Booking Agreement

Grassed areas and Gardens

These areas are serviced under ground and include:

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

- No excavation is permitted and no implements are to be secured directly into the ground. Tents are to be secured by weights.

Prior to an event occurring on a lawn area the irrigation system will need to be turned off. When setting up please advise your contractors **not to drive on the lawn or damage QUT property**. If this does occur damage will be rectified at the expense of the event organiser.

- Lawn areas area easily damaged during events, fat from BBQ’s kill the grass and so too does boiling water. Please ensure adequate protection is used.

Electricity

- Please ensure all electrical cables are covered by mechanical protection and are protected by RCD’s (Portable Residual Current Device)

Honed Tiles

Many high profile areas on QUT Campuses have honed tiles as the floor surface. Honed tiles are a very porous material that absorbs moisture readily and are easily marked.

- Stages can easily scratch and mark the surface, please ensure the tile surfaces are adequately protected prior to the installation of stages.

- It is requested that a large drip tray is placed under BBQ’s as the fat and oil can easily stain the honed tiles.

Rubbish

During the course of your event visitors can generate a large volume of rubbish. After the event the area must be left in a rubbish free state. If this is not the case QUT cleaning staff will remove all rubbish at the expense of the event organiser.

- Please ensure you plan for enough bins to be provided.

QUT Security

Our security officers allow contractors to gain access to areas where events will occur.
Please ensure that the booking has been confirmed with Campus Services prior to the commencement.

Planning

Please allow yourself enough lead-time for your event to be a success.

QUT Facilities Management contact details:

Campus Services Bookings Office KG  ph: 3864 3939 or 3864 3940
Campus Services Bookings Office CA  ph: 3864 4535

First point of contact:
Mr Jason Crawshaw, Curator of Grounds  ph: 0414 634111 or 3864 3501

Other contacts:
Mr Rick Douglas, Cleaning Supervisor KG/CA  ph: 0414 643473 or 3864 3473
Mr Craig Markey, Foreperson – Electrician KG/CA ph: 0414 259684 or 3864 9684
Mr Bill Hammond, Foreperson – Plumbing KG/CA ph: 0414 289683 or 3864 9683
Mr Frank Milanesi, Foreperson – HVAC KG/CA ph: 0414 273299 or 3864 3299
Mr Peter Bentley, Security Superintendent KG  ph: 3864 5590
Mr Stan Shrimpton, Security Superintendent CA ph: 3864 4898

<table>
<thead>
<tr>
<th>Booking Agreement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/We ____________________________________ request the booking and have had an on-site meeting with the relevant QUT officers and recognise my/our responsibilities and understand the terms in which QUT property will be used and our obligations under the University regulations concerning use of alcohol at functions.</td>
</tr>
<tr>
<td>Signature, Event Co-ordinator: __________________________ Date: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities Management – Campus Services Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Confirmed by: _____________________________ Date: ____________________</td>
</tr>
</tbody>
</table>