



## SAFE SPACE (POP UP) REQUEST FORM

Please forward completed form to [info@bacc.org.au](mailto:info@bacc.org.au)

### CONTACT DETAILS

Name:	Position:
School/Organisation:	
Address:	
Phone:	Email:
Mobile:	

### REASON FOR REQUEST

What is the purpose of the pop up?

*I.e., Significant days (Youth week, Harmony day etc), sharing information and knowledge of services in the area etc.*

What outcomes are you hoping to achieve?

### DATES & DURATION

Term(s)	1	2	3	4
Day of the week:				Date:
Start time:				Finish Time:
Venue (eg: school hall, outdoor space etc):				
<b>Please note:</b>				
<ul style="list-style-type: none"> <li>Requests must be received and approved at least 2 weeks prior to the pop up date.</li> <li>BACC staff are required to complete a risk assessment of the venue prior to the event date.</li> </ul>				

### STUDENTS

Approx. no. of students:
Students who identify as Aboriginal Torres Strait Islander:
Does BACC have permission to take and use photographs of students for promotional purposes? <i>(please circle)</i>
<b>Yes</b> <b>No</b>
<p><i>Signage will be displayed throughout the event and photographer will be wearing a hi-vis vest. Students/teachers can ask to not have their photo taken on the day.</i></p>

Does BACC have permission to use the school logo for promotional purposes? *(please circle)*

**Yes      No**

**For further information please contact BACC on 9626 5312**

*Office use only*

*Application successful?      Yes / No*

*Confirmation email (date): \_\_\_\_\_*

*Photo Consent discussed?      Yes / No*

*Projector/Screen available?      Yes / No*

*Whiteboard available?      Yes / No*

*Additional Comments/ Information:*