



TICKET SALES APPROVAL FORM

This form must be lodged at the Office of Operations & Commercial Services,
a minimum of **ONE WEEK** prior to the proposed event.

Sales can only occur upon final authorisation from the Office of Operations & Commercial Services.

Name of event tickets being sold for:

Organiser's name: Student Number:

Contact numbers:

Email address:

Proposed dates:

Proposed times:

Proposed venue:

Will equipment/structures not owned by Bond be brought onto campus? YES / NO

If yes; please specify:

Is the event you are selling tickets for occurring on campus? YES / NO - If yes; event no:

Is poster approval required? YES / NO (approval through Student Council)

Organiser's signature: **Date lodged:**

Bond University Student Association (B.U.S.A.) Approvals:

Poster approval:
Name: Signature: Date:

This event is NOT occurring on campus:
Name: Signature: Date:

This event IS occurring on campus:
Name: Signature: Date:

Office Use Only:

Operations Approval:
Name: Signature: Date:

Infra lodged Date: Infra no:

Facilities Management – equipment requirements:

Chairs: Tables: Pin Board: Power Box:

Other:

BOND UNIVERSITY
GENERAL FUNCTIONS TERMS AND CONDITIONS

Definitions

In this document Bond includes Bond University Limited and Bond University Services Ltd, and any related bodies corporate.

Set-up, Decorations and Damage

1. You are responsible for taking all reasonable precautions to protect the venue, equipment, exhibits or other property of Bond.
2. You are not permitted to alter any Bond building or land in any way without obtaining specific written permission. This includes but is not limited to: nailing, screwing, attaching adhesive, painting or drawing on any building surface, tree or fixture, covering any light, fire detection or power supply fitting, restricting access to any doorway, corridor, roadway or path.
3. You may not disconnect or isolate any building safety device including smoke detectors or alarms.
4. You may not hinder access to any emergency exit within the area. It is illegal to prop open any emergency access door unless an evacuation situation occurs.
5. You must seek written approval from Bond prior to using any displays and/or decorations, other than usual table decorations, for the event.
6. There will be no charge for equipment borrowed, however charges will be incurred if any items are broken or not returned. This fee will be charged to the student's account.
7. Any damage caused to Bond property during or as a result of the event or function, whether caused through your own action, the actions of guests, contractors or sub-contractors before, during or after the function, will be your financial responsibility.
8. Bond will not be responsible for any damage to or loss of merchandise or belongings located or left in any venue prior to, during or after an event or function. We therefore recommend that you arrange your own appropriate insurance.

Security and Safety

You and your guests must follow all instructions from security personnel or other authorised officer(s) of Bond. You must report any safety incident, including first-aid incidents, to campus public safety on extension 51234 and ensure that an incident report is completed.

Cleaning

If, in Bond's opinion, the venue is left in an unsatisfactory condition, a cleaning charge may be levied.

Advertising and Endorsement

Unless specifically authorised in writing by Bond, any advertising for conferences, functions or events must clearly indicate that Bond is the venue for the event and in no way endorses and is in no way academically linked to your business or the conference, function or event.

Entertainment and External Contractors

1. If you engage a band or other entertainment to attend within the Bond premises, Bond may, in its sole discretion, stop, suspend or adjust the level of sound.
2. You must ensure that any external contractor or supplier supplies a copy of a Public Liability Insurance Certificate of Currency with coverage of at least \$10 million (or more if requested by Bond).

Special Conditions

1. You are not permitted to allow any Bond facility to be used for any illegal purpose.
2. Persons under the age of 18 may not be served or supplied with alcohol.

Cancellation

Cancellation with less than twenty-four (24) hours notice, and without due cause, may result in Bond University declining the provision of equipment for future event requests.

Basis of Agreement

Bond reserves the right to terminate any event without being held liable if you fail to observe or comply with directions from Bond.

I/We hereby agree to the above terms and conditions.

Dated this _____ day of _____, 2_____.

Name

Signature