

# Marquee Hire Procedure



## Descriptor

A versatile tent suitable for sports carnivals and community events. Easy to erect, pop-up framing. The marquee also has sides which were not used for the photo. Size – 4m x 8m x 3.5m to the highest point

## Hiring Costs

headspace provides the marquee FREE as a service to schools and community groups.



We at headspace would be grateful if you would help us in two ways:

1. Take a photo of your group using the tent and circulate to headspace and to your school community/other community and
2. Promote the headspace message by kindly including the message in the box to the right > in your school newsletter or circular to members.

headspace offers easily accessible, free services in a youth friendly environment to support our young people, leading to better social outcomes for the whole of the Townsville Community.

It's about making sure that the young people of Townsville have the best support, access information and services for their health and wellbeing.

For an appointment or more information:

PHONE: 4799 1799  
WEB: [headspace.org.au/townsville](http://headspace.org.au/townsville)  
EMAIL: [Youthheadspace@naphl.com.au](mailto:Youthheadspace@naphl.com.au)

## Ten Step - Hiring Procedure

### Before the Event

1. Please complete two forms from website:  
(1) **Application Form** -Use headspace of Marquee (2) **Commitment Sheet** -Use headspace of Marquee
2. Email /Fax both forms to headspace (to be received at least twenty-one days prior to the event)
3. If the marquee is available for the dates requested, headspace will forward to you a **Booking Confirmation Sheet** by email. Please note - booking is NOT confirmed until confirmation sheet has been received. (headspace staff will phone you, if marquee is already booked for the dates requested)
4. Please print **Booking Confirmation Sheet** as proof of booking and bring to headspace on day of collection
5. Collect the marquee from headspace, 2 - 14 Sporting Drive, Thuringowa Central 4817, the day prior to your event [Mon to Fri 9am – 4pm]. A deposit of \$100 is requested at time of collection. This deposit will be totally refunded, provided the tent is not damaged
6. The marquee is yours to enjoy!

### After the Event

7. Please return the marquee within 48 hours, after the completion of your event
8. Please forward a photo using the tent to headspace
9. Please promote the headspace message in your community (Newsletter Message provided)
10. Please promote "wellbeing" in your community (Tips for Wellbeing provided)

# Application Form

## Use of **headspace** Marquee

Please email or fax this form, together with "Commitment Sheet"  
at least **TWENTY-ONE** working days prior to your event

**Attention – headspace CASR**

EMAIL [youthheadspace@naphl.com.au](mailto:youthheadspace@naphl.com.au) / FAX (07) 4799 1798

---

Name of School/  
Community Group:

---

Address of School/  
Community Group:

---

### CONTACT PERSON

Name:

Position in your  
Organisation:

Email:

Phone:

Mobile:

---

### SECOND CONTACT

Name:

Mobile:

---

Name of Event:

(for which marquee is requested)

Date of Event:

Purpose of Event:

---

Collection Date & approx.

Time:

Return Date & approx.

Time:

Deposit on collection \$100. Fully refunded on return of the tent, provided not damaged.

---

Is the event covered  
by insurance?

Yes

No

To be signed by a person who has authority to sign on behalf of the organisation

Name:

Signature:

Office Use Only  
Booking Number  
Arranged By

# Commitment Sheet

## Use of **headspace** Marquee

Please email or fax this form, together with "Application Form"  
at least **TWENTY-ONE** working days prior to your event  
**Attention – headspace CASR**  
EMAIL [youthheadspace@naphl.com.au](mailto:youthheadspace@naphl.com.au) / FAX (07) 4799 1798

On behalf of

(Name of school/community group), I

(Name of person

of authority) commit to ensuring all reasonable care is taken with the use of the headspace tent.

Our group will aim to ensure:

1. The safety of all persons associated with use of the tent
2. The tent is handled with care, not damaged and returned as agreed, so available in excellent working order, for continuing use by other community groups
3. If any problem issues arise – damage, pop-up not working properly, other issues - that a brief report will be submitted in writing, on return of the tent
4. A positive message will be conveyed to the wider community through use of the tent.
5. Actions associated with use of the tent by our group will not bring headspace into disrepute in any way.

We would be happy to:

1. Provide a photograph of our group using the tent.
2. Promote the headspace message to our community
3. Promote tips for wellbeing.

Name:

Signature:

**Thank you for using the **headspace** marquee.**  
**Best wishes to your group for a safe, happy and successful event!**

**The **headspace** team**

**contact details**  
**headspace Townsville**  
**2 - 14 Sporting Drive**  
**Townsville QLD 4814**

**Phone (07) 4799 1799 | Fax (07) 4799 1798**

Office Use Only  
Booking Number  
Arranged By