



Contemporary Arts
Precincts Ltd

CAP ACTIVATION EOI

Contemporary Arts Precincts Ltd

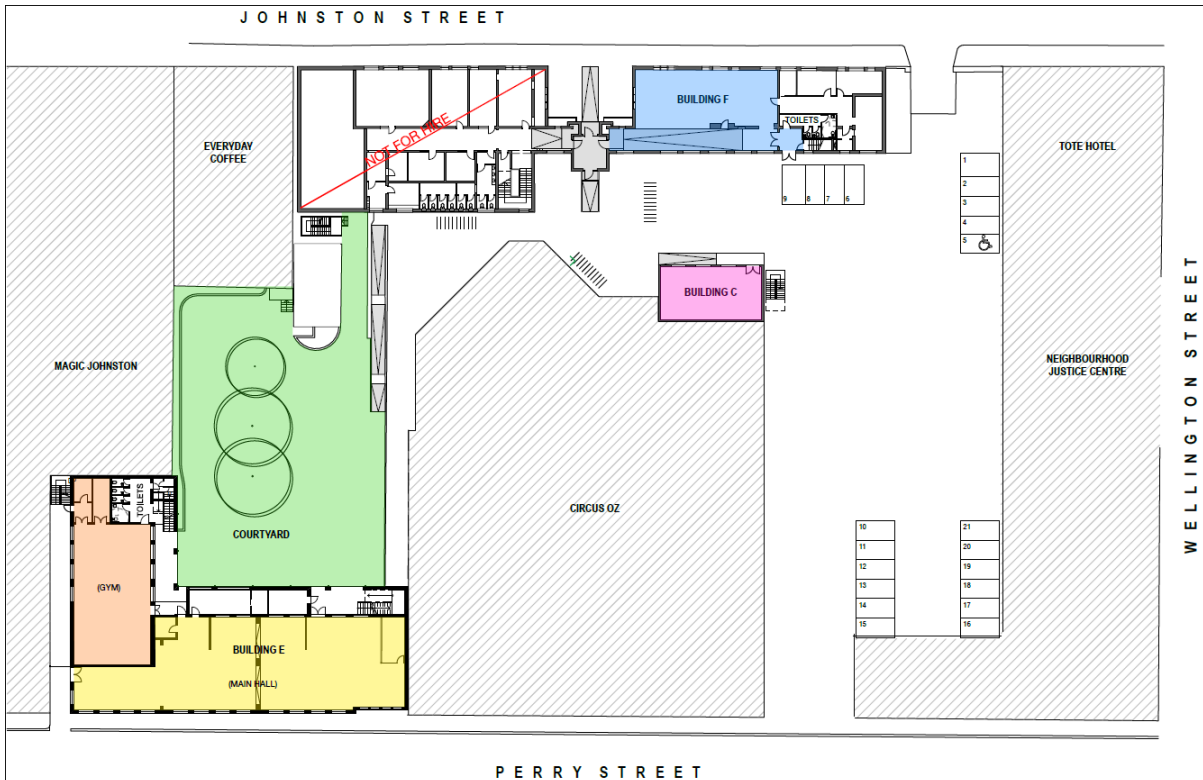
2017

Item 1: The Hirer

Trading name	
Address	
ABN	
Have you hired the space before? If so, when?	
How did you hear about CAP?	

Item 2: The Venue

Nominate space/s to be hired. Please refer to Site Maps for measurements of spaces and Site Specs for all other information	
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Item 3: Duration of Hire

Start of Hire period: Commence Bump-In	End of Hire period: Complete Bump-Out	Total Hire Duration (days)	Number of persons expected on site at any one time	Number of persons expected on site over the entire event

Item 4: Organisation Type

Individual Artist (funded project)	
Individual Artist (unfunded project)	
Not-for-profit (turnover under \$500,000)	
Not-for-profit (turnover between \$500,000 - \$1M)	
Not-for-profit (turnover \$1M+)	
Creative Business/commercial	

Item 5: Activity Type

Performance	
Exhibition	
Festival	
Event	
Photo/film shoot	
Other	

Activation Details

Activity Name	
Activity Manager (primary contact)	
Phone	
Email	
Bump in	Commence / / Finish / /
Event Dates	Commence / / Finish / /
Bump out	Commence / / Finish / /
Event start and end times	
Will there be alcohol? If yes, you will have to apply for a temporary liquor licence	
Will there be food? If yes, you will have to apply for food handling licences	
Will there be amplified sound? If yes, will it be background music? Please describe	
Will there be temporary structures, including marquees, staging? Will you be suspending/hanging anything from the buildings?	

Will there be lighting? If yes, will it be free standing or rigged?	
Do you need 3-phase power? The site does not have 3-phase power	
Do you have Public Liability Insurance?	
Is the event public or private and will the event be ticketed?	
Any additional information important for us to know?	

Activation Description

Please provide a brief description of the proposed Activity. The description should not exceed 500 words.

Supporting Documentation

Should the Hirer's EOI be approved by CAP, the Hirer will be asked to supply one or more of the supporting documents listed below.

Please indicate your willingness to provide all requested supporting documentation to CAP four weeks prior to your event bump in start date.

Y / N

Please indicate your willingness to comply with all relevant obligations / regulations that relate to your event.

Y / N

<input type="checkbox"/>	Public Liability Insurance – Certificate of Currency (applicable to all hires)
<input type="checkbox"/>	Risk Assessment
<input type="checkbox"/>	Site Layout
<input type="checkbox"/>	Running Sheet
<input type="checkbox"/>	Crowd management plan
<input type="checkbox"/>	Emergency Traffic plan
<input type="checkbox"/>	Event Contact List
<input type="checkbox"/>	Alcohol Management Plan
<input type="checkbox"/>	Waste management plan
<input type="checkbox"/>	Copy of certification for electrical contractor
<input type="checkbox"/>	Copy of certification for first aid personnel
<input type="checkbox"/>	Copy of health department approval for caterers
<input type="checkbox"/>	Copy of permits or engineers certificates required for temporary structures
<input type="checkbox"/>	Copy of certification of any rigger to be used
<input type="checkbox"/>	Copy of certification for any pyrotechnician
<input type="checkbox"/>	Copy of any licenses/approvals required by legislation or municipality