



VENUE 114 Conditions of Hire

Definitions

- **'Hirer'** means the person or body specified in Part 1 of the Venue Hire Application Form.
- **'Council'** means Sunshine Coast Council.
- **'Regular Hire'** means more than 10 bookings over a twelve month period.
- **'Casual Hire'** means less than 10 occasions per twelve month period.
- **'The Venue'** means Venue 114 owned and operated by Sunshine Coast Council.
- **'Booking'** means the event in which the Hirer is booking the venue for.
- **'Hire Period'** means the time of entry into the venue, including set up time, until the cessation of the event and/or the completion of pack-down and complete vacation of the venue by the Hirer and guests.

1 PROVISION OF SERVICE

Bookings

- 1.1 Bookings are made by completing a Venue Hire Application Form.
- 1.2 Tentative Bookings: A booking is tentative until confirmed. Tentative bookings will be held for fourteen (14) days from the date the tentative booking was made.
- 1.3 Confirmed Bookings: A booking is confirmed once the signed Event Agreement and a copy of the \$20M Public Liability Insurance Certificate of Currency have been received, and the 25 % non - refundable deposit has been paid. The balance of hire fees will be invoiced at the conclusion of your event with the exception of Private Functions which must be paid in full fourteen (14) days prior to your Booking date.
- 1.4 Council reserves the right to refuse or cancel any booking/s that do not comply with these Conditions of Hire.
- 1.5 Bookings for Regular Hire can only be made up to 14 months in advance.
- 1.6 Bookings for Casual Hire can only be made up to 18 months in advance.
- 1.7 The person completing the Venue Hire Application Form, and whose signature appears on the Event Agreement, is subject to these Conditions of Hire, and must be over 18 years of age.

Booking Cancellations

- 1.8 Council may cancel the booking with two (2) weeks' notice if:
 - The venue is required for Shire, State or Federal elections
 - Repairs or alterations to the venue are required
- 1.9 Council may cancel a booking with minimal notice if:
 - In the event of an emergency i.e.: natural disaster and/or Venue 114 is required to be available as an Evacuation Centre
 - The hire fees and/or security bond have not been paid within the allocated timeframe
 - The Hirer has not provided appropriate evidence of \$20 Million Public Liability Insurance
 - Council becomes aware that the event, goods or services proposed to be held/ used/ provided by the Hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to Council
 - Cessation of or interruption to water or electricity supply
 - In the event of emergency repairs being required, breakdown of any facilities or machinery or unavailability of essential equipment, supplies or services
- 1.10 The Hirer agrees, under the Conditions of Hire, to accept cancellations as detailed and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof.

- 1.11 The Hirer must give Council at least two (2) weeks written notice should the Hirer need to cancel a booking otherwise charges will apply. Cancelled bookings forfeit the 25% deposit paid.
- 1.12 If the Hirer cancels a booking within seven (7) days of their event date, the full venue hire fee, plus any expenses incurred by the venue, will be charged.
- 1.13 Regular Hirers should note that Council reserves the right to cancel a booking by giving three (3) weeks' notice in advance, on up to six (6) occasions per calendar year.

Booking Postponements

- 1.14 At the discretion of the Venue Manager, a booking may be re-scheduled if written notice is given to Council more than three (3) weeks before the original booking date and the new booking date is within (3) three months. The paid 25% deposit will be transferred to the new booking at the discretion of the Venue Manager. If outside of these times the 25% deposit is forfeited and a new deposit raised for the new booking.

Deposit

- 1.15 A 25% non-refundable deposit must be paid within fourteen (14) days of issue to confirm the hirers booking. Deposit paid will be deducted from the total bill payable. Deposits are required for all bookings with the exception of regular hirers who are required to pay a bond prior to their commencement.

Limit of Hire

- 1.16 Where the entire venue is not booked, Council reserves the right to permit other events to take place within the venue at the same time.
- 1.17 Council reserves the right to allocate alternative spaces for Regular Hirers.
- 1.18 Events must conclude by midnight.
- 1.19 No refunds will be given to those Hirers who finish their event prior to the scheduled completion time.
- 1.20 The Hirer is required to remain on site until the conclusion of the event to ensure all responsibilities are undertaken including any cleaning or pack down required.
- 1.21 Minimum Hire Period is two (2) hours (weekday) and three (3) hours (weekends).

Sub-Letting

- 1.22 No spaces hired within the building shall be sub-let.

Third-Party Agreements

- 1.23 In the event of the Hirer engaging third parties as part of their booking, the venue is to be notified before the Hire Period. The Hirer is responsible to ensure at its own expense that all permits, rules, laws, regulations and insurances of any third parties are adhered to and will release Council from, any claim, loss, damage, theft or injury to any person or property arising from the third party in relation to your Booking.



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2 FEES & CHARGES

- 2.1 Fees and charges are costs for the use of the venue and its facilities and equipment. Fees and charges are adopted by Council at the beginning of each financial year and are not negotiable.
- 2.2 Registered not-for-profit groups are required to provide supporting documentation to qualify for community rates.
- 2.3 Regular Hirers will be invoiced at the end of each month.

Security Bond

- 2.4 A security bond is required as security against loss, theft and damage to the building and/or any fittings or furniture within the building, and penalty cleaning charges.
- 2.5 The payment of a security bond amount as determined in the scheduled fees and charges is required to be paid fourteen (14) days prior to the event date.

3 CONDITIONS

Affiliations

- 3.1 Council is affiliated with the Queensland Government Companion Card Scheme. The scheme operates to ensure an equitable and consistent approach to admission arrangements for people with a disability who require the support of a carer / companion and is underpinned by the Commonwealth Equal Opportunity Act (1986) and Disability Discrimination Act (1992). The scheme allows the carer / companion admission to all ticketed events at Venue 114 at no charge and in the same price reserve as the cardholder. Tickets issued under the scheme are issued at no cost to the Hirer and are drawn from available seats at the time of issue. A current registered Government Companion Card is required to qualify for the free of charge ticket.

Alcohol

- 3.2 No BYO alcohol is permitted.
- 3.3 If alcohol is intended to be sold or supplied at Venue 114, this must be indicated by the Hirer on the Venue Hire Application form.
- 3.4 The Hirer must comply with the legislation under the jurisdiction of the State Government's Liquor Licensing Division. Please visit www.olgr.qld.gov.au for more information.
- 3.5 Commercial entities supplying complimentary alcohol must contact Liquor Licensing for details before the Hire Period www.olgr.qld.gov.au.
- 3.6 Qualified security personnel will be required at events where alcohol is served, at the discretion of the Council and/or in accordance with the licence/permit obtained. Venue Management will organise security staff on behalf of the Hirer and costs will be charged to the Hirer.
- 3.7 Under no circumstances is alcohol allowed to be consumed outside the designated area or carried off the premises.

Animals

- 3.8 Animals are not permitted in the venue, with the exception of assistance dogs for impaired persons.

Broadcasting and publication

- 3.9 If during the Hire Period, the Hirer or any guests display, perform, broadcast, publish or in any way use any works or material which intellectual property rights subsist (including but not limited to copyright and moral rights) the Hirer must ensure that the intellectual property rights are not infringed and pay any royalties due to the appropriate association in respect of the use of the works or material.

Car Parking

- 3.10 No reserved parking is available.
- 3.11 Parking in undesignated spaces may incur an infringement.
- 3.12 Venue 114 staff have no authorisation to reverse infringement notices.
- 3.13 An event management plan including a traffic management plan may be required to be submitted for larger events.

Catering and Food Preparation

- 3.14 Venue 114 does not permit self-catering.
- 3.15 Hirers are to complete the Venue 114 Catering Details Form to specify the event catering requirements.
- 3.16 Failure to complete the Catering Details form indicates you are not having catering at the event.

Child Protection Requirements

- 3.17 Hirers whose activities include children under the age of 18 years must comply with current legislation with regard to Working with Children. This includes having undertaken appropriate risk assessments and holding a current Blue Card (unless the child's parents/guardians are on the premises). For more information refer to www.bluecard.qld.gov.au

Cleaning

- 3.18 Contract cleaners are employed by Council to service Venue 114, therefore the venue is guided by the contractor's rates that are an ancillary charge to the Hirer.
- 3.19 The cleaning fee is dependent upon the type of the event, size of the spaces hired and when the event takes place (e.g. weekday, Saturday or Sunday).

Commercial Kitchen Use

- 3.20 A commercial kitchen is available for hire in conjunction with an event. It is not available for exclusive hire on a regular, permanent basis.
- 3.21 At the completion of hire of the commercial kitchen, all surfaces, equipment and appliances must be thoroughly cleaned and restored to its proper condition. All bins must be emptied and rubbish removed. Council will engage professional cleaners if required and costs will be charged to the Hirer.

Damage, Breakages, Spillages and Theft

- 3.22 At the commencement of the Hire Period, the Hirer will notify Council of any obvious defects at the venue. The Hirer otherwise agrees to acknowledge that the venue is in suitable repair and clean condition at the commencement of the Hire Period.
- 3.23 The Hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings and contents, including any theft of any Council owned equipment by the Hirer or guests of the booking.
- 3.24 All breakages or spillages of any kind must be reported to venue staff immediately.

Disputes

- 3.25 Any dispute or difference arising from the hire of the venue will be dealt with in accordance with Council's Complaints Management Policy.

Electrical Equipment

- 3.26 All electrical leads must have current service test tags displayed at all times. Electrical leads must not be used where current tags are not displayed.
- 3.27 Any equipment installed by the Hirer under a separate agreement with the venue is exempt from any and all venue maintenance agreements.



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Fire / Fire Exits / Fire Fighting Equipment

- 3.28 Fire exits must be kept unlocked and clear of obstacles for a distance of two (2) metres at all times. The Hirer shall keep each corridor, passage and exit in the venue clear of obstructions and ready for use in an emergency. It is the responsibility of the Hirer to observe all venue signage relating to fire and safety precautions. The Hirer must not interfere with the fire doors and doors fitted with automatic closures.
- 3.29 Emergency equipment including fire extinguishers and hoses is located throughout the venue. A two (2) metre square area must be left clear around these safety items at all times. These are to be used only in the event of an actual emergency. Any use of these devices resulting in a false alarm and subsequent callout by the Qld Fire & Rescue Service will result in a fine charged to the Hirer.
- 3.30 The Hirer must advise if the fire extinguishers have been used in any way. If Council considers that the fire equipment is or has been used in an irresponsible manner the cost of inspection and replenishing will be charged to the Hirer.
- 3.31 Naked flames, candles, incense, smoke machines, fireworks, pyrotechnics, cooking (cooking other than in the commercial kitchen) or any activity that creates smoke or steam are not permitted in the venue at any time without prior approval from the Venue Manager. In the event of a Fire Alarm activation and subsequent callout by the Qld Fire & Rescue Service will result in a fine charged to the Hirer.

First Aid Supplies / Information

- 3.32 It is the responsibility of the Hirer to provide first aid supplies and administer any first aid they feel necessary during the Hire Period.
- 3.33 All first aid incidents must be reported to venue staff who are first aid trained and will complete an incident report.

Noise

- 3.34 The maximum volume permissible inside the venue is 90 decibels unless otherwise specified by the venue.
- 3.35 It is expected that the surrounding businesses and residents are respected. The Hirer is responsible for the preservation of good order during and following the Hire Period. Use of all amplifying equipment must cease at 11.00pm, unless approved otherwise by the Venue Manager.
- 3.36 Liquor licensing noise restrictions must be adhered to in accordance with any Liquor Licensing Permits in relation to the Booking.

Notices / Advertising / Media Releases

- 3.37 Notices or announcements of any event or function shall only be displayed in the venue or the grounds with the approval of venue staff.
- 3.38 All media and promotional information involving or naming the venue shall be provided to venue staff for approval prior to release. Outdoor signage may be displayed on site during the Booking Period only and must adhere to Council local signage laws.
- 3.39 Events open to the public will be advertised on Venue 114's website once the booking is confirmed. The Hirer will provide the venue with the required content as per the Marketing Fact Sheet.

Public Liability Insurance

- 3.40 The Hirer will be required to provide evidence of \$20M Public Liability Insurance cover for the Hire Period. A copy of the Certificate of Currency is to be submitted with the completed Venue Hire Application Form and prior to the Hire Period. In instances where certain factors exist, some Hirers may be

covered by Councils Liability Insurance Cover. Please talk to venue staff and refer to the Venue Hire Application Form for more information.

- 3.41 The Hirer shall be liable for, and will indemnify Council against, any claim, loss, damage or injury to any person or property arising from the hire of the venue.

Risk Management

- 3.42 The Hirer agrees to carry out any instruction or direction given by Council with regard to complying with Workplace Health and Safety legislation including participating in an Induction Session prior to the commencement of the Hire Period or for Regular Hirers, once per year.
- 3.43 At no time does Council accept any responsibility for the security or safety of the Hirer' or guest's property.
- 3.44 It is the responsibility of the Hirer to ensure that children attending an event are supervised by adults at all times.
- 3.45 The Hirer agrees to abide by the venue maximum capacity guidelines at all times, as set by the Fire Safety Authority and Council. Council will not be held responsible for any criminal charges or repercussions that could arise where the Hirer has failed to comply with these guidelines.
- 3.46 Council reserves the right to refuse admission to, or cause to be removed from the venue, any person whose behaviour is objectionable, disorderly, improper, and undesirable or in breach of the venue's Conditions of Entry.
- 3.47 The Hirer is to maintain a high standard of quality and professionalism, using best industry practice where practical; within the venue at all times.

Security

- 3.48 Council will arrange for qualified security presence at an event that is deemed to warrant such. The cost of security will be charged to the Hirer.

Smoking

- 3.49 Smoking is prohibited within the venue and surrounds at any time, except within the designated Smoking Area located outside the venue.

Temporary Fixtures and Decorations

- 3.50 The floors, walls or any other parts of the venue must not be broken by nails, screws or any other contrivances, and must not be marked, damaged or altered by the Hirer.
- 3.51 Should the Hirer need to install any fixtures, fittings or other attachments, prior consent must be given by Venue Management. This includes marquees, tents, stage risers, audio visual and lighting equipment or structures. Any of the before mentioned, if approved by Venue Management, are to be erected by an appropriate current registered licensed person.
- 3.52 Decorations may not be placed or affixed in any way that may cause damage to any part of the venue (e.g. interior/exterior floors, walls or other surfaces) and are strictly not permitted within two (2) metres of any fire/emergency exits or equipment at any time.
- 3.53 Decorations will only be permitted at the discretion of the Venue Manager including, and not limited to, confetti and glitter.
- 3.54 The Hirer must remove all decorations and will be responsible for all costs associated with any damage to the venue caused by the decoration. Penalty cleaning fees apply for the use of confetti and glitter.