



Canberra Airport Amenities Booking

The following are the terms and conditions that apply to all bookings of the BBQ and Oval facilities within Brindabella Business Park, Fairbairn and Majura Park.

Use of the BBQ and Oval facilities in Brindabella Business Park, Fairbairn and Majura Park is open to Airport Tenants and their employees only.

There is no fee to use the facilities. The Hirer may be required to pay a bond to cover possible damage to the location or its surrounds, and some events may be required to pay a non refundable site hire fee to cover any costs incurred by the Airport in relation to the booking (eg security and rubbish removal).

The Hirer is responsible for informing all relevant persons involved of these terms and conditions.

A serious breach of these terms will result in the Hirer no longer having use of these facilities.

Hirer Organisation Name:	
Primary Contact for event process: Telephone Number: Email:	
Primary Contact on the day: Telephone Number: Mobile Number: Email:	
Alternative Contact on the day: Telephone Number: Mobile Number: Email:	
Date and time of the event: Times to include any set up and pack down.	Date: Start Time: Finish Time:

<p>Number of attendees expected:</p> <p>Limited to 100 people, unless otherwise authorised.</p>	
<p>Location of the event (please select):</p>	<p>Brindabella Park</p> <p><input type="checkbox"/> BBQ #1 (Near the Pond) <input type="checkbox"/> BBQ #2 (Near the Oval)</p> <p><input type="checkbox"/> BBQ#3 (Between Childcare Centre and 33 & 35 Brindabella Circuit)</p> <p><input type="checkbox"/> BBQ#4 (Next to the Kick about Oval) <input type="checkbox"/> BBQ #5 (Next to the Kick about Oval)</p> <p><input type="checkbox"/> BBP Main Oval <input type="checkbox"/> BBP Volleyball Oval <input type="checkbox"/> BBP Kick about Oval</p> <p>Majura Park</p> <p><input type="checkbox"/> BBQ #1 (Behind 11 Lancaster) <input type="checkbox"/> BBQ #2 (Behind 11 Lancaster)</p> <p><input type="checkbox"/> MPK Kick about Oval</p> <p>Fairbairn</p> <p><input type="checkbox"/> BBQ #1 (Next to 24 – 26 Fairbairn) <input type="checkbox"/> BBQ #2 (Next to 24 – 26 Fairbairn)</p> <p><input type="checkbox"/> BBQ#3 (Next to 49 Laverton Ave) <input type="checkbox"/> Tennis Court (next to SPA Facility)</p>
<p>Waste Management:</p>	<p>The Hirer is responsible for the cleanliness of the site during the event, as well as for clean-up afterwards. All sites must be left clean and tidy. If the waste management facilities are insufficient at your chosen site, additional facilities can be provided at the Hirers expense.</p> <p>240 ltr bin @ \$ 25.00 per bin per day.</p> <p>Bins required <input type="checkbox"/> Yes <input type="checkbox"/> No if yes please indicate number of bins required</p> <p>_____</p>
<p>Entertainment:</p>	<p>Do you have Entertainment planned <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please provide detailed description of any entertainment planned.</p>

Additional Structures:	<p>Will additional structures be required <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide detailed description of any additional structures.</p> <p>To avoid any doubt, approval is required but not limited to the following types of structures: tents, marquees, sun shelters, jumping castles, amusement rides (including slides and swings), platforms or stages, scaffolding and/or towers for cameras or sound systems, generators, signage, flags and banners, portable toilets, pickets, stakes and fences, tables and chairs.</p> <p>No structures may be placed on site until approval has been given in writing by the Canberra Airport.</p>
Risk and Indemnity:	<p>All events involve some degree of risk.</p> <p>By signing this policy the Hirer indemnifies Canberra Airport or its agents against all claims that may arise in relation to the event.</p> <p>The Hirer is responsible and may be required to show evidence of appropriate Public Liability insurance and may also be required to prepare a risk management plan.</p>
Catering and Alcohol:	<p>Will Alcohol be served <input type="checkbox"/> Yes <input type="checkbox"/> No Alcohol, in moderation, can be served to guests of the event. The sale of alcohol at events is not permitted.</p> <p>Will food be served <input type="checkbox"/> Yes <input type="checkbox"/> No Catering is permitted, the Hirer is required to provide a detailed description of and food and catering that will be served at the event.</p>

<p>Music/ PA Systems:</p>	<p>Will music be played <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will a PA be used <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The use of PA systems and music is permitted. Noise levels must not compromise the surrounding tenants right to the quiet enjoyment of their property.</p> <p>The Hirer is required to provide a detailed description of and music and PA systems that will be used at the event.</p>
<p>Decorations and balloons:</p>	<p>Balloons are not permitted under any circumstances.</p> <p>Will Decorations be used <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Decorations will be considered. The Hirer is required to provide a detailed description of decorations that will be used at the event.</p>
<p>Car parking:</p>	<p>Brindabella Business Park & Majura Park A parking ticket is dispersed at the boom gate upon entry into the car park. Parking tickets can be paid at one of the pay stations prior to exit using cash or credit card.</p> <p>Fairbairn 49 Laverton Avenue: A parking voucher should be purchased at the ticket machine upon entry to car park and displayed in vehicle. Parking voucher machines accept coins only.</p> <p>24 Richmond Avenue: A parking ticket is dispersed at the boom gate upon entry into the car park. Parking tickets can be paid at one of the pay stations prior to exit using cash or credit card.</p> <p>The following parking rates apply in all precincts:</p> <p>0 – 1 hour: \$ 0.50 1-1.5 hours: \$ 1.00 1.5 – 2.0 hours: \$ 2.00 2.0 – 3.0 hours: \$ 3.00 1 Day: \$ 5.50 Weekly: \$ 22.00</p> <p>1 hour parking is available at the front of all buildings. Parking in residential or unauthorised areas is strictly prohibited.</p>

Water and Electricity:	Is Electricity required <input type="checkbox"/> Yes <input type="checkbox"/> No Is Water required <input type="checkbox"/> Yes <input type="checkbox"/> No Water and electricity is not available at any of the outdoor sites without prior arrangement. The Hirer is required to provide a detailed description of the water and electricity requirements at the event.
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I agree to the terms and conditions listed above and understand that Canberra Airport may close down any event, without notice, if this agreement is breached.

Where Canberra Airport closes down an event the Hirer will not be refunded any costs, and may be required to pay Canberra Airport all reasonable costs associated with making good the event site.

Signed for and on behalf of the Hirer by its duly authorised representative:

Hirer:

Name of authorised representative:

Position:

Signature: Date:

A signed copy of this agreement must be returned to the Canberra Airport Pty Ltd.

Canberra Airport Office Use

Bond required: Yes No If yes \$..... invoiced on

Site hire fee required: Yes No If yes \$..... invoiced on

Approval: Granted Declined

Name of Canberra Airport authorised approving representative:

Signature: Date:

Comments:

