

QUT Grounds Booking: Conditions and agreement

QUT grounds are available to book for events. Users should be aware of the conditions of use explained in this document, and must agree to comply with statutory requirements.

1. Planning

To assist with the planning of larger events (e.g. O-Week, Careers Fair, Market Week, international festivals, conferences) and events which will incorporate amusement devices, there is an [Event Safety & Planning Checklist](#) and an [Amusement Devices Checklist](#) which must be completed and submitted prior to a booking being confirmed.

Booking requests should incorporate setting up, dismantling and clean up time, as well as the duration of the actual event. This allows grounds staff sufficient time to adjust maintenance schedules and sprinkler settings.

2. Grassed areas and gardens

These areas have underground services including:

- Electricity including three phase and high voltage cables
- Irrigation and water pipes
- Sewerage
- Chilled water lines
- Gas lines
- Communication cables

To protect people and property:

- No excavation is permitted and no implements are to be secured directly into the ground. Tents should be secured by weights.
- Irrigation systems should be turned off prior to events on lawn areas.
- Contractors setting up events should be advised not to drive on the lawn or cause damage QUT property. Any damage will be rectified at the expense of the event organiser.
- Lawn areas are fragile. Fat and grease from BBQs, boiling water and ice will kill grass. Please ensure that adequate protection is used.

3. Electricity

Ensure that all electrical cables are covered by mechanical protection and are protected by RCDs (Portable Residual Current Device)

4. Tiled surfaces

Many areas on QUT Campuses are surfaced with honed tiles or other porous material which readily absorbs moisture and marks easily.

- Ensure that tiled surfaces are adequately protected during the installation and removal of structures.
- Large drip trays and mats must be placed under BBQ's to prevent staining.

5. Rubbish

Grounds must be left in a rubbish free state following an event. Should QUT Grounds or cleaning staff be required to restore grounds to a rubbish free state, it will be done at the expense of the event organiser.

Ensure that sufficient rubbish receptacles are available.

6. Site access

Access is available for contractors to set up and dismantle an event. Ensure that the following information is provided to Campus Services at least 24 hours prior to the event:

- Date
- Approximate arrival times
- Approximate finishing times
- Contractor's Company name
- Contractor Project coordinator/mobile number

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7. Erecting Temporary Structures (eg Marquees)

The approval process for small to medium size tents and marquees under the *Standard Building Regulation 1993* (SBR) and the *Queensland Development Code* (QDC) has been amended and will apply from 2 April 2004. Under the amendment three categories of tents have been established. Only category 3 tents will require development approval from a council or private certifier.

1. Tents with a floor area not more than 100 m² are Exempt Development under the SBR, and therefore do not require any development approval.
2. Tents with a floor area more than 100 m² and less than 500 m² that will remain in place less than 4 weeks are Self Assessable Development and must be assessed by the person erecting the tent against the technical standards in the QDC, [part 28 Tents](#). Any tent that can't comply with part 28 of the QDC is automatically in category 3, and requires development approval.
3. Tents that do not fall into categories 1 and 2 require a development approval from a council or private certifier. The certifier must assess the tent under the criteria set out in section 69 of the SBR, i.e. that it is safe for use, is structurally sound, provides for fire safety, and the health and amenity of persons who will use the structure before issuing a development approval (section 69 SBR). The criteria for assessing a tent under section 69 SBR have not been changed.

Queensland Fire and Rescue Service (QFRS) have advised that the following provisions should be adhered to:

- i. All fire hydrants in close proximity to the marquee are to be kept clear at all times during the event.
- ii. All food outlets must have at least a 1A2OB(E) Dry Chemical Powder extinguisher.
- iii. Any food outlets using deep fryers to have a minimum of a 40B(E) Dry Chemical Powder extinguisher.
- iv. All staff working at the marquee must be trained in the use of extinguishers and must have received fire and evacuation instructions for the event.
- v. There must be available within the marquee at all times a means of calling emergency services. On QUT campuses call Security at 5555 and they will coordinate emergency service response.
 - vi. A site plan must be displayed in the marquee showing the location of emergency service vehicles and first aid station if they are provided at the site.

To obtain Category 3 Fire Services approval apply in writing to

The Manager,
Community Safety Unit-Kedron
3rd level Kedron Brook Building
GPO Box 2953
Brisbane 4000

8. Temporary food stalls

Brisbane City Council (BCC) regulations state that vendors must lodge a registration application before they operate a temporary food stall.

Organisations affiliated with the QUT Student Guild should discuss their requirements with the Guild.

Other organisations will find relevant information from the BCC web site:

<<http://www.sd.qld.gov.au/dsdweb/htdocs/slol/pdf/info/L006-016i07.pdf>>

9. Alcohol

QUT encourages and promotes moderation in and a responsible attitude towards the use of alcohol in the University community. Refer to the QUT policy

< http://www.mopp.qut.edu.au/H/H_03_06.jsp#H_03_06.04.mdoc>

Events where alcohol is served must comply with relevant licensing regulations, and may require a permit.

10. Contacts

For price information, and to book grounds contact QUT
Campus Services

by email : timetabling@qut.edu.au

or telephone: (07)3138-2888

(07)3138-2030

(07)3138-4172

Technical information about grounds is available from the
QUT Grounds Foreperson

by email ba.james@qut.edu.au

or telephone: 0410409225

11. Booking approval and confirmation

Evidence that regulations covering temporary structures (Section 7), food stalls (Section 8) and alcohol (Section 9) have been complied with and completion of the *Event Safety & Planning Checklist* is required before approval to use grounds facilities will be granted by Campus Services.

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Please detach and return this portion of the agreement along with evidence of compliance to:

**Campus Services
Gardens Point Campus
Post: GPO Box 2434
Brisbane Qld 4001**

Event/Activity:	
Proposed Location:	
Proposed Date:	

Booking Agreement:	
	Please tick
I/We understand the terms and conditions in which QUT property will be used and recognise my/our obligations and responsibilities.	<input type="checkbox"/>
I/We understand the terms and conditions of alcohol usage on QUT campuses used and recognise my/our obligations and responsibilities.	<input type="checkbox"/>
I/We will comply with Brisbane City Council (BCC) Regulations regarding the operation of temporary food stalls.	<input type="checkbox"/>
I/We will obtain building and Fire Service approval for any marquees, and will adhere to their provisions.	<input type="checkbox"/>
Event Safety & Planning Checklist submitted.	<input type="checkbox"/>
Amusement Devices Checklist submitted.	<input type="checkbox"/>
Event Coordinator details	
Name:	
Organisation:	
Telephone Numbers	
Email Address	
Signature, Event Coordinator: _____ Date: __/__/_____	
Facilities Management-Campus Services Office Use	
Booking Confirmed by: _____ Date: __/__/_____	