



**TORRES SHIRE COUNCIL  
FACILITIES BOOKING ENQUIRY FORM  
THURSDAY ISLAND SPORTS COMPLEX & POOL  
& NGURUPAI SPORTS COMPLEX**

**APPLICANT'S DETAILS**

Name	Position/ Title	
<input type="text"/>	<input type="text"/>	
Organisation	ABN if Applicable	
<input type="text"/>	<input type="text"/>	
Postal Address		
<input type="text"/>		
Business Phone	Mobile Phone	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

**EVENTS DETAILS**

<b>Event/Activity Name</b>	<b>Event/ Activity Date</b>
<input type="text"/>	<input type="text"/>
<b>Event/ Activity</b>	<b>Additional Requirements</b>
Church Rally <input type="checkbox"/>	Rubber Floor Matting <input type="checkbox"/>
Community Meeting <input type="checkbox"/>	Tables & Chairs <input type="checkbox"/>
Fundraiser/ Charity <input type="checkbox"/>	Kiosk <input type="checkbox"/>
Sports Training <input type="checkbox"/>	Sporting Equipment <input type="checkbox"/>
Season Carnvial <input type="checkbox"/>	Mutiple Hire Booking <input type="checkbox"/>
Other: <input type="checkbox"/>	Other <input type="checkbox"/>

**Applications are to be returned to:  
TORRES SHIRE COUNCIL  
PO Box 171, THURSDAY ISLAND, QLD, 4875  
Email: [admin@torres.qld.gov.au](mailto:admin@torres.qld.gov.au)  
For enquires phone: 07 4069 1336**

**CONDITIONS OF HIRE**

**PLEASE NOTE:** it is an offence to undertake certain activities without prior approval under the Council Local Law.

**This application must be accompanied by:**

- Event Management Plan
- Local and site plans for the event/ activity
- Copies of any approvals/ licences for event/ activity
- Detailed statement of proposed event/ activity

**Council will impose conditions on approval of a venue booking which may include:**

- Payment of venue booking fees
- Payment of fees for services provided by Council
- Risk management plan, insurance and indemnities; and lodgement of a security bond

**PROPOSED EVENT / ACTIVITY DETAILS**

**1. Event / Activity Dates/ Times**

Day and dates Event/ Activity


Hours of Operation of Event/ Activity


Bump in Dates & Times


Bump Out Dates & Times


**2. Provide a detailed statement of proposed event/ activity**

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**3. Approximate attendance during your event/ activity**

Attendees/ participants

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Staff/ Officials

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**4. Infrastructure and equipment**

Will there be any structures or equipment used during the event/ activity?  
(ie marquees, tables, chairs, sporting infrastructure eg volleyball & futsal nets)

Yes                       No

Site plan attached?       Yes               No

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**5. Other information**

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**6. Other approvals required for events/ activities**

Will you provide or sell food?                       Yes               No

Will you be fundraising?                               Yes               No

If you ticked YES in one or more of the above aboxes you may need to seek other approvals, licences, or permits for your event.

**7. Public Liability Insurance**

Copy of Public Liability Insurance Certificate of Currency attached?

Yes                       No

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_