services for consideration at least seven days prior to the proposed stall date.
- Campus Services will contact you by email to confirm that your stall booking has been approved.

Conditions

- The Occupier is required to comply with the University’s work health and safety regulations — see policies and procedures - http://www.human-resources.utas.edu.au/health-and-safety
- No sandwich boards or other obstructions to traffic are permitted.
- If barbecues are being used, it is the applicant’s responsibility to have a fire extinguisher at the stall. If a barbecue is being brought onto site, a fire blanket is required (to be put under the barbecue to catch spills).
- The Occupiers are required to leave the site in a tidy condition.
- Applicants must provide evidence of an appropriate current public liability insurance policy for an amount not less than $10 million. University of Tasmania budget centres and TUU-affiliated clubs and societies are automatically covered by the University of Tasmania insurance policy and are not required to provide evidence of cover.

Related information

- University By-laws http://www.utas.edu.au/university-council/

In the case of emergency, please contact University Security on (03) 6226 7600 (south) or (03) 6324 3336 (north/north-west).