This form must be returned to the Event Planning Manager **no later than 2 weeks prior** to the move in of the event. The Event Organiser will be advised if approval is granted.

**The permission to undertake this activity is not authorised until the indemnity is signed by the person who has signed the BCEC Hirer’s contract for the event.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | |
| Applicant’s Name: |  | | | | Position: |  | |
| Company: |  | | | | Phone: |  | |
| Email: |  | | | | Date of Permit  Application: |  | |
| Event Name: | \*Event Name\* | | | | Event Date/s: | \*In Date\* - \*Out Date\* | |
| Name of BCEC Event Planning Manager: | \*First Name - Primary Coordinator\* \*Last Name - Primary Coordinator\* | | | | Area of activity  *e.g. Hall 1;P1-5:* |  | |
| Applicant’s Signature: |  | | | | | | |
| **Purpose - *This permit applies only to stages above 600mm in height*** | | | | | | | |
| Stage rail removal  *(indicate rear and/or side)* |  | | | | | | |
| Use of stairs with no handrail (*front presentation stairs only)* |  | | | | | | |
| Other - *specify* |  | | | | | | |
| **Documents Required** | | | | | | | **Attached**  **Yes** |
| Complete risk assessment of alteration/s requested identifying all potential risks and control solutions. | | | | | | |  |
| Certificate of currency of public liability insurance not less than $20 million. | | | | | | |  |
| **Requirements** | | | | | | |  |
| Edge delineation of stage pieces with white gaffer tape. | | | | | | | |
| Provision of a ‘No Go Zone’ one metre from edge where rails removed and marked with white gaffer tape. | | | | | | | |
| Provision of a stage manager to control access on stage at all times or a hostess to assist with access to the stage. Stage safety briefing to be given to all users of stage.  **Egress off stage must be via a railed set of stairs.** | | | | | | | |
| Completion, signing of and return of this document indemnifying Brisbane Convention & Exhibition Centre (BCEC) of any and all liability with regards to the stage alteration or configuration as requested. Indemnity to be signed by the Client (not Production Company) as per the BCEC contract hirer conditions (copy available from BCEC Events Department). | | | | | | | |
| BCEC will determine the requirements necessary for your permit to be issued. Where there are safety concerns with this activity BCEC reserves the right to cancel the permit without notice. | | | | | | | |
| **Workplace Health & Safety (WHS) Requirements** | | | | | | | |
| 1. The Hirer must comply with and perform all WHS obligations under all Acts, regulations and legislation. 2. The Hirer must comply with and perform all obligations under the *BCEC Guidelines - WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors.* 3. The Hirer is solely responsible for ensuring that any third parties engaged to carry out any works for or at the named event: 4. Comply with point 1 & 2 above 5. Are in possession of required safety documentation in relation to their event any associated activated undertaken by themselves or by third parties, including (but not limited to): 6. Risk Assessments (RA) for activities 7. Safe Work Method Statements (SWMS) for activities 8. Safety data sheets (SDS) 9. Current licensing; and 10. Certificate of Currency – public liability not less than $20 million | | | | | | | |
| **Signing of Release and Indemnity** | | | | | | |  |
| **This section can only be filled out by BCEC’s client; no 3rd parties.** | | | | | | | |
| I, as the above-named person requesting this permit, hereby release and discharge BCEC and owner and their respective representatives from liability which they may have to the person named on this permit whatsoever or howsoever, arising out of the dated event indicated above and its use of BCEC.  I further agree to indemnify BCEC management and owner and their respective representative against:   1. Loss of or damage to property; and 2. Claims by any person in respect to personal injury or death, or loss of or damage to any property.   But our liability to indemnify BCEC and owner and their respective representatives shall be reduced proportionately to the extent that any act or omission of BCEC and owner and their respective representatives may have contributed to the loss, damage, death or injury.  The release will not apply to the extent that it would avoid, invalidate or breach any policy held or maintained by their person and company indicated above.  Name:  Signature:  Date: | | | | | | | |
| BCEC Event Number: | |  | Approved/Declined: |  | | | |

**This activity is not approved until confirmed by the Safety Department.**

Managed by ASM Global (Convex) Pty Ltd. ABN 058 298 374