

Form of Indemnity: Application for a Temporary Stall on a University Campus

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

STEP 1				Details of Applicant					
Name of Stall Organiser									
Position Title									
Full Name of Organisation (i.e. Budget centre, TUSA club/ society or external organisation)									
Mailing Address									
Phone Number									
Email Address									
STEP 2				Details of Proposed Stall					
Date of proposed stall		/	/	Start Time			End Time		
Purpose of stall									
Preferred location of stall									
STEP 3				Approval by Budget Centre or TUSA Club/Society President					
(NB. Not applicable to organisations external to University of Tasmania)									
<i>I endorse this Application for a Temporary Stall on a University Campus as detailed above:</i>									
Approved by:				Signature / /					
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 sold and/or an entry fee will be charged, I have completed the University of Tasmania Liquor Permit Application and/or have attached a copy of appropriate permit from the Tasmanian Commissioner for Licensing.								N/A <input type="checkbox"/> Yes <input type="checkbox"/>	
• 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 <input type="checkbox"/> Yes <input type="checkbox"/>	
• 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 insurance so do not need to provide evidence of cover).								No <input type="checkbox"/> Yes <input type="checkbox"/>	
<p>• 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.</p> <p>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.</p>									
I agree to the above		Name:			Signature:			Date: / /	
OFFICE USE ONLY		Approved: YES / NO			Signature:			Date: / /	
•		•			•			•	

Please forward the completed form to Campus Services

Private Bag 35 Hobart Tasmania 7001 Australia. Telephone 03 6226 2791. Email Campus.Services@utas.edu.au

NOTES FOR COMPLETING THE FORM OF INDEMNITY

(Please retain for your information.)

Approval must be obtained from the Executive Director of Infrastructure Services & Development or delegate prior to setting up a stall on University grounds.

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 date:

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.
- 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 \$20 million. University of Tasmania budget centres and TUSA-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/>
- **University Liquor Permit application form**
<http://www.utas.edu.au/campus-services/stall-and-liquor-permits>
- **Dept of Treasury & Finance Liquor and Gaming Licensing website**
<https://www.treasury.tas.gov.au/liquor-and-gaming>
(Includes information on the Liquor Licensing Act, permits, responsible serving of alcohol information, and information for permit holders and their crowd controllers.)
- **Food – Hobart City Council food permit information**
 - <https://www.hobartcity.com.au/Home>
- **Food – Launceston City Council food permit information**
 - <https://www.launceston.tas.gov.au/Home>

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