



Facility Hire Agreement 2024

Please complete the details below and return to confirm your booking.

Company Name: _____			
Booking Date/s & Time Required: _____			Fee \$ _____
Contact Person: _____			
Contact Address: _____			
Contact Ph Number: _____			
Contact Email: _____			
Purchase Order No: (if required) _____			
Requirements for your booking:			
THEATRE	<input type="checkbox"/>	FOYER	<input type="checkbox"/>
		BOARDROOM	<input type="checkbox"/>
Microphone	Y/N	Kitchen Facilities	Y/N
Projector	Y/N	Tea/Coffee/Milk	Y/N
Tables	Y/N	Front of House Staff	Y/N
Special Liquor Licence required	Y/N	Whiteboard	Y/N
Movie Licence	Y/N		

I _____ consent to the collection of the details above, by The Arts Junction, for the purpose of administration and programming. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 2020. Furthermore, I declare that the information here is true and correct. I agree to abide by the premises terms & conditions of hire as listed on the back of this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without a refund.

I have checked the booking requirements as above and confirm the booking details are correct. I have included enough time for set-up and pack down in the booking time.

Signed _____ (on behalf of the hirer) Date: / / 2024

Flip over the page →

Please read and sign the Terms and Conditions of Hire.

Terms & Conditions of Hire

General:

1. Booking to be made with at least 24 hours advance notice.
2. All equipment utilised during the period of hire must be returned to the correct position and condition at the end of the hire period. Booking hirer is responsible for room set up and clean up unless other arrangements have been made.
3. Payments not received by the due date may be referred to a debt collection agency. The hirer will be liable for any and all costs associated with debt collection.
4. Refunds will be processed with in 7 days of notice with a 10% processing fee deducted.
5. With prior arrangement food & drink may be consumed during the hire, please report any spills to the booking administrator.
6. Reservations will be accepted on a first come, first served basis.
7. Venue personnel reserve the right to determine unacceptable behaviour of individual(s) while on the premises. With this right being to cancel reservations or request an offender to leave. NO refund will be given.
8. Lessee, as additional consideration, shall covenant, promise, and agree to hold the venue fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above-described property.
9. Any damage to the building or assets of the facility will result in replacement or repair at the hirers expense.
10. The manager or their nominee will have right of entry at all times.
11. Acquiring any necessary licenses or certificates will be the responsibility of the hirer.
12. The manager, at their discretion, may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

Cancellation/Amendments:

1. The venue must be given notice of cancellation at least 2 days prior to the booking date. (After this time, a charge will be incurred.)
2. Should the hirer notify the venue of cancellation on the date of the booking, fail to occupy the venue at the specified time or at all, all fees paid to the venue will be forfeited as liquidated damages and the hire charge will **not** be waived.
3. On rare occasions such as in the event of an emergency, it may be necessary for a confirmed reservation to be cancelled. Every effort will be made by the venue to avoid cancelling any confirmed reservation. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the venue. If rescheduling cannot be done, a full refund will be given.

Health & Safety Requirements:

1. All hirers must have a nominated person of contact, who is responsible for the group and the premises for the duration of the booking. This person will undergo a Health & Safety induction prior to the hiring of the venue. Adult supervisors (age 20+) are required for children and youth groups.
2. All group participants must comply with the health & safety policies of the venue, the rules, expectations associated with the hire of the venue (outlined in this document, the H&S induction, and afterhours checklist).

Security and After-Hours Bookings:

1. All hirers with bookings outside of business hours will be responsible for the security of the building this includes closing windows, locking doors, turning off lights and air conditioner units etc as listed in the 'After hours user checklist'. If a Front of house Steward is required, this will be at the cost of the hirer.
2. Hirers should enter the building at the agreed time and only use the area stated in the agreement form. The common areas within the venue are the bathrooms and kitchen.
3. If the alarm is not set when leaving the building this will be an automatic call out charge to the cost of the hirer.

Cleaning & Maintenance:

1. Please leave the space as you found it. Return tables and chairs to their original positions, remove excess rubbish, and take away with you, (there is a vacuum cleaner available for excess mess in the theatre).
2. Any additional cleaning performed by staff or contractors as a direct result of your booking to get the venue back to a satisfactory condition will incur an additional charge.

I agree to abide by The Arts Junction (also referred to as the venue in this document) terms and conditions of hire as listed above. I acknowledge that failure to do so will result in cancellation of my booking without refund.

Signed (on behalf of the hirer): _____ Date / / 2024