

WTS VENUE HIRE PROCEDURE

RESPONSIBILITIES

It is the responsibility of the WTS Coordinator to ensure that:

- Booking of the venue is completed in accordance with this policy
- An Induction Coordinator is assigned who will be responsible for arranging the induction of any hirer;
- All hirers participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

- an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about WTS policies;
- the induction kit is kept up to date with relevant information;
- the quality of the induction process is maintained.

PROCEDURES

All Hirers must read, agree with and sign the following Terms and Conditions

TERMS AND CONDITIONS OF HIRING

1. BOOKING OF VENUE

All enquiries and bookings relating to the hire of the WTS venue are to be made through the WTS Coordinator. A hire agreement can only be entered into by a person over the age of 18 years and is not transferable under any circumstances. Inspections of venue facilities can be arranged upon request. To make an appointment please contact:

Watch This Space, 8 Gap Rd, Alice Springs NT 0870
Wed—Fri 11am—5pm, Sat 10am—2pm (during exhibition periods)
(08) 8952 1949
wts@wts.org.au

Tentative bookings will be held for seven (7) days. Confirmation of a booking occurs when the Coordinator receives the completed application form and signed Declaration Form from the Conditions of Hire and the Certificate of Currency (evidence of Public Liability Insurance). If these documents are not provided the booking/s will be void and cancelled. Sub-letting of the WTS venue, or a part thereof, is not allowed under any circumstances.

2. PAYMENT

Payment in full must be made two weeks prior to the date of hire. Payment of venue hire fees, including the bond, can be made via Direct Debit (see invoice for bank details), cash or cheque in person at the WTS office 8 Gap Rd, Alice Springs NT 0870, or by mail to PO Box 8405, Alice Springs, NT 0871. Cash or Direct Debit is preferred. See the attached Schedule of Charges for current hiring fees.

Bookings that are cancelled with more than 7 days' notice from the hire date will have all fees fully refunded. Bookings cancelled with less than 7 days' notice from the hire date, will forfeit all venue hire fees, including the deposit. In these circumstances the bond will be fully refunded.

WTS may cancel the booking without notice in the event of an emergency or if the facility is deemed unsafe and will: a) Refund any amounts paid by the hirer in relation to the booking if the hirer is without fault b) Not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking.

3. KEY COLLECTION AND RESPONSIBILITY

Keys can be collected from the office between the hours of Wed—Fri 11am—5pm or Sat 10am—2pm when exhibitions are on (please call before visiting). Keys can be collected by the hirer on the last working day prior to the date of hire. Key collection does not give access to the venue outside the hours of hire.

Proof of identity must be provided and a Key Register Form will need to be completed and signed by the person responsible for the key. It is strictly the responsibility of the Hirer to collect the key during the hours stated, including informing persons collecting keys on behalf of the Hirer, of key collection times. Once the key is collected hirers assume full responsibility and liability for the key location, use and safe return.

4. BOND REFUND CONDITIONS

A key and venue bond is required for all venue hire and will only be refunded after the following conditions have been met (see attached Schedule of Charges for bond fees):

- a) Furniture, fittings and all other equipment have been returned undamaged and clean to designated storage places
- b) Key/s have been returned on time and in full working order; and
- c) All other terms and conditions otherwise stated herein have been met.

5. PUBLIC LIABILITY INSURANCE

A copy of the Hirers' Public Liability Insurance needs to be provided at the time the application for venue hire is submitted and prior to the hire time.

- a) Organisations are able to provide a copy of their existing public liability cover policy
- b) All other hirers where the activity is deemed high risk by WTS or where food or beverages are being provided/sold, will be required to provide their own Public Liability Insurance to the value of \$10 million cover Australia – wide. In order for the insurance to be valid, the policy name and hirer's name must be the same. Insurance can be obtained online – for example: www.localcommunityinsurance.com.au or <https://business-insurance.aon.com.au/Professions/Entertainment/events-insurance.aspx>

6. TYPE OF FUNCTION

Full details of the type of function/event being held and the equipment being used, must be advised at the time of booking by completing the Venue Hire Application Form. At time of booking, the Hirer is required to advise the WTS of the purpose for the hirer.

Hirers shall conduct and manage their function in an orderly and lawful manner at all times. WTS reserves the right to refuse or cancel any booking believed to be an inappropriate use of WTS premises. If the venue is used for a purpose or function other than that specified in the Venue Hire Application Form, the bond will be forfeited.

7. ALCOHOL

If a licence to serve alcohol is required the hirer is responsible for securing this and displaying it at the function.

Hirer must provide their own bar staff and ensure all staff have valid RSAs.

No alcohol is to be consumed or taken outside of the premises during the event. This includes car parks, roads or parklands surrounding the premises. Failure to do so will lead to a bond being forfeited.

Hirer must provide at least one security guard from 6pm until end of event if alcohol is to be served.

8. VENUE ACCESS AND HOURS OF OPERATION

The following conditions apply to venue access and hours of operation:

- Access to the venue can only commence between the hired hours unless otherwise agreed with WTS Coordinator.
- Setting up and packing up of the venue is the responsibility of the hirer and the time to undertake these activities must be included within the span of the hired hours.
- Delivery and collection of goods must occur during the booked and prepaid hours of hire.
- WTS Staff will not assume responsibility for any delivery or collection of Hirer's goods.
- Table and chairs and any other equipment must be returned as instructed at hired venue
- Children should be supervised at all times.
- In the case of hiring JBird's outdoor area: Hirer will not allow Event Attendees inside the premises – access is for the Hirer's staff ONLY.

9. VENUE CARE AND CLEANING

Cleaning of all areas of the venue is the responsibility of the hirer. If venue is not returned in such a condition, WTS will retain all or a portion of the Hire Bond depending on venue condition.

Hirer must:

- Sand, patch and paint any holes or marks made during hire period;
- Sweep and mop floor;
- Clean kitchen: wash and pack away dishes, wipe down kitchen surfaces, sweep floor;
- Ensure equipment is returned cleaned and undamaged to designated storage areas.

Spills are to be cleaned immediately, in order to prevent damage to the facility

Hirers are not to move or dismantle any semi-permanent infrastructure installed in the venue.

WTS should be advised of any breakages or problems with equipment, experienced by the hirer, on the next business day following the date of hire.

10. RUBBISH REMOVAL

Hirers are to remove and independently dispose of all rubbish that is in excess of the supplied bins at each venue. Failure to do so will result in the cost of excess waste removal being deducted from the hirer's Bond.

11. GENERAL CONDITIONS

- a) The control of all facility is vested with the Coordinator, or nominee, who shall have access at all times.
- b) Hirers, at all times, are subject to the direction of authorised personnel of WTS.
- c) Hirers shall conduct and manage their function at all times in an orderly and lawful manner.
- d) Hirers are personally responsible for ensuring that NO breach of the Music Broadcasting Copyright Act takes place on the property.
- e) The hirer must comply with and give all notices required by any Act of Parliament, Regulation or By-law relating to an activity.
- f) Hirers are required to provide all their own resources at all times, including catering, PA system, sound technician, stationery, signage and any other resources associated with the successful function of their event.
- g) Hirers must provide at least one toilet facility (e.g.: hire a portable toilet) for event Attendee use.
- h) Confetti, adhesive tape, nails, tacks, sparklers, smoke machines or other equipment which may cause damage to the facility, are not permitted inside or outside the venue without approval from WTS Coordinator.
- i) Any electrical equipment used on the premises must be tested and tagged by a licensed electrician.
- j) Electrical installations in the premises are not to be interfered with under any circumstances.
- k) The hirer shall agree to accept all responsibility for any damage occurring to the premises (including furniture and equipment) during the term of hire and shall agree to accept full costs to reinstate such damaged items, at WTS's discretion. The Hirer shall further agree that in the event of any third party sustaining bodily injury or damage to property during the currency of the term of hire, arising out of the activities subject to the hire agreement, the hirer shall accept full responsibility and discharge their claim in full.
- l) WTS accepts no responsibility for loss or damage, which may occur to Hirers' goods or equipment left on the premises prior, during, or after the period of hire.
- m) Smoking is not permitted inside any part of the venue (including the toilets).

12. EMERGENCIES

In case of an emergency follow the emergency procedures supplied and displayed on site.

Hirer's must be aware of fire exits and emergency evacuation procedures prior to commencement of their function/event and must inform their guests of these procedures. Please also observe the locations of, and the instructions on, extinguishers and first aid kit, prior to a function/event.

Emergency Exit Doors must be kept clear and remain accessible at all times throughout the function/event.

In the case of an emergency, please call 000.

13. SECURITY OF THE VENUE

It is the Hirer's responsibility, at all times, to ensure that the premises remain secure throughout the period of hire, particularly when leaving the venue, even for a short period. Hirers are not therefore, permitted to leave the doors to a venue unlocked and unattended at any time throughout the period of hire. The building must be locked at the expiration of the hire.

DECLARATION

The Hirer agrees to indemnify and keep indemnified WTS , its servants and agents and each of them from and against all actions, costs, claims, damages or charges and expenses which may be brought or made or claimed against us arising out of or in any way relating to this agreement.

Name of Hirer or Organisation: _____

Name of Person representing Hirer or Oragnisation _____

I have read and understand the enclosed Terms and Conditions of hire(as at November 2017) and I agree to be bound by these Terms and Conditions.

I understand that a breach of any of these conditions may result in the forfeit of the security bond or termination of use of the venue.

Please raise any concerns you may have regarding the hire with WTS staff, prior to signing the declaration.

Signed

Dated

AUTHORISATION

Signed for and on behalf of WTS

Dated

Print name

ARTIST RUN INITIATIVE

8 Gap Rd | PO Box 8405
Alice Springs NT 0870

ABN 97 802 366 496

T 08 8952 1949

E wts@wts.org.au

W wts.org.au

Watchthis
SPACE^{inc}



VENUE HIRE APPLICATION FORM

Name of Hirer and/or Organisation _____

ABN # (if applicable) _____

Postal Address of Hirer / Organisation _____

Suburb _____ Postcode _____

Contact Person _____

Telephone (bus) _____ (mob) _____

Email Address _____

Purpose of Hire _____

Expected number of Guests/Participants _____

Start Date and Time of Hire (include set up time) _____

End Date and Time of Hire (include pack up time) _____

Total Hours = _____

Will alcohol be consumed or served? Yes No

Do you require Data Projector*? Yes No
**Subject to availability*

Do you require use of kitchen? Yes No

Name of person collecting keys _____

Date of collection _____ Phone No: _____

Total Cost: \$ _____

I/We have received and read the Terms & Conditions of hire and attached the Declaration Form; Please tick

I/We hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be the responsibility of the hirer; Please tick

I/We have attached a copy of my/our current insurance policy (Certificate of Currency); Please tick

Signed for and on behalf of the Hirer:

Print name

Date



VENUE HIRE SCHEDULE OF CHARGES

24 Hour Hire Fee Individuals* & Not For Profits: \$150 For Profits: \$250 <i>*Must be members of WTS</i>	
WTS Staff wage	\$30 per hour
Key Deposit CASH ONLY <i>*Refundable – subject to the terms and conditions.</i>	\$100
BOND (Must be paid prior to event) <i>*Covers cleaning fee, if applicable remainder will be refunded – subject to the terms and conditions.</i>	\$250
Cleaning Fee <i>*Taken from bond if Hirer has not returned venue in required state – see terms and conditions section 9.</i>	\$70 per hour To a maximum of \$250

PLEASE NOTE THIS REQUIREMENT

Public Liability All hirers please note section 5 in the Terms & Conditions	A copy of an Australian-wide Certificate of Currency with a minimum insurance cover of \$10 million is to be provided prior to confirmation of hire
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OFFICE USE ONLY

PRE HIRE CHECK LIST

	Amount Paid	Date Paid	Receipt No
Deposit			
Hire Fees			
Bond			
Key Bond (Enter into key register)			
TOTALS			

Staff Name _____

Staff Signature _____

Date _____

POST HIRE CHECK LIST

	Amount Paid	Date Paid	Receipt No
Bond (refunded)			
Key Bond (Refunded)			
Cleaning Fee (Deducted from Bond)			
TOTALS			

Staff Name _____

Staff Signature _____

Date _____