



## Event Medic Coverage Booking Request

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### Your details

Organisation Name:			
Contact person:		Phone:	
Contact Email:			

### Event details

Date(s) of event	<p>____/____/____ - ____/____/____</p> <p>For multi-day events (please tick applicable box below)</p> <p><input type="checkbox"/> Overnight coverage required (i.e.- 24/7 coverage for the duration of the event)</p> <p><input type="checkbox"/> On-Call after hours (*Call out fees apply)</p> <p><input type="checkbox"/> We do not require overnight coverage</p>
Event Times	<p>Event start time: _____ Event finish time: _____</p> <p>What time do you require our staff onsite? _____</p> <p>How long after the event do you require our staff to stay? _____</p> <p><small>(Please note we charge 1 additional hour for pre-event check equipment checks + local travel. Additional travel charges may apply depending on event location).</small></p>
Type of event	<p><input type="checkbox"/> Motor Sport   <input type="checkbox"/> Equestrian/Bull Ride   <input type="checkbox"/> Music Festival/Concert</p> <p><input type="checkbox"/> School   <input type="checkbox"/> Corporate   <input type="checkbox"/> Sports   <input type="checkbox"/> TV/Film   <input type="checkbox"/> Aquatic   <input type="checkbox"/> Other: _____</p> <p>Are you associated with an governing body/association? _____ (Many governing bodies have set standards for the level of coverage required. This will help us determine the number and level of staff required. See description.)</p> <p>If yes, please provide details: _____</p>
Event details	<p>How many people are likely to attend the event? _____ (staff ratios apply)</p> <p>Will there be alcohol for sale? _____</p> <p>Is there a likelihood of recreational drug use at the event? _____</p> <p>Will you provide a room or marquee for our staff to work? _____</p> <p>If yes, will there be power/lighting available in this room? _____</p>
Staffing	<p>What type of staff do you require? *Certain events require Health Care Professionals</p>



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	<input type="checkbox"/> <b>Medic</b> (typically 2 <sup>nd</sup> or 3 <sup>rd</sup> year Paramedic/Nurse student) <input type="checkbox"/> <b>Sports Trainer</b> <input type="checkbox"/> <b>Lifeguard</b>  <input type="checkbox"/> <b>Health Care Professional</b> (Registered Nurse/Paramedic- Additional charges apply)  (We will discuss your needs with you prior to the event including a basic risk assessment to help us determine the level of cover your event requires).
Multi-day events only	Will you provide accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, please provide details (eg- What style of accommodation, will there be power available?): _____  _____

**Additional information:** Is there any other relevant information we should know about? (e.g.- Poor phone reception, 4WD access only etc). Please provide below:

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### Booking terms and conditions

- 50 % deposit required for all event medic coverage unless prior arrangement has been made with Category 5 Emergency Care.
- Additional fees will be charged if the event runs over the quoted/scheduled times.
- Fees must be paid in full prior Three (3) business days prior to the start of any course/event unless prior arrangement has been made with Category 5 Emergency Care. Category 5 reserves the right to withdrawal services if payment is not made within the required timeframe.
- An administration fee of 25% of the invoice total will be charged if full payment is not made by the due date.
- Payment can be made by the following methods:
  - Cash, Direct Deposit, Credit Card,.
  - Payment by Credit Card will attract a 1.5% surcharge (Visa & Mastercard).
  - We do not accept cheque or American Express
- Any discount offered is subject to terms agreed at time of booking and only applies if fees are paid by the due date. If fees are not paid by the due date any discount will be automatically forfeited and the full amount charged.
- Fees that are not paid by the due date will incur the following late fees:
  - 5% of the invoice total in addition to the original invoice total
  - a further 5% of the invoice total for every further 7 days where the invoice goes unpaid in addition to the original invoice amount
- Debt recovery action will be taken for fees unpaid after 90 days from due.

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### Event Cancellations

- Category 5 Emergency Care reserves the right to cancel our services at any time prior to or during an event if at any stage we feel the safety and wellbeing of our staff are jeopardised. (Pro rata refund may be available depending on circumstances of cancellation.)
- If an event is cancelled by the client: The following administrative fees apply:
- More than two weeks (14 days) prior to the event– Full refund of medic coverage fees\*
- Less than two weeks (14 days) prior to the event – 25% of medic coverage fee\*
- Five (5) business days but more than two (2) business days prior to the event – 50% of medic coverage fee\*
- Less than two (2) business days from start of course): 100% of invoice total (inclusive of medic coverage fees & travel expenses)

\*Refund is for event medic coverage (onsite) fees only. The client will still be charged for any costs involved with travel cancellations. (Pre-booked flights, accommodation etc.)