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| **REQUEST FOR SERVICE****Tuesday Art Play 2023** |

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| DATE  |   |
|  ARTIST AND ACTIVITY PROVIDER DETAILS  |
| TRADING NAME / COMPANY NAME  |
|   |
|   |   |   |
| FIRST NAME/S | LAST NAME/S  |
|    |  |
| STREET ADDRESS  | CITY  | STATE  | POSTCODE  |
|   |  |  |  |
|   |   |   |   |   |
| CONTACT NUMBER/S *Daytime number required*  |    |
|  EMAIL ADDRESS  |    |
| SOCIAL MEDIA HANDLES WEBSITE  |  |
| Description term of ActivitiesProposed activities, materials used and how they align with the calendar of events.Outline how you will be flexible if workshops must go virtualOutline the tutor fee/ budget for the workshopsOutline how you will comply with COVID-19 Public Health Direction |  |
| ABN \*This is not a necessary requirement\*  |  |
| Registered for GST\*This is not a necessary requirement\* | Yes |  | No  |  |
| Term DatesEvery Tuesday during the term \*Circle / highlight which term you are interested in\* | **Term 1 Dates:**Tuesdays, 31 January – March 21 (8 sessions)**Term 2 Dates:**Tuesdays, 25 April – 13 June (8 sessions)**Term 3 Dates**: Tuesdays, 18 July – 5 September (8 sessions)**Term 4 Dates:** Tuesdays, 10 October – 28 November (8 sessions) |
| PUBLIC LIABILITY *You must have your own Public and Product Liability (min $20 Million)* *Please attach a copy of current policy* If not, are you willing to acquire Public Liability?  | INSURANCE COMPANY & POLICY NUMBER  | EXPIRY DATE  |
|    |    |
| BLUE CARD *Please attach a copy of current card* | CARD NUMBER  | EXPIRY DATE  |
| If not, are you willing to acquire a Blue Card? |    |    |
| First Aid Certificate \*This is not a necessary requirement\* |  |  |
| *Please complete this form and* *return to the*  | BY EMAIL  | IN PERSON  |
| gragm@gladstonerc.qld.gov.au | Cnr of Goondoon & Bramston StreetsGladstone QLD 4680  |

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| --- | --- |
|  **CHECKLIST** |   |
| ACTION  | TICK ax |
|  Copy of current First Aid certificate  |   |
|  Copy of your certificate of currency of Public Liability Insurance |   |
|  Copy of current Blue Card  |  |