

Year: 2020/2021

You **MUST** complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- complete this form
- complete and provide any supporting documents, information and materials identified on this form as being required to accompany your application
- submit the fee applicable

Applications can be returned to:

Post: PO Box 359, Cairns QLD 4870

Email: leisurevenues@cairns.qld.gov.au

Important note: All use must comply with any local, Queensland and Federal Government directives and advice in relation to COVID-19. These are subject to change without notice.

All booking enquiries must be made a minimum of eight weeks prior to the event.

Applicant's details

Applicant's Name		
Position / Title		
Organisation		
ABN (If applicable)		
Postal Address		
Contact Details	Phone:	Mobile:
Email Address		

Booking Details

Booking Type	<input type="checkbox"/> Corporate Room <input type="checkbox"/> Meeting Room (weekend only)	
Event Date/s		
Hours of Operation	Start:	Finish:
Access to room for set up / pack down <small>(provide details if different to times above)</small>		
Number of attendees (maximum 80 pax)		
Number of Staff / officials		

Description of Event / Activity

Provide a detailed description of the event

Room Layout

Please select the Room Layout required (see attached examples)

- | | | |
|------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> U Shape | <input type="checkbox"/> Theatre | <input type="checkbox"/> Boardroom |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Workshop | <input type="checkbox"/> Other |

Additional Equipment

- | | |
|--|-----------|
| <input type="checkbox"/> Table for registrations / other | How many? |
| <input type="checkbox"/> Table for catering | How many? |
| <input type="checkbox"/> Table for laptop | |
| <input type="checkbox"/> Data projector | |
| <input type="checkbox"/> Whiteboard | |

Declaration

- I acknowledge that I have read and understood Cairns Regional Councils Barlow Park Venue Hire Terms & Conditions. I understand that any inability to comply with these conditions will be at my own liability.

Print name:

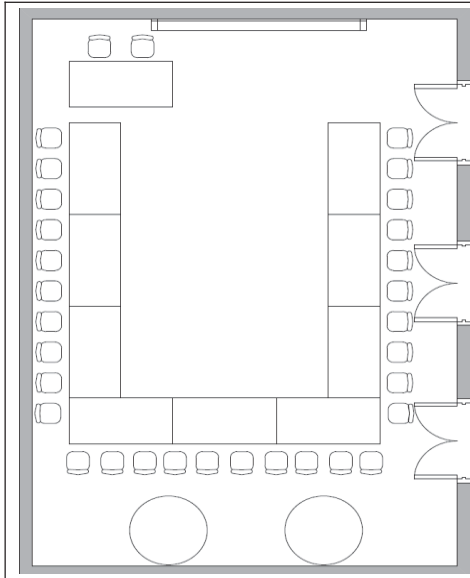
Signature:

Dated:

Cairns Regional Council – Information Privacy Statement

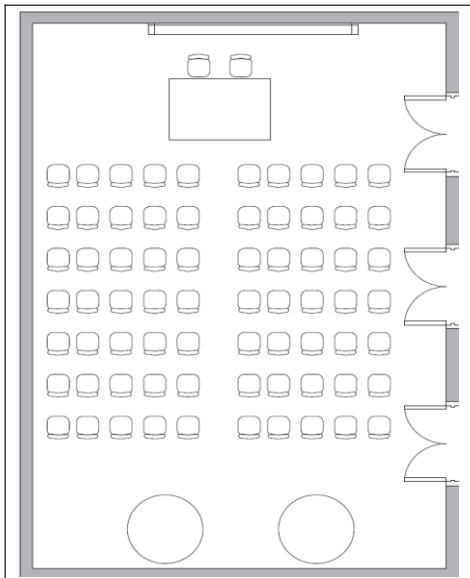
Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

Example Room Layouts



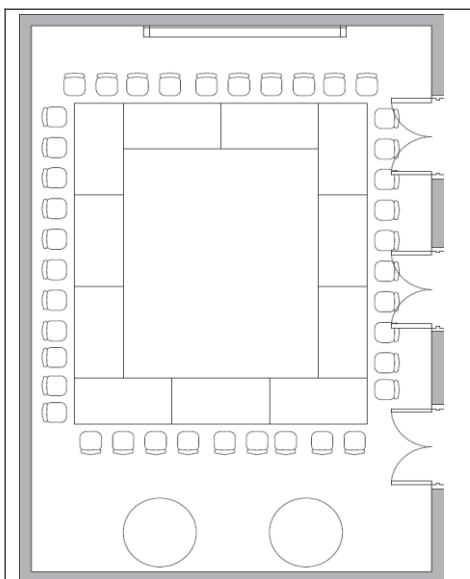
U-Shape

- Maximum of 30 people
- Table for Laptop and two presenters
- Tables for catering



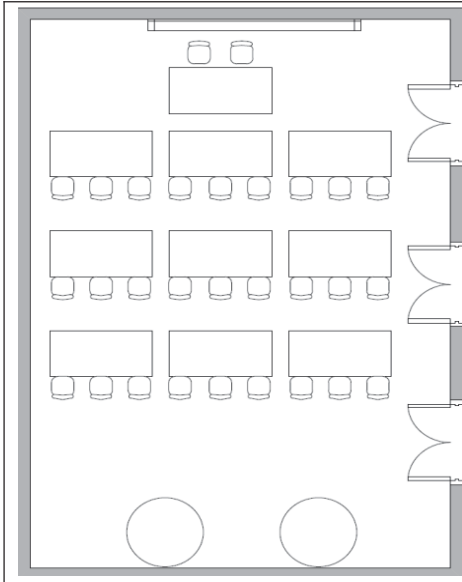
Theatre Style

- Maximum 70 people Screen
- Table for Laptop and two presenters
- Tables for catering



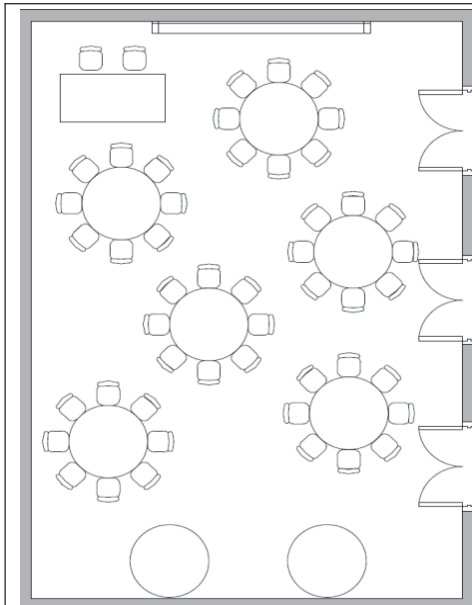
Boardroom Style

- Example shows
- Maximum 40 people Tables for catering



Classroom Style

- Maximum 27 people Screen
- Table for Laptop and two presenters
- Tables for catering



Workshop Style

- Maximum 48 people Screen
- Table for Laptop and two presenters
- Tables for catering