

## Application for temporary occupation of the University's Hytten Hall Barbecue site (form of indemnity)

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

The Hytten Hall barbecue site is in a bush setting near Hytten Hall on the Sandy Bay campus. The site is available for use by University staff, student societies, and other approved applicants. Information about the application process and conditions for use of the site are detailed on the following page.

<b>STEP 1</b>		<b>Contact details</b>			
Name of event organiser					
Full name of organisation (i.e. Budget centre, TUU club/society or external organisation)					
Mailing address					
Phone number		Email address			
<b>STEP 2</b>		<b>Function details</b>			
Date of proposed event	/ /	Start time		End time	
Approximate number of people expected to attend		Are extra rubbish bins required? If so, now many?			
<b>STEP 3</b>		<b>Checklist and declaration by applicant</b>			
<b>Note: Please tick the relevant boxes below and sign to indicate that you have read and agreed to the terms.</b>					
<ul style="list-style-type: none"> <li>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, I have also attached a copy of appropriate permit from the Tasmanian Commissioner for Licensing.</li> </ul>					N/A <input type="checkbox"/> Yes <input type="checkbox"/>
<ul style="list-style-type: none"> <li>I have appropriate public liability insurance 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.)</li> </ul>					No <input type="checkbox"/> Yes <input type="checkbox"/>
<ul style="list-style-type: none"> <li>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 authorised by the organisation named above and accepts full responsibility for each person occupying the Barbecue site during the approved period of occupation.</li> <li>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.</li> </ul>					
<b>I agree to the above</b>	<b>Name of applicant:</b>	<b>Signature:</b>		<b>Date: / /</b>	
<b>I agree to the above</b>	<b>Name of head of budget centre or TUU society/ club president:</b>	<b>Signature:</b>		<b>Date: / /</b>	
<b>CS USE ONLY</b>	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 occupying the Hytten Hall Barbecue site. The application process 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. Please ensure that you sign the form and if you are an internal (University) applicant ensure that your head of budget centre or TUU club/society president also signs the form. Email or post the complete form to Campus Services for consideration at least **seven days** prior to the proposed date for occupying the site.
- Campus Services will contact you by email to confirm that your stall booking has been approved.

### Conditions

- 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.
- The 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 University provides firewood (seven days' notice of booking required). Before vacating, the Occupier must completely extinguish the barbecue fire.
- The University provides some rubbish bins. The Occupier is requested to remove rubbish if possible; all rubbish left at site must be placed in the bins.
- In case of any emergency, contact University Security on 6226 7600.

For further information, please contact Campus Services on (03) 6226 2791.

### Related information

- **University By-Laws**  
<http://www.utas.edu.au/university-council/>
- **Safe Consumption of Alcohol Policy CORP 3.2 (University of Tasmania)**  
[http://www.utas.edu.au/\\_data/assets/pdf\\_file/0006/38436/CORP-3.2-Safe-Consumption-of-Alcohol-Policy.pdf](http://www.utas.edu.au/_data/assets/pdf_file/0006/38436/CORP-3.2-Safe-Consumption-of-Alcohol-Policy.pdf)
- **Safe Consumption of Alcohol Procedure (University of Tasmania)**  
[http://www.utas.edu.au/\\_data/assets/pdf\\_file/0004/38038/CORPR-3.2-Safe-Consumption-of-Alcohol-Procedure.pdf](http://www.utas.edu.au/_data/assets/pdf_file/0004/38038/CORPR-3.2-Safe-Consumption-of-Alcohol-Procedure.pdf)
- **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**  
<http://www.treasury.tas.gov.au/domino/df/df.nsf/v-liq-and-gaming/748D301C532E4968CA2572F0000119CD>

(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**
  - <http://apps.hobartcity.com.au/FoodOutletApplication/Default.aspx>
- **Food – Launceston City Council food permit information**
  - <http://www.launceston.tas.gov.au/lcc/index.php?c=267&langID=1>

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