

## EVENT APPLICATION FORM

Please complete this application form and return it, either by email to [aac@archerfieldairport.com.au](mailto:aac@archerfieldairport.com.au) or in person at Archerfield Airport office, Top Floor Terminal Building, Grenier Drive Archerfield Airport Qld 4108 Australia, or by mail to Archerfield Airport Corporation, PO Box 747, Archerfield Qld 4108.

\*Forms must be submitted to Archerfield Airport Corporation (AAC) at least 30 business days prior to the proposed event or function date to allow sufficient time for assessment, coordination, and approval.

PROPONENT DETAILS			
COMPANY/INDIVIDUAL NAME		ABN	
TRADING NAME			
ADDRESS			
CONTACT PERSON			
PHONE			
EMAIL			
PERMISSION	<i>Is the event proponent / does the event proponent have permission from the lessee of the event location?</i>		

EVENT DETAILS			
EVENT NAME			
EVENT DESCRIPTION			
LOCATION & ADDRESS			
EVENT DATE(S)		GUESTS ATTENDANCE NO.	
EVENT START TIME		EVENT FINISH TIME	
ADDITIONAL EVENT SPECIFIC DETAILS <i>(if relevant)</i>			
LIQUOR	<i>Will Alcohol be served at the event?</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

FILMING AND PHOTOGRAPHY	<p><i>Does the event include Filming or Photography?</i>    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><i>*If YES, filming or photography must comply with the AAC Filming &amp; Photography Policy and may require prior approval.</i></p>
KEY CONTRACTORS	<p><i>Please outline any key contractors planned at the event. Eg catering, rides, transport, sound and lighting etc.</i></p>
AIRSIDE ELEMENTS	<p><i>Generally, AAC minimises elements of events that occur airside to protect the safe and compliant ongoing operation of the airport.</i></p> <p><i>However, we do recognise that from time to time there may be requests that involve the use of aircraft or limited activities airside..</i></p> <p><i>It is stressed that Drug and Alcohol Management Plan (DAMP) and Escort provisions will apply.</i></p> <p><i>If you wish to undertake an event element Airside, please outline in detail below for AAC's consideration.</i></p>

INSURANCE DETAILS	
PUBLIC LIABILITY INSURANCE COMPANY NAME	
POLICY NUMBER	
AMOUNT INSURED	

**\*Note: A valid Certificate of Currency must be provided with this application. Applications submitted without a Certificate of Currency will not be assessed.**

## Event Management Plan

Prior to issuance of a Licence, the Proponent must provide AAC with a detailed Event Management Plan, the specific requirements of which will be communicated to the Proponent in AAC's initial response. Proponents should provide those elements of the Event Management Plan that can be provided ahead of approval from AAC, as part of a draft Event Management Plan that accompanies the Event Application.

The Event Management Plan should include, at a minimum:

- A detailed site plan showing:
  - airside and landside boundaries.
  - entry and exit points from the event and adjoining buildings.
  - emergency services designated areas and access points.
  - location and arrangement of noise sources.
  - location and arrangement of light sources.
  - location of restricted areas.
  - method of proposed ventilation (for any indoor event).
  - location and number of bins and toilets.
  - location of caterers including potable water supply source.
- A Risk Management Plan that:
  - identifies key risks and mitigations
  - outlines the Fire Safety Management Plan
  - outlines the Emergency and Evacuation Plan
  - communications arrangements for Stakeholder and Good Neighbour practices.
  - provides for site security that manages risks around liquor consumption, human behaviour and protection of the airside security.
- A waste and environmental management plan inclusive of:
  - clean up and removal of waste from the site
  - providing adequate bathrooms for all guests
  - any additional environmental considerations as requested by AAC.
- A traffic management and carparking plan that outlines:
  - provisions to ensure that the event does not disrupt access to any premises or gates on the airport.
  - articulates the carparking need and how the event intends to meet this need without impacting on other premises.

\*Some events may require additional elements to their Event Management Plan. For example:

- Where alcohol is to be served, the event may need a Liquor Permit to meet the provisions of relevant legislation.
- Where it is intended to undertake Filming or Photography, AAC's *Commercial Filming & Photography Policy* will apply.

- Where an airside escort is required, this will require additional management and completion of an *Vehicle Escort Application Form*

## Events Price Schedule

The following pricing schedule applies to Events held at AAC.

- (a) An event/site fee is charged \$1.50 + GST per square metre of Licenced area capped at \$1,500 + GST per event.
- (b) Licence Preparation Charge: \$300 – \$500 (*subject to approvals required*)
- (c) Charitable and not-for-profit organisations may be eligible for a fee reduction on application.
- (d) All fees must be paid prior to the commencement of the event.
- (e) Escort fee (if required) per published fees and charges, AAC's *Vehicle Escort Policy*.
- (f) Additional fees may apply to use of AAC areas.
- (g) Carparking fees will be in accordance with AAC's *Vehicle Parking Policy*.
- (h) Bond / Security Deposit: A refundable bond of \$1,000 may be required prior to the commencement of the event.

All fees expressed above are exclusive of GST.

## Checklist for Event Application

1. Complete Application form
2. draft Event Management Plan
3. Certificates of Currency

**ACKNOWLEDGEMENT AND DECLARATION**

I declare that all information provided in and with this application is true and correct. I understand that it is an offence to knowingly provide false or misleading information. I confirm that I am authorised to submit this application on behalf of myself and/or the organisation I represent.

*I acknowledge receipt of the current Event Pricing Schedule*

*I acknowledge receipt of and agree to be bound by the Event Terms and Conditions document*

NAME OF APPLICANT		POSITION/TITLE	
SIGNATURE		DATE	

**OFFICIAL USE ONLY**

AUTHORISED BY		POSITION	
SIGNATURE		DATE	
COPY OF INSURANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS, SPECIAL CONDITIONS AND REQUIREMENTS OF THE EVENT MANAGEMENT PLAN			

## EVENT TERMS AND CONDITIONS

### 1. About these Terms and Conditions

- These Terms and Conditions apply to all events held at Archerfield Airport and form part of the Licence issued by Archerfield Airport Corporation (AAC) for approved events.
- The Licence gives the Licensee a one-off, revocable permission to hold the approved event at the specified Event Location for the Event Period. It does not grant any interest in airport land or facilities.
- AAC may include Special Conditions in the Licence, which apply in addition to these Terms and Conditions.
- While AAC may grant one off approval for holding private or community events, the operation of commercial events facilities and hiring of leased premises for third party events is precluded under the planning scheme and cannot be accommodated.

### 2. Key Definitions

- 'AAC' means Archerfield Airport Corporation.
- 'Airport' means Archerfield Airport, being the area leased by AAC from the Commonwealth of Australia.
- 'Airside' means areas within the aerodrome perimeter.
- 'AO' means Assessing Officer.
- 'Event' means a private or community event to be held in Leased Premises that is not within the scope of permitted use under the lease, or in a public or AAC controlled area of the airport.
- 'Event Approval Process Flow Chart' is the process required to obtain approval for the proposed event.
- 'Event Licence' means a licence between AAC as the Licensor and the Licensee.
- 'Event Location' means the building, hangar, or any defined area that is part of Archerfield Airport land.
- 'Event Period' includes the bump in, event duration, bump out and make good.
- 'FOD' means Foreign Object Debris.
- 'Landside' means areas outside the aerodrome perimeter.
- 'Leased Premises' means premises of Archerfield Airport that are leased from AAC by another party.
- 'Policy' means the Event Policy and Procedure.
- 'Proponent' means the person proposing to carry out an Event who is a tenant or works for a company that is a tenant of Archerfield Airport, or who has approval from AAC. The proponent is the Applicant.
- 'RSA' means Responsible Service of Alcohol.
- 'SOCR' means Safety, Operations, Compliance & Risk.
- 'SOP' means Standard Operating Procedure.

### 3. Submission Timeframes and Approval

- Applications must be submitted at least 30 business days before the proposed event.
- An event may proceed only once AAC has issued a signed Licence.
- AAC may approve, refuse, or impose Special Conditions at its discretion.

### 4. Event Location and Event Period

- The Event must occur only within the approved Event Location shown on the Site Plan attached to the License.
- No part of the Event may take place outside the approved area unless AAC gives prior written approval.
- The Event Period includes bump-in, the event itself, and bump-out.

### 5. Insurance Requirements

- The Licensee must maintain Public Liability Insurance of not less than \$20 million, naming AAC as an Additional Insured, and including a Cross-Liability clause. Evidence must be provided before the Event and at AAC's request.
- Certificates of Currency for relevant subcontractors must also be provided.

### 6. Compliance With Laws and AAC Policies

- The Licensee must comply with all applicable legislation, including aviation safety and security, Work Health & Safety (WHS), liquor licensing, environmental protection and Commonwealth airport legislation.
- The Licensee must comply with all AAC policies, including but not limited to; *Archerfield Airport's Conditions of Use, Airport User Rules, Vehicle Escort Policy and Commercial Filming & Photography Policy*, as published on AAC's website.

### 7. Required Supporting Documents

- The Licensee must provide all applicable supporting documents, including an *Event Management Plan* to the satisfaction of AAC.
- AAC will not issue the Licence until these requirements are met.

### 8. Airside Access

- Event guests must not access airside unless AAC has given prior written approval.
- Any approved airside access must be conducted in accordance with the *Special Conditions & Event Management Plan*.
- Vehicle escorts will only be required where specified in Special Conditions.

## 9. Security and Crowd Management

- The Licensee must prepare and implement a Security Arrangements Plan addressing crowd control, access control and incident response. These measures must be detailed in the *Event Management Plan*.
- AAC may require licensed security personnel at the Licensee's cost.

## 10. Alcohol

- If alcohol is supplied, the Licensee must provide a copy of the relevant liquor licence or permit.
- All services must comply with the Liquor Act 1992 (Qld) and Liquor Regulation 2002 (Qld), and all servers must hold a valid *Responsible Service of Alcohol* (RSA) certification.
- Security must monitor wet areas to prevent alcohol being removed and to ensure minors cannot access alcohol.
- The Event area is glass-free; beverages must be served in non-glass containers, unless written permission is obtained from AAC for the use of glasses.
- The Licensee must provide free drinking water.

## 11. Attendance Limits

- Attendance limits and crowd density should be set with consideration to the type of event, audience type, activities, egress points, impact to surrounding properties and roads, and emergency exits.
- Attendance must not exceed one person per five metres squared unless specifically approved in writing by AAC.
- AAC may impose limits at their absolute discretion.

## 12. The Following are Prohibited Events and Activities

- Operation of professional events centres or commercial events venues.
- Events primarily focused on amplified music.
- Events involving pyrotechnics or open flames.
- Events that may cause safety issues or breach legislation.
- Events likely to disturb neighbours or damage airport infrastructure.
- Events involving inappropriate or illegal content or conduct.

## 13. Smoking, Filming and Behaviour

- Smoking, vaping and e-cigarettes are prohibited inside hangars, within 10 metres of entrances/exits, and anywhere airside.
- Filming or photography within airside or restricted areas requires AAC approval in accordance with AAC *Commercial Filming & Photography Policy*.
- The Licensee must ensure safe and respectful behaviour by attendees.

## 14. Emergency Access and Obstructions

- No vehicles, structures, equipment or objects may block emergency access routes, public roads, operational areas or tenant access.
- Any obstruction must be removed immediately upon AAC direction.

## 15. Noise, Lighting and Environmental Controls

- Lighting must not cause glare or distraction to pilots or interfere with aircraft operations.
- Excessive noise is not permitted, and AAC may impose limits.
- The Licensee must manage waste appropriately, provide bins, ensure regular collection and leave the area clean.

## 16. Damage, Make-Good and Cleaning

- Any damage caused must be reported to AAC immediately.
- At the end of the Event, the Event Location must be returned to pre-event condition.

## 17. Aviation Safety Override

- AAC may suspend, restrict or terminate the Event immediately if it presents a risk to aviation safety, airport operations or emergency response capability.

## 18. Confidentiality

- The Licensee must keep AAC's confidential information confidential except where disclosure is required by law.

## 19. Release, Indemnity and Liability

- The Licensee uses the airport at its own risk and releases AAC from liability except where caused by AAC's negligence or willful misconduct.
- The Licensee indemnifies AAC against claims, losses and costs arising from the Event.

## 20. Breach and Termination

- AAC may terminate the Licence if payment remains unpaid 7 days after a demand.
- AAC may require remedy of breaches within 7 days, or immediately if the Event is less than 7 days away.
- AAC may terminate immediately for insolvency events.
- On termination the Event must not proceed and the Licensee must leave the airport in good condition.

## 21. GST

- GST applies in accordance with the A New Tax System (Goods and Services Tax) Act 1999 (Cth).

## 22. Consents, Waiver and Severability

- AAC may give or refuse consent at its absolute discretion.
- Failure to exercise a right is not a waiver.
- Any invalid provision is severed and the remainder continues.

## 23. Airports Regulations Clause

- This Licence includes the clause required by Airports Regulations 1997 (Cth), regulation 2.17.
- The Licence terminates automatically if it results in a person obtaining the ability to control the airport or a substantial part of it.
- Any sub-licence must contain an equivalent clause.
- This ensures the Licence cannot transfer operational or strategic control of the airport.

## 24. Governing Law

- These Terms and Conditions are governed by the laws of Queensland.

## 25. Priority of Documents

- If there is any inconsistency, the Licence (including *Special Conditions & Event Management Plan*) prevails, followed by these Terms and Conditions.