

**Year: 2018/2019**

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](mailto:leisurevenues@cairns.qld.gov.au)

**Applicant's details**

<b>Applicant's Name</b>	<input style="width: 100%;" type="text"/>	
<b>Position / Title</b>	<input style="width: 100%;" type="text"/>	
<b>Organisation</b>	<input style="width: 100%;" type="text"/>	
<b>ABN (If applicable)</b>	<input style="width: 100%;" type="text"/>	
<b>Postal Address</b>	<input style="width: 100%;" type="text"/>	
	<input style="width: 100%;" type="text"/>	
<b>Contact Details</b>	Phone: <input style="width: 60%;" type="text"/>	Mobile: <input style="width: 35%;" type="text"/>
<b>Email Address</b>	<input style="width: 100%;" type="text"/>	

**Booking Details**

<b>Booking Type</b>	<input type="checkbox"/> <b>Corporate Room</b> <input type="checkbox"/> <b>Meeting Room</b>
<b>Event Date/s</b>	<input style="width: 100%;" type="text"/>
<b>Hours of Operation</b>	Start: <input style="width: 40%;" type="text"/> Finish: <input style="width: 40%;" type="text"/>
<b>Access to room for set up / pack down</b> (provide details if different to times above)	<input style="width: 100%;" type="text"/>
<b>Number of attendees</b> (maximum 80 pax)	<input style="width: 100%;" type="text"/>
<b>Number of Staff / officials</b>	<input style="width: 100%;" type="text"/>

**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                      |           |
| <input type="checkbox"/> Hot water urn                   |           |

## 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:**

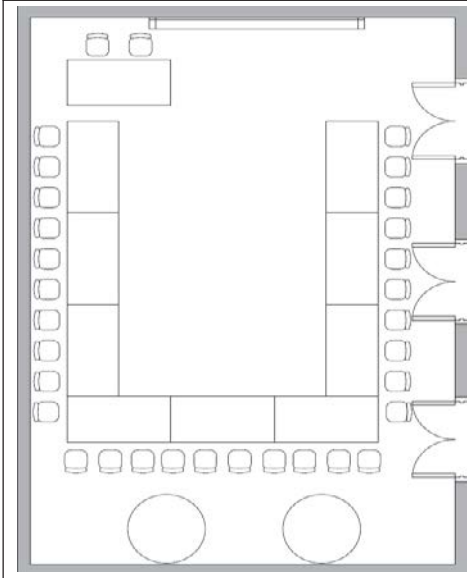
**Signature:**

**Dated:**

### **Cairns Regional Council – Information Privacy Statement**

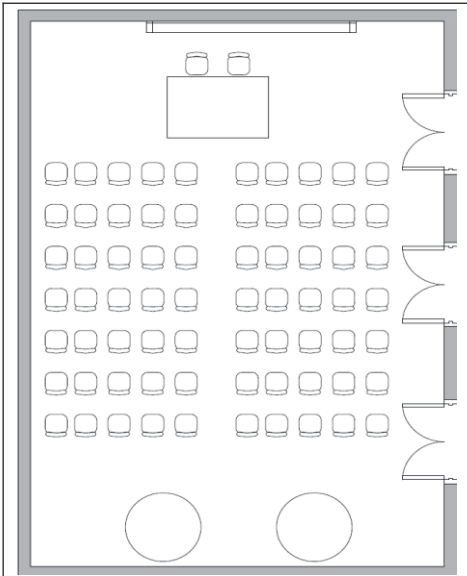
Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying 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



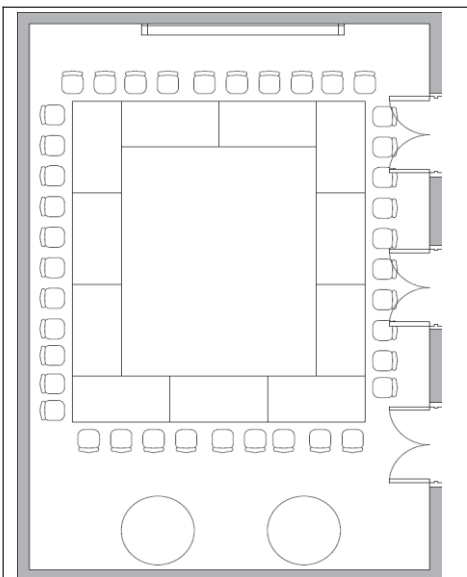
### U-Shape

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



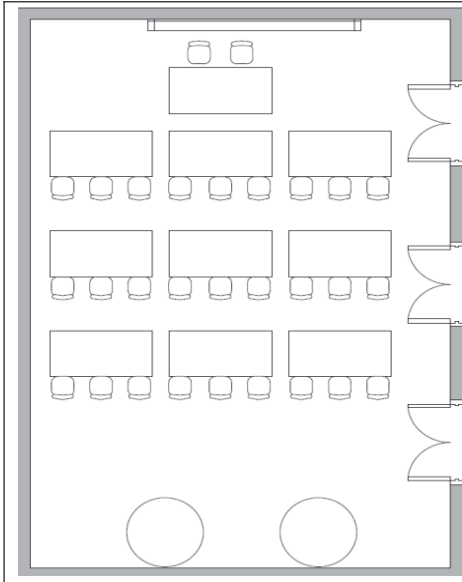
### Theatre Style

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



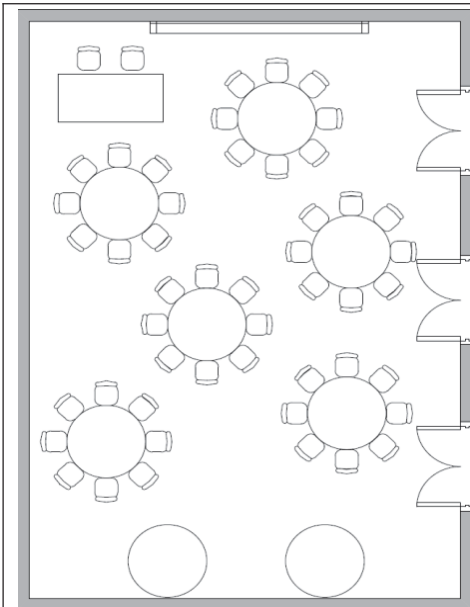
### Boardroom Style

- 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