**VENUE HIRE AGREEMENT**

1. In this Agreement:
* "Band Hall” refers to the hall located at the corner of Rooney and Morehead Streets, South Townsville;
* “We”, Our” and “Us” refers to the Townsville Citizens’ Band Association; and
* “You” and “Your” refers to the person or organisation hiring the Band Hall.
1. By agreeing to hire the Band Hall, You agree to the terms and conditions of this Agreement, unless We agree with You in writing any changes to these terms and conditions.

## Hire fee and bond

1. You will pay Us the hire fee of $350 plus GST at least two days before the date of hire. The hire fee does not include the use of any audiovisual equipment, catering, security, furniture (except for the tables and chairs already provided in the Band Hall), or assistance setting up for, or cleaning up the Band Hall after, your event.
2. Audiovisual equipment including a projector, screen, speakers and microphone are available for Your use at an additional fee if You request them in Your Booking Request Form. The fee for audiovisual equipment use is:
	1. $35 for use of the projector and screen;
	2. $50 for use of the speakers, sound system, and microphone; or
	3. $85 for use of the projector and screen, and the speakers, sound system, and microphone.
3. You will pay Us a bond of $350 at least two days before the date of hire.
4. After Your hire period has ended, We will inspect the Band Hall and:
	1. if the Band Hall is clean and tidy with no damage to any part of the Band Hall or any equipment contained within, We will return the bond to You within seven days;
	2. if the Band Hall is not clean and tidy, or if there is any damage to any part of the Band Hall or any equipment contained within, We may use the Bond You paid us to clean the Band Hall and/or repair any damage. Cleaning costs will be charged at the rate of $50 per hour or part of an hour.
	3. If We do not need to use the entire Bond to restore the Band Hall to good condition, We will refund the balance to You.
5. If You cancel Your booking with less than 24 hours’ notice, We may (at Our discretion) retain half the hire fee that You paid, but We will return the bond to You in full.

## What We will do

1. We will:
2. hire the Band Hall to You in a clean and tidy condition;
3. give You access to the Band Hall from noon on the day of hire until noon on the next day;
4. provide vacuum cleaners for You to use to clean the Band Hall at the end of the hire period.
5. If We become aware that Your event (or part of Your event) is illegal or dangerous, or if We discover that You are in breach of this Agreement, We may (at our discretion) immediately terminate this Agreement and retain the whole of the hire fee and bond that You paid Us.

## What You must do

1. You must ensure that You lock and secure the Band Hall when You are not using it.
2. You must return the Band Hall to Us in a clean and tidy condition, including:
3. vacuum the floors (We will provide You with vacuum cleaners);
4. wipe down all surfaces that were used during Your hire period, such as tables and bathroom countertops (You will need to provide Your own cleaning materials);
5. remove all rubbish from the hall;
6. remove any equipment that You or Your guests bring to the hall;
7. remove any decorations that You or Your guests put up;
8. remove any chewing gum left behind by Your guests; and
9. put any furniture back where it was originally placed.
10. In the event of fire (or similar emergency) at the Band Hall, You must call 000 as soon as possible.
11. You must advise Us of any damage to any part of the Band Hall or any equipment contained within as soon as practicable.
12. You must ensure that Your event is compliant with any government requirements, including any COVID-19 restrictions.

## What You must not do

1. You must not (and You must make sure Your guests do not):
2. smoke inside the Band Hall;
3. enter, or attempt to enter, any locked areas within the Band Hall;
4. damage any part of the Band Hall or any items in the Band Hall;
5. do anything illegal while at the Band Hall;
6. sub-lease the Band Hall to any other person or organisation;
7. make or publish any statement or any advertisement that implies that We are the promoter of Your event, or that We are conducting Your event.

## Liability

1. You agree that You are liable for, and will indemnify Us against, any:
	1. loss or damage that We suffer (including damage to the Band Hall) as a result of Your event;
	2. claims that arise out of Your hire of the Band Hall, including any injury to Your guests or their property.
2. We will not be liable for any interference, disruption, or cancellation of Your event which is beyond Our control.
3. We will not responsible for any fines imposed on You as a result of any breach by You of any COVID-19 restrictions.

***If you do not understand any of the terms and conditions in this Venue Hire Agreement, or if you have any questions, please email us at*** ***enquiries@townsvillebrass.org***

**Booking Request Form**

*This is a request only and submitting this form does not guarantee or confirm the booking.*

|  |
| --- |
| **About you** |
| **Hirer’s name** | Click or tap here to enter text. |
| **Organisation** (if applicable) | Click or tap here to enter text. |
| **Hirer’s address** | Click or tap here to enter text. |
| **Hirer’s phone number** | Click or tap here to enter text. |
| **About your event** |
| **Date(s) of event** | Start date: Click or tap to enter a date. End date: Click or tap to enter a date. |
| **Time event starts** | Click or tap here to enter text. |
| **Time event finishes** | Click or tap here to enter text. |
| **Type of event** (e.g. birthday party, meeting, training event) | Click or tap here to enter text. |
| **Are you interested in booking our venue on a one-off or recurring basis?**  | Choose an item. |
| **Estimated number of attendees** | Click or tap here to enter text. |
| **Will alcohol be consumed at your event?**  | Choose an item. |
| **Do you want to use the audio-visual and/or sound equipment during your event?**  | Choose an item. |
| **Submitting this Booking Request Form** |
| By submitting this booking request form, you warrant that: * you have read the Townsville Citizens’ Band Association Venue Hire Agreement; and
* you are at least 18 years of age.

Your booking will not be confirmed until we have determined if the venue is available on the day(s) and times that you require.  |
| **Thank you for your interest in hiring our venue** |