

Hirer Details

Individual/Organisation Name:

Contact Person:

Phone:

Mobile:

Secondary Contact: (if applicable)

Mobile:

Email address:

Billing Address:

Venue Hire Booking Details

Name of Event:

Type of Event:

(Conference, music/art event, celebration, meeting etc.)

Date/s required From:

to

(NB: If your event is being held over multiple days, please detail the times you require the venue to be open for bump-in/bump-out, your event times etc.) Goolarri Media Enterprises also welcome your event run sheet, promotional and event information to assist our staff in answering enquiries and in supporting your event)

Venue access time required:

am/pm

Set-up time:

am/pm

Event start time:

am/pm

Event end time:

am/pm

Venue shut-down time:

am/pm

Expected number of persons:

Gimme Club & Goolarri Amphitheatre: Venue Hire

<input checked="" type="checkbox"/>	Please select your venue hire option
<input type="checkbox"/>	Goolarri Amphitheatre Events Package Hire
<input type="checkbox"/>	Gimme Club Venue Hire (Half Day)
<input type="checkbox"/>	Gimme Club Venue Hire (Full Day)
<input type="checkbox"/>	Gimme Club Function Package (Day Hire)
<input type="checkbox"/>	Gimme Club Function Package (Evenings & Weekends)
<input type="checkbox"/>	Gimme Club Bands Package (Evenings & Weekends)



Venue Hire

Terms and Conditions

1. All Patrons: an *Emergency Evacuation Plan* detailing emergency exit and muster point locations is attached for your information. Please familiarise yourself with this document and retain it for referral during your event.
2. All Patrons will ensure as a matter of priority that Exit and Fire Equipment remains unobstructed at all times. All able bodied patrons will assist those with mobility restrictions when safe to do so in the event of an emergency.
3. The Venue Hire Booking Form must be signed prior to commencement of Hire.
4. Hirers are required to present a Purchase Order to Goolarri Media Enterprises or alternatively, pay a 50% Hire Fee deposit to secure their booking 14 days prior. NO Purchase Order or payment deposit may result in termination of your booking.
5. Electrical switchboards are to remain unobstructed at all times.
6. Hired areas are to be left in a clean and tidy, 'as found' condition.
7. Hirers are responsible for damages incurred by dependent guests and children. Damage to venue property, shall be paid for by any person(s) who wilfully or negligently causes such damage. Any damage discovered prior to hire commencement, please report to reception. This will ensure that your group will not be held responsible.
8. Hirers are to maintain and keep good order and reasonable behaviour.
9. The Hirer must ensure that people attending the function or on site adhere to the smoking policy. Smoking is prohibited anywhere inside Goolarri Media Enterprises buildings. Smoking is permitted only within the external carpark and 5 metres away from entrances. Patrons failing to comply with this policy will be instructed to leave the event/venue and not permitted to return.
10. The Hirer agrees to comply with all noise regulations and to limit their effect on neighbouring properties.
11. The Hirer is responsible for any payments due under the Copyright Act and the Hirer agrees to indemnify Goolarri Media Enterprises against any action resulting from non-payment or non-compliance with copyright laws. Goolarri Media Enterprises is under no obligation to ensure, prior to the use of the premises that activity for which the venue is hired does not infringe copyright.
12. Goolarri Media Enterprises Management will assign a staff member/s to be present at any event outside of business hours.
13. Goolarri Media Enterprises Chief Executive Officer, Chief Operations Officer, Event Manager or designated staff member/s shall at all times be granted free access to any part of the building. This access shall not entitle them to any seat or privilege.
14. Goolarri Media Enterprises will not be held responsible in any way for the loss of or damage to property placed in the venue by the hirer, nor for any loss by the hirer through accident or electrical failure or other plant or by any unavoidable cause. All care will be taken.
15. Management promotes safe work practices and all employees and hirers will actively participate in safe work practices. All electrical equipment brought into the venue must display evidence of a current electrical certification. All parties are responsible for Occupational Health and Safety.
16. Goolarri Media Enterprises reserves the right to cancel or change bookings.
17. Management reserves the right to refuse admission to any part of the building or it's grounds to any person who displays offensive, or obscene language or behaviour is intoxicated or is deemed a threat to the property.
18. Management may change Hire Conditions without notice.



Venue Hire

Terms and Conditions

19. Management may refuse to hire the venue in any case, and notwithstanding that the venue may have been let or that the conditions have been accepted and signed and the hiring fee paid, Goolarri Media Enterprises shall have the full power as it sees fit to cancel hire and direct the return of the hire fee paid, and the hirer thereby agrees to accept the same and to consent to such cancellation and to have no claim at law or in equity for any loss or damage in consequence.

20. Goolarri Media Enterprises will require a permit for Hot Works inclusive but not limited to the events of pyrotechnic activities including but not limited to the use of candles, sparklers, dry ice, smoke machines, reworks. Express written permission must be sought by the hirer 14 days prior to the event.

21. Alcohol consumption on the premises is only permitted within Goolarri Media Enterprises designated licensed areas and as agreed prior to venue hire.

I have read, understood the Terms and Conditions of venue hire.

LIABILITY

In the event of any dispute or difference arising as to the interpretations of these conditions, the decision of the Chief Executive Officer shall be final and conclusive. Signing to acknowledge understanding and agreeing to comply with these conditions on the application form is acknowledgment indemnifying Goolarri Media Enterprises. To maximise the deterrent value, and consistent with privacy requirements, please be aware that CCTV is employed throughout the grounds of Goolarri Media Enterprises .

DECLARATION

I have read, understood and agree to abide by the Terms and Conditions of Venue Hire. I agree to indemnify Goolarri Media Enterprises against all actions, claims, demands, or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by Goolarri Media Enterprises. I agree to hold Goolarri Media Enterprises harmless for any damages, acts or incidents that occur as a result of the above event held by me/my organisation. Further, I assume all liability for any loss arising from the listed event and release the Goolarri Media Enterprises from any liability and costs incurred from or an incident to the event.

I hereby make application for the hire of Goolarri Media Enterprises venue, services and equipment.

Name.....

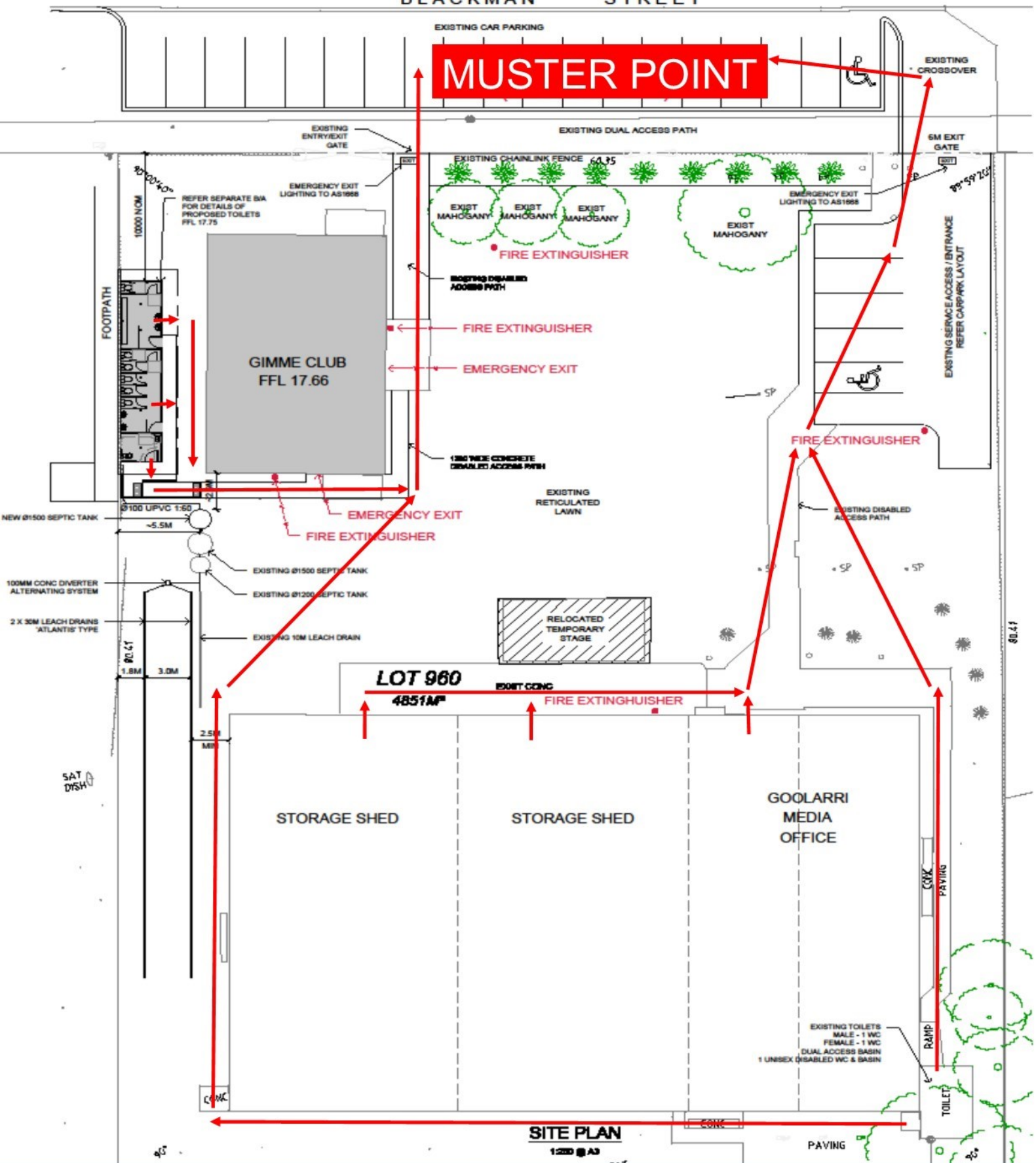
Signature:.....

Date:



BLACKMAN STREET

MUSTER POINT



Emergency Evacuation Plan



OFFICE USE ONLY		
	Venue availability checked?	
	Booking entered to Events and Outlook Calendar	
	Quote prepared	Date:
	Quote Sent	Date:
	GME Staff Required	Date Booked:
	Approved Manager Required	Available? Y/N
	Venue security staff booked and confirmed	Date: PO No.
	Security Monitoring informed	Date:

If you require any additional information please contact us directly on 08 9195 5333

Please email this completed form to Lauren Newton, Events Administrator: lauren.newton@gme.com.au

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 ABN: 46 074 817 253

