



Event Questionnaire - Initial Inquiry

Thank you for your enquiry to hold an event at the Caboolture Airfield. The airfield is privately run, operated by the Caboolture Aero Club\*\* via a lease with the local Moreton Bay Regional Council.

In accordance with this Lease, our Insurers and our Club the following questionnaire needs to be submitted to the Aero Club Committee for approval. Caboolture Aero Club committee approval in writing must be received by you prior to any notices of your event being made public.

Our Committee will not delay your event, we understand the tight timeframes of staging an event, however to cover both you as the event holder and ourselves we need to receive this information.

1	Name the organiser of the event (persons, club, company, etc.)	
2	Date(s) of proposed event	
3	Hours of operation on <u>each day</u> of the event (per day, if required)	
4	Number of people attending the event on <u>each day</u> (per day, if required)	
5	Number of cars requiring parking on <u>each day</u> of the event	
6	Number of visiting aircraft requiring parking on <u>each day</u> of the event (per day, if required)	
7	Is food/catering* being provided? Yes / No If so, by whom?	
8	Are Joy Flights* being offered? Yes / No If so, by whom?	
9	Describe your event including purpose, mudmap and daily schedule including airside and non-airside components of your event (attach if insufficient space)	
10	Your aviation event will need to adhere with the Caboolture Aero Club Operations Manual. A copy is available on our website. Have you read and understood the Operations Manual requirements for your event?	Yes / No / not an aviation event
11	Will alcohol be available?	Yes / No
12	Have you read and understood the QPS Event Management Plan Brochure : <a href="https://www.police.qld.gov.au/programs/drugs/eventsafe.htm">https://www.police.qld.gov.au/programs/drugs/eventsafe.htm</a>	Yes / No
13	Are you aware a Permit for disrupting traffic, obtainable from the QPS (PT31), may be required for your event. (Permit applications currently required to be lodged 6 weeks prior to event date)	Yes / No
14	Have you read and understood the Moreton Bay Regional Council Event registration information on their website? <a href="https://www.moretonbay.qld.gov.au/general.aspx?id=5969">https://www.moretonbay.qld.gov.au/general.aspx?id=5969</a> Do you need to register your event? (upto 3months in advance)	Yes / No Yes / No

\* Liability Insurance Certificate of Currency to the value of at least \$10million is required

\*\* A Certificate of Currency of Caboolture Aero Club's Liability Insurance can be requested by the event organiser

Thank you for providing sufficient details of your event to allow our committee to assess your event.

Please email your completed questionnaire together with any other documents to the club address noted at top. The club's letterbox is located in McNaught Road outside Hangar 104 for delivery by hand or post.