

Getting a Marquee

Location – *University of Queensland*

A limited number of sites are available.

There is no charge for the site – but a \$300 refundable bond is payable

Sites will be allocated on a first come basis upon receipt of credit card form (below) for the bond.

Marquee

This covers the site only. You must supply, or arrange for, your own marquee.

Site

Each site will be an area of 8m x 8m

Once your refundable bond is received, you will receive a site # which corresponds to site # on the Marquee Map. Each site will have a number painted on it. Please assure your marquee is constructed within the boundaries of your site.

Please note that due to underground cabling, no pegs are permitted. Please ensure to use sand bags or cement blocks when securing your Marquee

Bond

A refundable bond of \$300 is to be made out to Corporate Games upon lodgement of your interest. This will be returned upon inspection of the site which will be conducted on the Monday after the Games.

Left rubbish and site damage may result in part or the entire bond being retained to cover the costs.

Alcohol & Food

A UQ Alcohol Permission application must be completed, and submitted to UQ Sport if you intend to consume alcohol within your designated site.

Please be advised that it is a Games rule that no individual may compete under the influence of alcohol.

No alcohol is to be consumed outside your marquee area. The selling of food and beverages is not permitted.

Rubbish Bins

The University of Queensland has kindly agreed to provide 2 bins per site and empty the bins at the end of each day at no charge. The Games will monitor which marquees have not picked up their rubbish and any subsequent cost associated with clearing the rubbish will be assessed against the bond.

Amenities

Toilet facilities are available at the UQ Athletics and Tennis Centres as shown on the Marquee Map. Should you wish to hire additional “port-a-loos”, this will be at your own cost.

Insurance and Security

Should you wish to use security for your marquee, contact the Games for a list of approved external security firms. The University of Queensland does not permit the use of security firms that do not appear on this list.

The Queensland Corporate Games and the University of Queensland takes no responsibility nor will accept any liability with respect to activities undertaken regarding the set up and removal of equipment and any activity associated with having a marquee. Any losses, damages, or injuries suffered as a result of having a marquee, or activities associated with having a marquee are to be covered by you.

The Queensland Corporate Games and the University of Queensland takes no responsibility for any damages, losses, and injuries that occur during any period of the weekend including those times that your marquee is unattended.

Bump In & Bump Out

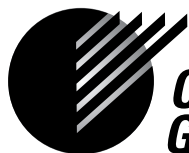
Marquees are to be set up between 8.00am – 5.00pm on Friday 15 May 2020. Marquees are to be removed between 8.00am – 11.00am on Monday 17 May 2020.

Vehicle access to the Marquee Site must be arranged with and approved by Theo Watson or Connor O’Toole (07)3346 3070.

No vehicles are allowed on site outside the above times unless supervised by the above.

There will be no vehicle access between 7.00am – 10.00am on Saturday due to the Running event scheduled on Saturday morning. If a vehicle is required to deliver fresh food and drink on Saturday, please note that all vehicles must be in and out by 7.00am, as the roads will be blocked due to the Running Event.

If you have any questions or need further information please do not hesitate to call 02 8345 0216 or email info@corporategames.net.au.



**Corporate
Games®**

Credit Card Bond Payment Form

This is to be completed and emailed back with the agreement for the Marquee bond of \$500

WHICH GAMES? ☒ Sydney ☐ Melbourne ☐ Brisbane ☐

WHICH CARD? ☒ Visa ☐ MasterCard ☐ American Express ☐

Credit Card Number

Expiry Date

NAME ON CARD

First

Last

CONTACT DETAILS

Phone

Fax

REQUIRED

Email

\$ Amount + Fee = Total

Amount

Transaction Fee 2%

Total

The Games charges 2% transaction fee on credit card payments

Signature

ORGANISATION

Office Use

EL# _____ Date _____

CC# _____ Date _____

APPROVED _____ Date _____

PDOX# _____ Date _____

RECEIPT Sent _____ Date _____

MYOB Entered _____ Date _____



APPLICATION FOR PERMISSION
TO KEEP OR CONSUME INTOXICATING LIQUOR ON SITE

PF100

Please complete the forward the signed form to Manager Security, Property & Facilities Division (P&F)
at least 14 days prior to the event - Fax: 336 51600 Email: seo@pf.uq.edu.au

Function or Activity Details

Function: _____ Date: ____ / ____ / ____

Location/Venue: _____ Times: _____ am/pm to: _____ am/pm

Body/Group: _____

Convenor: _____ Convenor's Address: _____
(This must be an individual who will be responsible for all aspects of the activity)

Convenor's E-mail Address: _____ Convenor's Contact Phone No: _____

Approx. number of people to attend function: Students: ____ female Staff: ____ female Non-University: ____ female
____ male ____ male ____ male

Will the function be advertised? ☐ YES ☐ NO (tick one)
(If yes, please attach advertising material for approval)

Liquor Details

If liquor is to be supplied (directly sold or indirectly through tickets, entry/admission charges or any other means) a Community Liquor Permit may be required. After assessment of this application you will be informed by Security if you require a Community Liquor Permit for your function.

The Community Liquor Permit can be obtained from the Queensland Government Office of Liquor and Gaming Regulation (OLGR). For more information refer: <http://www.olgr.qld.gov.au>.

All bar servers must be RSA approved. Please attach a copy of the current certification for approval.

Number of bar servers: _____

Briefly indicate type of server training or experience: (eg. Patron Care): _____

☐ Certificate supplied to Security

Food must be supplied at every function where alcohol is served.

Briefly describe the type of food to be provided: _____

Item	Quantities Requested (litres)	P&F Office Use Only Quantities Approved
Beer		
Light Beer		
Wine		
Spirits		
Non Alcoholic drinks		

Please refer to the Event Approval and Control procedures UQ PPL 7.30.01 <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> Section 7.3 for the maximum allowable quantities of liquor – these will be calculated on the basis of the amounts per person and that 20% of very light or non-drinkers will be assumed.

- The University will not authorise any functions with a BYO alcohol (bring your own) policy.
- Non-alcoholic beverages and food must be available at all functions and water must be provided free of charge at every function.
- Liquor cannot be sold to or supplied to any person under the age of 18 years or to any intoxicated person.

Basis of Approval

- Under the provisions of the Senate Rules Site By-Laws No.10, the written permission of the Vice-Chancellor is required before an individual may bring, keep or consume intoxicating liquor on any University site (except licensed premises).
- Approval will only be given for compliance within the NHMRC Guidelines and the combination of drinks requested must be within the Guideline limits - <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>.
 - For general quantity guidance only please refer to http://www.nhmrc.gov.au/files/nhmrc/file/your_health/healthy/alcohol/std-drinks-large.jpg and <http://www.qld.gov.au/transport/safety/road-safety/drink-driving/drink-responsibly/index.html>
- Alcohol quantity compliance may be checked on site by the Office of Liquor and Gaming Regulation or the Qld Police. A range of fines may be given to anyone organising and/or attending the event for any non-compliance breaches.
- In accordance to UQ's commitment to the safe consumption of alcohol compliance with UQ PPL documents 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> must be met.
- The function must not interfere or disturb the use of the adjoining areas or usual business of the University and that an appropriate standard of conduct is maintained: i.e. University/Union property is protected; littering is minimised; noise restrictions are adhered to; legal requirements are met (e.g. licences/permits are obtained where applicable); and all other requirements of University Policies and Procedures are met.
- External security service may be required upon assessment of application.
- Security reserves the right to shut down any function.

Declaration – Obligations of the Convenor – Please Tick and Sign Declaration

The Convenor of this event is responsible for all aspects of the function/activity. As Convenor of this function/activity, I have read and agreed to comply with the conditions set out in the:

- ☐ UQ Policy document: 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>
- ☐ OLGR Liquor Licensing Compliance: <http://www.olgr.qld.gov.au>
- ☐ NHMRC Alcohol Guidelines: <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>

As Convenor of this event:

- ☐ I note that a permit does not absolve me from ensuring compliance with statutory requirements.
- ☐ I certify that the function will not interfere or disturb the use of the adjoining areas or usual business of the University.
- ☐ I will comply with all direction by UQ Security.
- ☐ I undertake to comply with all requirements of the Liquor Act pertaining to carrying (storage), sale or supply of alcohol and to impose those same conditions, should liquor be available but not for sale.

_____/_____/_____
Signature of Convenor Date Print Name UQ Student/Staff Number (if applicable)

Authority Responsible for Function Approval

Comments of Authority Responsible for Function Area (e.g. Campus Manager, Union Manager, Head of School, Dean) if applicable:

General remarks on conduct at previous function: _____

Signed: _____ Position: _____ Date: ____/____/____

Approval (P&F Office Use Only)

Community Liquor Permit required: Yes ☐ No ☐ Not Applicable ☐ Convenor Informed: _____ (date)

Community Liquor Permit received: Yes ☐ No ☐ Not Applicable ☐ Licence Number : _____

Advertising: Approved ☐ Not Approved ☐ Not Applicable ☐

Security Section Approval: Recommended ☐ Not Recommended ☐

Special approval conditions/comments/history: _____

_____/_____/_____
Manager Security Date DPF/ADAS approval Date

Convenor Notified of Approval Decision ____/____/____
Date