



## HIRE OF AIRPORT TERMINAL FORM

The Airport Passenger Terminal is available for hire outside of normal operating hours. Please note, in addition to the prescribed hire fee to use the entire building, the hirer must also cover wages of an Airport Reporting Officer (ARO) to be in attendance for the duration of the event which is a minimum of 4 hours.

### TYPE OF USE

<input type="checkbox"/> Casual Basis	<input type="checkbox"/> Seasonal Basis
<input type="checkbox"/> Private Hirer	<input type="checkbox"/> Commercial Hirer

**Example:** (Not an exhaustive list) Casual event - happening no more than 6 times annually. Seasonal - daily, weekly, fortnightly or monthly use through hirer's agreement. Private - weddings, birthdays. Commercial - sporting activities, performances by performers or entertainers, rock/pop concerts.

### DETAILED DESCRIPTION OF USE (required for insurance purposes)


### EVENT COORDINATOR

Name of Organisation:	
Name of Coordinator:	
Address:	
Suburb:	Postcode:
Telephone:	Mobile:
Email:	

### DATES FOR USAGE (please include dates for any setting up or decoration)

Start Date:	End Date:
Starting Time:	Finishing Time:





### EVENT INFORMATION

Supplementary community groups that will be used in conjunction with carrying out the event:

e.g. Ambulance, Fire Services, SES

User groups that will use facilities:

e.g. school children, registered users, general public etc.

Estimated number of people attending:

### PUBLIC LIABILITY INSURER

- I have attached a copy of my current Certificate of Currency
- Current Certificate of Currency
- I would like contact details for Local Community Insurance Services
- I do not believe I require Public Liability Insurance.  
Please provide a reason below: (Casual Hirers and Internal Bookings)

Insurers name:

Amount Insured:

Term of Insurance:

Additional Permits Required?

- Yes
- No

Type of Permit:

- Liquor License
- Food

Permit Number:

Additional Information:





**KEYS**

Date Issued:
Name:
Signature:

**OFFICE USE ONLY**

Booking received:	Taken by:
Bond Amount:	Receipt No:
Hire Charges:	Receipt No:
Account Sent:	Amount:
Application Approved:	Date Notified:

