

## Fernvale Visitor Information Centre Hire Agreement

### Hire Details

**Event name:**

**Event date<sup>1</sup>:**

**Event time<sup>2</sup>:**

**Exit time<sup>2</sup>:**

Or  Multiple repeat hire dates (please see attached list)

**Attendance:** (How many people)

### Room Requirements

Training Room

Unfurnished with access to ten tables and 40 chairs

- 1/3 Training room only
- 2/3 Training room only
- Data Projector
- Screen
- Whiteboard

### Liquor<sup>4</sup>

Liquor served

Licence copy attached

Council approval attached

### Payments

	<b>Agreed amount</b>	<b>Receipt number</b>	<b>Date paid</b>	<b>Amount paid</b>
<b>Hire fee<sup>5</sup>:</b>	\$			\$
<b>Key bond:</b>	\$			\$
<b>Non-refundable deposit:</b>	\$			\$
<b>Other:</b>	\$			\$

### Insurance

**Hirer is**  Incorporated body or  Individual

**Hirer has**  Public liability insurance to cover this event.

### Hirer Details

<b>Name:</b>		<b>Phone:</b>	
<b>Position:</b>		<b>Address:</b>	
<b>Organisation:</b>			
<b>ABN:</b>		<b>Email:</b>	

### Office Use

<b>Bond return:</b>	\$		<b>Date:</b>	\$
<b>Bond return:</b>	\$		<b>Date:</b>	\$

1 For multiple repeat hire please complete the list of all dates to be booked.

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2 Times of entry and exit include setting up, clearing away and cleaning.

3 Hirer is responsible for room set up and clearing. Layout may determine maximum number of attendees permitted.

4 Hirer is responsible to obtain appropriate liquor licenses. Council approval must be obtained if liquor is to be served.

5 Refer to schedule of fees and charges [www.somerset.qld.gov.au/forms\\_publications](http://www.somerset.qld.gov.au/forms_publications) or request a summary from the facility manager.

6 You will need to provide your own laptop to connect to the TV Screens, Projector, Lectern via HDMI Cable

### Fernvale Visitor Information Centre – Repeat Booking Schedule (if applicable)

Hire Details					
Event name:					
Day of the week:	Entry time:			Exit time:	
Repeats:	<input type="checkbox"/> Weekly		<input type="checkbox"/> Fortnightly		<input type="checkbox"/> Monthly
Pattern:				Fee per use:	\$
Contact Name:				Phone:	
Email:					

Actual Hire Dates For Multiple Bookings					
Hire date:		Hire date:		Hire date:	
Hire date:		Hire date:		Hire date:	
Hire date:		Hire date:		Hire date:	
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Hire date:		Hire date:		Hire date:	

### Hire Terms & Conditions

Applications for hire of facilities at Fernvale Visitor Information Centre are to be made to:

Fernvale Visitor Information Centre

1483 Brisbane Valley Highway, Fernvale Qld 4306 (Ph 07 5427 0200)

Standard operating hours are:

Monday - Friday 9am - 5pm

Saturday - Sunday 9am - 2pm

Public Holidays 9am - 2pm

The centre is closed on New Year's Day, Good Friday and Christmas Day. If you require hire outside of the standard hours listed, please contact the manager of the facility.

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### Events/Activities

The proposed activity must not cause a nuisance as defined by the Environmental Protection Act 1994. The hirer must ensure that a food license issued under the Food Act 2006 is obtained (to the extent that it is required) by any entities selling food at the event.

### Schedule of Payments

Tentative\* bookings will be held for a period of ten business days without payment.

\$45 of the total hire fee per day/session (or the amount of the hire fee where less than \$45) represents a non-refundable booking deposit.

Bookings are confirmed upon the receipt of a non-refundable deposit of \$45 per day/session.

Any remaining fees or bonds are required prior to the commencement of hire.

\* If a third party wishes to book the same date the tentative booking will be given first option to confirm by deposit.

### Cancellation Policy

Advice of cancellation in advance of the hire date is appreciated.

A non-refundable deposit of \$45 per day/session will be retained in the event of cancellation.

### Technical Equipment

The operation of any audio visual, computers, or other technical equipment included with the room hire is the hirer's responsibility. The hirer will be liable for any damage or loss caused to the equipment within the period of hire and will be required to reimburse Council for any damage or loss.

### Alcohol

If alcohol is provided at the function, it is the hirer's responsibility to obtain the appropriate liquor licenses from the statutory body. Prior approval is also required from the Council Chief Executive Officer as a condition of hire for a licenced function. Copies of the licenses and the CEO approval letter must accompany the application to hire.

### Smoking and Incendiary Devices

Smoking is strictly prohibited on any Council property. The hirer must ensure that no person smokes, carries a lighted cigar, cigarette, pipe, match or naked light in any part under the roofed area of the facility. This includes sparklers, candles, incense and any other lit incendiary.

### Cleaning Requirements

End of hire cleaning expectations are as follows: Failure to comply may incur an additional cleaning charge.

- Wipe down table and chairs.
- Wipe down kitchen surfaces and place rubbish in bins provided.
- Wash and dry used crockery and cutlery (a dishwasher is located in the kitchen).
- All used items must be packed away at completion of hire.
- Hard floor should be swept.

### Insurance

Casual hirers of the facility are covered for public liability insurance by Somerset Regional Council's insurance coverage. Regular users of the facility (i.e. more than twice a year) are required to have a current Public Liability insurance to the value of \$20,000,000 coverage indemnifying Council. A copy of the certificate of currency for public liability insurance is to be provided to Council. Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.

### Accident, Damage or Loss

The hirer shall be held responsible for and be required to make good any loss or damage to the property, furniture, appliances or equipment occurring during the period of hire. Damage will be deemed to include

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articles chipped or cracked. The hirer shall be responsible to reimburse Council for any damages, breakages or loss. Council will not be held responsible in any way for the damage to or loss of any property whatsoever placed in the facility by the hirer, nor for any loss occasioned by the hirer through accident or failure of the electricity or other plant or by any avoidable cause.

### Temporary Fixtures and Decorations

The floors, walls or any parts of the facility must not be broken or pierced by nails, screws or other contrivances, nor may any writing, printing, painting or other decoration be made on the walls.

### Hirer's Duty of Care

Hirers are reminded of their common law duty of care to persons who utilise the facility during the period of their hire and the consequent need for them to conduct their activities in such a way as to minimise the likelihood of accident, loss, damage or injury being sustained by any person as a result of such activities. Hirers are recommended to obtain a policy of insurance for an amount which will provide adequate coverage against all insurable public and other risks in relation to their proposed activities.

### Operation of Equipment

No person shall operate any equipment of any nature in the facility, unless such person has approval by Council and is competent in the operation of such equipment, including all relevant safety aspects. No minor shall operate any equipment in the facility at any time.

### Refusal to Hire

Council maintains the right to refuse entry to the facility or cancel a hire agreement for reasons of; inappropriate proposed use, risk to public safety, unacceptable conduct, or other good cause.

### Disputes

In the event of any dispute or difference arising from interpretation of these hire conditions or as to the meaning of any of the above terms and conditions, the decision of Council is final and conclusive.

### Acknowledgement

I/we do hereby apply to hire a room at the facility, as indicated above and on any appendix, and agree to be bound by and observe and fulfil the terms and conditions relative to such hire as determined by the Somerset Regional Council. Council is collecting your personal information for the purpose of your hiring of its facility. This information may be used by Council for its purposes. Your information may not be disclosed to another person or entity unless required by law.

I/we acknowledge that we have read, understood, and agree to the terms and conditions of hire.

**Name:**

**Date:**

**Signature:**