**VENUE HIRE FORM – Albert Park**

The McAdam Room, President’s Room and Small Meeting Room are available for hire Monday – Friday between 8am – 6pm (excluding public holidays). See separate Price List for more detail.

**ROOM [S] REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE [S] REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME (*including set up and pack up*):** **From \_\_\_\_\_\_\_\_\_\_** **am/pm** **To \_\_\_\_\_\_\_\_\_\_ am/pm**

**EVENT DESCRIPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROX NO. OF ATTENDEES: \_\_\_\_\_\_\_\_\_\_\_\_**

**ORGANISATION/COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBURB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_ POSTCODE: \_\_\_\_\_\_\_\_\_\_\_**

**PHONE (B): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALTERNATIVE CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Please fill out the relevant costs below and indicate if any specifics are needed.

 All prices and costs are inclusive of GST.

|  |  |
| --- | --- |
| **HIRING OPTIONS** | **COST** |
| **McAdam Room** | **$** |
| **Audio visual equipment required?**  | **Y / N** |
| **President’s Room** | **$** |
| **Small Meeting Room** | **$** |
| **TOTAL COST** | **$** |

Any other specific requirements or notes: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **To secure your booking a deposit and a copy of your Certificate for Public Liability Insurance are required.**

 **The balance must be paid 30 days prior to the function.**

|  |  |
| --- | --- |
| **Deposit (25% of total room hire charges)** | **$** |

*I have read the Conditions of Use for this venue and agree to comply with the provisions therein.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF USE OF THE CONFERENCE AND MEETING FACILITIES AT LORD SOMERS CAMP AND POWER HOUSE AT

LAKESIDE DRIVE, ALBERT PARK RESERVE (LSC & PH)

**PLEASE READ THOROUGHLY AND CAREFULLY**

This Agreement is made between the person responsible for the use of the premises (“Applicant”) and LSC & PH.

# CLAUSE 1

The McAdam Room, President’s Room and Small Meeting Room are available for use as a conference and meeting facility. Permission is to be obtained from LSC & PH if the intended use is for any other purpose.

# CLAUSE 2 – HOURS OF AVAILABILITY

The hours of availability are: 8am – 6pm Monday to Friday excluding public holidays

# CLAUSE 3 – APPLICATION

Applications for use of the conference and meeting facilities at Lord Somers Camp and Power House are to be in writing upon the application form “Venue Hire Form”. The Applicant is responsible for the building, its fixtures, fittings, furniture and other chattels and equipment in that part of the building for which the Applicant is responsible under this Agreement during the period of use.

# CLAUSE 4 – PAYMENTS

1. Payment of the fees as determined by LSCH&PH must be made prior to the use of the facilities.
2. A 25% deposit is required to be paid upon booking and remaining amount
3. LSCH&PH reserves the right to vary any of the fees as it sees fit.

# CLAUSE 5 – CANCELLATION

Where a booking is cancelled by the Applicant within 14 days of the function, the 25% deposit will be forfeit.

# CLAUSE 6 – KEYS

1. A key or keys as required to gain access to the premises will be given to the Applicants and must be returned to LSCH&PH at the time specified by LSCH&PH.
2. If a key or keys given to the Applicant are lost by the Applicant a penalty of $50 per key will be imposed.

# CLAUSE 7 – ENTRY & CLOSURE

The period of use of the venue and the actual times of the hire period must be shown on the application form. The rooms are to be vacated by 6pm.

# CLAUSE 8 – LIQUOR

Liquor is not to be consumed without prior consent from LSC & PH.

# CLAUSE 9 – SMOKING

1. Smoking is not permitted at all in any part of the building including the balcony.
2. If the Applicant has people in attendance wishing to smoke outside, the Applicant is responsible for ensuring that smokers use the special smokers receptacles and to ensure that the area outside the building is left clean and tidy and totally free of cigarette butts and any other rubbish.

# CLAUSE 10 – CLEANING AND RUBBISH

1. It is expected that the venue will be left in a clean and tidy condition, as good as the condition in which it was found.
2. The Applicant will ensure that the tables and chairs are cleared and cleaned and returned to their original location.

**CLAUSE 11 – OBSTRUCTIONS**

The Applicant will comply in every respect with Regulations under the Health Acts with regard to public buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, stairways, exits or any part of the building. Any person causing an offence against such regulations is to be removed by the Applicant from the building.

**CLAUSE 12 – INSURANCE**

The Applicant will not do or neglect to do or permit to be done or left undone anything which will affect LSC&PH’s insurance policy or policies in connection with the building. The Applicant hereby agrees to indemnify and to keep LSC&PH indemnified to the extent that such policies are affected through any such act of commission or omission to the extent that it is attributable to the Applicant.

**CLAUSE 13 – ACCIDENT INDEMNITY**

1. The Applicant shall be responsible for any accident, loss, damage or injury sustained by any person using that part of the building for which the Applicant is responsible during the period of use.
2. The Applicant agrees to indemnify LSC&PH against all claims and demands made or costs or expenses incurred in connection herewith to the extent that such accident, loss, damage or injury is attributable to the Applicant’s negligence or wilful default.
3. **A certificate of currency for the Applicant’s public liability insurance is to be provided to LSC&PH to secure any room hire booking.**

**CLAUSE 14 – LOSS, DAMAGE OR THEFT**

Neither LSC&PH nor its staff will be liable for any loss, damage or theft suffered or sustained by the Applicant or any persons, firm or corporation entrusting to or supplying any article or thing to the Applicant. Security of both personal items and LSC&PH property is the responsibility of the Applicant during the period of use by the Applicant.

**CLAUSE 15 – NOISE LEVEL**

The Applicant must ensure that the noise emitted from the building is kept to a minimum so that neighbours and other users of the building are not disturbed. Any instruction by LSCH&PH to reduce the noise level must be strictly adhered to for the remainder of the period of use.

**CLAUSE 16 – FIRST AID**

It is the responsibility of the Applicant to provide First Aid equipment and have strategies organised to cope with an emergency.

**CLAUSE 17 – POWER, LIGHTING & GAS**

LSC&PH does not have any auxiliary plants and, in the event of any restriction being imposed by the statutory bodies concerned, the Applicant at their own expense may make arrangements for temporary supplies, subject to the approval of LSCH&PH of both the type of temporary installation and placing of it.

**CLAUSE 18 – ANIMALS**

No animals will be allowed in the premises or its precincts without the prior consent of LSCH&PH.

**CLAUSE 19 – DISPUTES**

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained in them, the decision of LSCH&PH will be final and conclusive.