



PRIDEHUB

CANBERRA

VENUE HIRE APPLICATION FORM

PLEASE COMPLETE AND RETURN THIS FORM, INCLUDING THE TERMS AND CONDITIONS, IN PERSON OR BY EMAIL TO CONTACT@AIDSACTION.ORG.AU. A MEMBER OF OUR TEAM WILL CONTACT YOU TO CONFIRM YOUR BOOKING.

CONTACT NAME _____

ORGANISATION NAME _____

ABN (IF APPLICABLE) _____

CONTACT PHONE _____

CONTACT EMAIL _____

DATE REQUIRED _____ / _____ / _____

START TIME _____ END TIME _____

NO OF PEOPLE _____ EVENT TYPE _____

EQUIPMENT REQUIRED

COMPUTER BANK TV PROJECTOR

IS KITCHEN ACCESS REQUIRED YES NO

TYPE OF BOOKING ONCE RECURRING

ADDITIONAL INFO _____

OFFICE ONLY

PAID BY _____

ON DATE _____

STAFF MEMBER _____

Terms and Conditions

Please review the terms and condition and sign as a binding agreement for use of Pride Hub Canberra.

1. **Agreement to the contract**

- 1.1 Purpose of hire: The venues are available for regular and casual hire by community groups, organisations including not for profit and the general public for private events. Organisations, groups or individuals hiring the Pride Hub do so only for the stated purpose of hire. The purpose of hire must be lawful and conducted in a manner that does not disrupt users of other of other rooms or residents of the community.
- 1.2 Restrictions: The Pride Hub cannot be used for parties, graduations or any celebrations.
- 1.3 Times of hire: The period of hire shall commence and conclude strictly as the agreed on the 'Venue Hire Application Form' and the venue must be vacated promptly at the conclusion of the hiring period. An extra charge will be requested for any additional time used which is not booked in advance.
- 1.4 Vacation of venue: No bookings can be accepted after 9pm. Premises must be vacated no later than 9pm.

2. **Application for hire and confirmation of booking**

- 2.1 Once a 'Venue Hire Application Form' is received, the Council will confirm the booking via email within 3 working days. If you do not receive a confirmation within this time frame, please contact us on (02) 6257 2855.

3. **Hire Costs and payment arrangement**

- 3.1 The Council will review rates annually and provide at least 4 weeks' notice of any rate changes.
- 3.2 Regular Hirers – Hire changes will be calculated and invoiced prior to each usage.
- 3.3 Upon confirmation of the booking, invoices will be emailed to the hirer.
- 3.4 Full hire charges must be paid within 30 days of receiving the invoice. If the booking is made and confirmed less than 30 days prior to hire date, full payment must be received within 2 days of invoice being sent. If full payment is not received within the specified time frame, your booking may be cancelled and cancellation fees will be applied (see point 4. Cancellation of booking).
- 3.5 A copy of identification (license, proof of age card, passport) is required and will be kept on file with your application.

4. **Cancellation of booking**

To cover the income opportunity and administration costs to the Council, charges will be applied to those who cancel a booking up to 48 hours prior to the booked date.

Cancellation by the Council: The Council reserves the right to cancel your booking (or future bookings) if the terms and conditions are breached. The Council will provide written or verbal notice cancelling a booking (without advance warning) if:

- 4.4.1 The regular hirer neglects to pay invoiced fees within the required timeframe: Cancellation fee equals 100% of hire charges.

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- 4.4.2 The Council become aware that any event, goods, or services proposed to be held or provided by the hirer is/are objectionable, dangerous, and inappropriate for the venue, prohibited by law, or would be of detriment to the Council, the community or be in contravention of any laws or the conditions stipulated in the hire agreement. In this case, any payment received will be retained by the Council.
 - 4.4.3 Repairs or alterations are underway.
 - 4.4.4 The premises are not fit to use due to electrical or security failure or damage.

5. *Key collection and return*

- 5.1 If key and security fob are not returned on time a fee will be deducted as details in the Schedule of Fees section of the hire agreement.
- 5.2 Regular hirers: keys will be issued to regular hirers for the duration of the regular hire period and must be returned at the end of the regular hire period.
- 5.3 Casual hirers: keys must be collected between the hours of 9.00am and 4.00pm Monday to Friday. For weekend hire, keys may be collected on the Friday prior to the weekend.
- 5.4 Keys must be returned to the Council within 1 working day following the conclusion of the hiring period, between the hours of 9.00am and 4.00pm Monday to Friday.

6. *Access to venue*

- 6.1 Premises may only be occupied during the times specified in the application for hire.
- 6.2 Cleaning and pack up time must be included within the hire session time.
- 6.3 All goods and equipment provided by the hirer (including music equipment, decorations, leftover food/drink etc.) must be removed from the premises within the hire time period.

7. *Public liability insurance*

- 7.1 All hirers holding a public event or providing a public service to the community must provide evidence of their own public liability insurance to the value of \$10 million. Hirers will be required to provide a copy of their Public Liability Insurance prior to the event. Please note:

A Public Event is an event which is:

- open to members of the public;
- either free to attend or has an entry cost;
- aimed to sell or promote goods or services (e.g. Party-plan event)



A Private Event is an event which is:

- by invitation only. For example a meeting of a chartered club or society. Private events would be adequately covered by the Council's Public Liability Insurance.

7.2 \$1,000 excess is payable in the event of any claim made by hirers.

8. *General obligations*

8.1 Personal belongings/food items left unattended at the venue will be at the hirer's own risk. Any equipment arranged by the hirer must be removed from the venue by the end of the hire period.

8.2 The hirer must allow unrestricted access to the venue at any time by Council staff on official business, security officers or emergency officers.

9. *Cleaning, setting up and packing up*

9.1 All the following is required within the period of hire:

9.1.1 The premises must be left in a clean and tidy condition and all equipment and furniture moved back into its original setting.

9.1.2 Cleaning and pack up time must be included within the hire session time. The hirer is responsible for the set up and pack up of furniture.

9.1.3 The hirer must use all bins provided and ensure all rubbish is disposed of correctly.

9.1.4 If the premises are not cleaned as required at the end of the hire period, cleaning costs will be incurred.

10. *Restrictions to numbers*

10.1 To satisfy fire regulations the maximum capacity of the venue is 30 people.

10.2 If this term is breached, a fee may be charged.

11. *Food catering*

11.1 There are no facilities for cooking in the venue. However, the hirer can bring in outside catering. The kitchenette must be left clean and tidy and dishes placed in the dishwasher in the main kitchen.

12. *Smoking, alcohol and drugs*

12.1 Smoking is not permitted inside the venue and smokers are required to be 10 metres from the building.



12.2 Alcohol and drug consumption is not permitted on the premises.

13. Noise

13.1 Please be aware that the venue is located in a residential area and tenants live in the building and due consideration must be given regarding noise. Excessive noise could incur a fine for which the hirer is liable.

- In accordance with Environment Protection Act 1997 all noise must be below 45 decibels up to 10.00pm. **Note that premises must be vacated by 9.00pm.**

14. Damage to property or premises

14.1 'Damage' is considered as breakages that impair the value, usefulness, or normal function of our venue. A requirement of additional cleaning is also considered under 'damages' in these terms and conditions.

14.2 Any damage that occurs during the time of hire must be reported to the Council as soon as possible on the first working day following the hire.

14.3 For any damage incurred by the hirer or one of their invited guests, the cost of repairs will be invoiced and require payment.

15. Illegal activity

15.1 If any activities in or around the venue instigate the attendance of the Police (during hire or thereafter), a fee may be charged as detailed in the Schedule of fees.

16. Security and safety

16.1 Hirers are responsible for the security and safety of themselves, their guests and the building and grounds during the time of hire. Hirers are also responsible for the behaviour of guests at their event.

16.2 The hirer must allow unrestricted access to the venue at any time by Council staff on official business, security officers and emergency officers.

17. Emergency call-out

17.1 The Council does not operate after hours or on weekends. Please ensure you have everything you need for your booking and have collected keys during business hours as there is no after-hours customer service available and the emergency number does not cater for this.



Emergencies are classified as:

- Hirer cannot gain access to the premises (e.g. Key won't work or door lock is broken)
- Property or building damage requires immediate repairs (e.g. window broken and needs immediate repairs to be arranged).
- Fire or Police are contacted.

Extreme emergencies: in case of fire at the venue or if Police are required to attend event, hirers must phone 000 as first point of contact.

After Hire

18. *Cleaning and packing up*

- 18.1 Premises must be vacated no later than 9.00pm.
- 18.2 It is the responsibility of the hirer to ensure that the venue and grounds are left in a clean and tidy condition at the end of the hire and all equipment is returned to storage.
- 18.3 If the cleaning is not to a suitable standard, the cost of engaging cleaners will be invoiced to the hirer.
- 18.4 At the end of the hire, hirers must ensure the following points noted on the checklist overleaf have been completed.

I/we the undersigned agree to abide by all the terms and conditions outlined above and pay any additional fees as required per the Schedule of fees and charges.

Signed _____ Date _____



After Hire Checklist

- All the tables, chairs and furniture are returned to the original position
- Equipment has been cleaned and packed away or returned to storage
- Toilets have been left in a reasonable state and tidied of excessive rubbish
- All rubbish has been placed in designated area
- Additional items belonging to the hirer are removed from the venue (including food, drinks and equipment etc.). Hirers are not permitted to access the venue the following day. Additional hire charge will apply.
- All lights are turned off
- All doors are locked and secure
- Casual hirers: Keys must be returned to the Council on the first working day following your hire between the hours of 9.00am and 4.00pm (as per NO. Key collection and return).