

QPAA Recreation Club Conditions of Use

RESPONSIBLE PERSON

The QPAA Recreation Club is available for hire to all current/the former serving police officers as well as staff members under the following conditions:

- * The hirer of the QPAA recreation club is hereby nominated as the Responsible Person for the function and must be a current sworn/past police officer or staff member
 - * The Responsible Person must complete a QPAA Booking Form with contact details including commencement and finish times and reason for function. On signing the QPAA Booking Form You accept the QPAA Conditions of Use.
 - * The Responsible Person must remain on the premises at all times unless this responsibility is handed to a higher ranking officer or staff member.
 - * The QPAA is available for hire to family members of a Responsible Person. In being the Responsible Person nominated for the function YOU must REMAIN present at all times throughout the function. Private functions may contain non police personnel. As the Responsible Person you accept responsibility for the supervision of all persons present and are responsible for monitoring the behaviour of all invited guests.
 - * The Responsible Person must advise invited guests that the Qld Police Academy is a restricted area. Attendees must not be allowed to enter parts of the academy which are not part of the event including wandering of academy grounds accommodation block, classrooms and gymnasium area.
 - * The QPAA Recreation Club is a licensed premise and promotes the Responsible Service of Alcohol. Our staff continually monitor for breaches of the Liquor Act. Unduly intoxicated persons will be refused service and disorderly patrons will be asked to leave as per the QPAA Alcohol Management Plan.
 - * The QPAA has a no smoking policy enforced in the building. Smoking may take place at the designated smoking point on the outside veranda area.
 - * The QPAA Recreation Abides by the Queensland Police Academy Code of Conduct. Invited Guests should: Always conduct them selves in a manner which will bear the closest public scrutiny.
- * Comply with the QPS code of dress and appearance. No singlets should be worn and as a general rule enclosed footwear should be worn at all times.

CATERING/KITCHEN

The QPAA recreation club provides hirers the opportunity to self cater for their function. The QPAA provides the use of microwave, hotbox for warming foods, BBQ and utensils (hirer must supply own gas bottle) as well as plates, cutlery platters and serving bowls etc.

The preparation of all food must be confined to the kitchen area. Caterers and other persons using the QPAA recreation club kitchen must leave it in a thoroughly clean condition including the cleaning of all utensils plates etc used throughout their function.

BUILDING DECORATIONS & EQUIPMENT

No changes shall be made to any area without the approval of the QPAA management committee. This includes affixing decorations or items of equipment, painting or marking any surfaces, and similar activities. Any decorations brought into our venue must be removed by hirers prior to the completion of their function. All tables and chairs removed or altered throughout the night must be transferred back to their original set-up before completion of your function. It is expected that the Jim O'Sullivan Recreation Club will be left in a condition suitable for immediate use at all times.

BOOKING FORM

I/We.....

Am currently a serving police officer or employee (staff member) of the Qld Police Service. I understand that I am nominated as the responsible person for the function and must be in attendance for the entirety of the function

Rank.....

Payroll No.....

Station.....

Home Address.....

Work Phone.....

Mobile Ph.....

Home Email Address.....

Work Email Address.....

Date of Function

Type of Function.....

Expected number of guests

Today's DateSignature:.....

Package Options

(Please circle option)

Function Hire Only Package Cocktail Package

Buffet Package Alternate Drop Package

Booking Fee Paid Yes/No Amount

If you are not the person responsible for holding the function and are only nominated as the Responsible Person please provide the following details.

Name of Person Holding Function.....

Home Address.....

Work Phone.....

Mobile Ph.....

Home Email Address.....

Work Email Address.....

For further information Please Contact Manager QPAA

Sergeant Dave Wilkinson Physical Skills Section

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