



ACTIVITY APPLICATION FORM

Canberra Muslim Community Incorporated
140 The Valley Avenue, Gungahlin ACT 2912
ABN: 87 932 587 803

INSTRUCTIONS: Complete all sections of this form and email it to ec@gungahlinmosque.org.au at least 14 days before your proposed activity date. Incomplete applications will not be processed. Attach all supporting documents in the same email. The CMC EC will acknowledge receipt within 3 business days.

SECTION A — ORGANISER / APPLICANT DETAILS

Full Name of Organiser / Representative:	
Organisation / Group Name (if applicable):	
Position / Role:	
Contact Phone Number:	
Contact Email Address:	
Postal / Residential Address:	

SECTION B — ACTIVITY DETAILS

Name / Title of Activity:	
Purpose / Description of Activity:	
Type of Activity:	

☐ Religious / Educational

☐ Community Event

☐ Food Service

If "Other", please specify:

SECTION C — DATE, TIME & VENUE

Proposed Date:		Day of Week:	
Start Time:		End Time:	
Setup / Access Time Required From:		Pack-up Completed By:	

Is this a recurring activity?		If yes, frequency:	
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Mosque Area / Space Required:	
Any specific equipment or setup required?	

SECTION D — EXPECTED ATTENDEES ★ MANDATORY

IMPORTANT — Insurance & Safety Requirement

You MUST declare the expected number of attendees. This information is required for mosque insurance coverage and safety planning. Applications without attendee numbers will not be processed. If actual attendance is expected to exceed your declared maximum by more than 10%, you must notify the CMC EC

Minimum Expected	Maximum Expected	Expected Gender Mix	Children Under 18?
		Men only / Women only / Mixed	Yes / No

If children are attending, what supervision arrangements are in place?	
Has a Working With Children Check (WWCC) been completed for all adults supervising children?	

SECTION E — FINANCIAL DETAILS

☐ Free / No charge to attendees	☐ Fee-based	☐ Fundraising / Donation collection
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Note: The use of Gungahlin Mosque premises is not intended for commercial activities. However, any individual, group, or organisation collecting fees for activities conducted on mosque premises is required to contribute towards the mosque's operational expenses (including utilities, cleaning, and insurance), through an agreed facility hire fee. The contribution amount must be agreed in writing with the CMC EC before the activity commences.

SECTION F — INSURANCE & RISK

The Gungahlin Mosque (CMC Inc.) insurance policy covers most standard activities on premises. Separate insurance is only required for activities involving external professional practitioners, commercial operators, high-risk physical activities, or where a third party requires independent coverage. See Section 6.2 of the Gungahlin Mosque Activities Management Policy for details.

☐ Covered under mosque CMC Inc. policy (standard activity)	☐ Separate insurance required — certificate attached
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If separate insurance: Insurer name and policy number:	
Certificate of currency attached? Yes / No / Not applicable	

Describe any known risks associated with this activity:	
What risk mitigation measures will be in place?	
Will a first aid kit be available on site? Yes / No	
Name and contact of person responsible for safety on the day:	

SECTION G — THIRD PARTY VENDORS & EXTERNAL SERVICES

☐ No external vendors or contractors involved	☐ External vendors / contractors involved (complete below)
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Name(s) of external vendors / contractors:	
Nature of services provided:	
Do external vendors hold their own public liability insurance? Yes / No	

SECTION H — SUPPORTING DOCUMENTS CHECKLIST

Document	Attached?	Notes
Activity plan / program outline	Yes / No / N/A	
Risk assessment	Yes / No / N/A	
Certificate of insurance (if separate cover required)	Yes / No / N/A	
WWCC certificates (if children are involved)	Yes / No / N/A	
Food handler certification (if food service)	Yes / No / N/A	
Qualifications / certifications of instructors	Yes / No / N/A	

SECTION I — DECLARATION & APPLICANT SIGNATURE

I declare that:

- ☐ All information provided in this form is true, accurate, and complete to the best of my knowledge.
- ☐ I have read and understood the Gungahlin Mosque Activities Management Policy and agree to comply with all its terms and conditions.
- ☐ The activity will be conducted in accordance with Islamic values, Australian law, and all relevant health and safety requirements.
- ☐ I understand that the CMC EC and Gungahlin Mosque accept no liability for any loss, injury, or damage arising from this activity.
- ☐ I accept full responsibility for the safety, supervision, and welfare of all participants, including children, during this activity.
- ☐ I will notify the CMC EC immediately if actual attendance is expected to exceed the declared maximum by more than 10%.
- ☐ I understand that approval of this application does not guarantee use of the premises and is subject to CMC EC review and scheduling availability.

Full Name:	Organisation / Group:
Signature:	Position / Role:
Date Submitted:	Contact Number:

SECTION J — FOR EXECUTIVE COMMITTEE USE ONLY

Application Received By:		Date Received:	
Acknowledged to Applicant:	Yes / No	Date Acknowledged:	
EC Meeting / Review Date:		Decision Date:	
Decision:		Approved / Approved with Conditions / Declined	
Approved Timeslot:		Insurance Verified:	Yes / No / N/A
EC Authorising Officer:		EC Officer Signature:	

EC Notes / Conditions of Approval:	
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