



KURILPA HALL
174 Boundary St
West End QLD 4101
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admin@apsl.com.au

APPLICATION FOR VENUE HIRE

Event Type: Private Functions & Parties

Applicants must be over 18 years of age

APPLICANT DETAILS

Name of Applicant Group or Club	
Person Responsible for this Booking	
Contact Phone Number	
Contact Email	
Postal Address	

THIS FORM IS AN APPLICATION ONLY. PLEASE READ IT CAREFULLY. IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE INFORMATION AND UNDERSTAND THE CONDITIONS OF HIRE.

FOR OFFICE USE:

HIRER ID SIGHTED AND COPIED: YES NO DRIVER LICENCE STATE: _____ NUMBER: _____

DETERMINED THAT RESPONSIBLE PERSON IS OVER 18: YES NO

IS ALCOHOL BEING SERVED? YES NO IS FOOD BEING SERVED? YES NO

IS ALCOHOL BEING SOLD (This includes wristband sales for drinks): YES NO

If yes, a permit must be obtained from the QLD Office of Liquor and Gaming and a copy attached with this application. Bookings must be made far enough in advance to allow for the permit to be processed before booking can be finalised.

Booking Guidelines & Procedures

1. Conditions of Hire Agreement must be read prior to completing the approved application form.
2. Bookings will only be accepted on the approved application form. Tentative bookings over the phone or email are only valid for 7 days and are not considered confirmed without the signed agreement being completed and returned to our office for processing. Please allow at least 30 days for applications to be processed.
3. Each applicant is strongly encouraged to make an appointment to meet Hall Staff in person to discuss the event in order to have the booking accepted and approved by Hall Management.
4. All booking applications must include time for set up and clean up.
5. Applications submitted less than 14 days in advance of booking date may incur a late booking fee.
6. All bookings will attract a hire fee of \$60 per hour, a security bond and key deposit.
7. Bonds are applied to all bookings from \$750.00 up to \$2000.00 upon the discretion of Management. If alcohol is being consumed and event is considered high risk the higher rate of bond will be applied.
8. A Community Group may be required to complete additional forms and must comply with Community Groups policy guidelines to be eligible for a fee reduction or waiver. This may include a Certificate of Public Liability Insurance cover. If approved, written confirmation will be provided.
9. Confirmation of approved applications will be provided in writing prior to the booking date with any

additional terms and conditions identified which may be specific to the booking.

10. Payment must be made at least 30 days prior to the booking date at either the Community Centre or via EFT. Payments may take 24-48 hours to process before being confirmed.

11. Refunds will only be given if written notice of cancellation is received at least fourteen (14) days prior to the scheduled booking date or a cancellation fee will apply.

12. Bond amounts will be refunded to the applicant within 21 working days following return of key and confirmation from venue staff that there has been no damage to the facility as a result of the booking.

EVENT DETAILS

HIRE DATE

START TIME (Must include set-up time)

END TIME (Must include pack-up time)

DESCRIPTION OF ACTIVITY

ESTIMATED ATTENDANCE

TICKETS SOLD/ PRICE *

**Note: Tickets cannot be sold on the premises during the hire period.*

EQUIPMENT / DECORATIONS (Please describe)

ENTERTAINMENT (Please list type of entertainment, duration etc.)

IS USE OF THE KITCHEN REQUIRED ?

**Note: If outside caterers are engaged, they must provide their own insurance cover.*

IS THE EVENT BEING ADVERTISED? (Please describe)

**Note: If you are advertising your event on Facebook or other Social Media, we require that you also register your event with the local police. You will need to provide documentation of police registration of your party in order for your venue hire to be approved.*

ARE YOU SELLING ANY ITEMS AT YOUR EVENT? (Please describe)

It is the responsibility of the hirer to check the condition of the venue immediately prior to occupation of the hall and determine whether the venue is in fit condition for use. If there are any damages prior to use of the hall, photo documentation is strongly suggested to support the hirer in any dispute of liability. The hirer is responsible for all that occurs during the hire period.

FEES & CHARGES

HALL HIRE FEES (Calculate)	HOURS HIRED	X HOURLY RATE	TOTAL FEES
		\$60	
Bond (\$500 - \$2000) (t.b.d.)			
Key Deposit (\$50 per key)			
Late Booking Fee (If applicable)			

Hall Bookings staff will advise you of fees and bond amount upon enquiry. A schedule of Fees and Charges is also provided on request.

PAYMENT INSTRUCTIONS

Full payment of hire fees and bonds is required in advance. Payments via cash or cheque may be made at our office at Kurilpa Hall, 174 Boundary St, West End and a receipt will be issued.

Direct deposit funds can be transferred to:

Account Name: APSL Hall

BSB: 484 799

Account Number: 083968693.

If paying by bank transfer please make sure your transaction reference is clearly marked with Hirer Name or Organisation Name so payment can be properly recorded.

For faster processing, please provide proof of payment via email to admin@apsl.com.au when deposit has been made.

TERMS AND CONDITIONS – Hirer Must Read and Accept All Items

1. Rights and obligations under this agreement are not transferable without written approval of Hall Management. The hirer may not transfer, assign, sub-let or sub-hire His or Her rights under this agreement. **A)** If the application is made personally, the person will be responsible for compliance with the conditions, payment of fees or liability which become payable in respect of the hiring. **B)** If the application is made on behalf of a group, company or other body, the responsible person must show authority or to accept responsibility on the body's behalf. The obligations imposed will be the joint responsibility of the group, company or body.
2. A refundable bond and key deposit (where applicable) shall be paid prior to occupation of the hall, alongside all fees in accordance with the fee schedule. Payments are preferred at least 30 days in advance. When necessary, charges for damages, cleaning or additional administrative fees will be deducted from the bond to cover same. The bond or any portion thereof not deducted for expenses shall be refunded within 21 days after the return of keys and/or determination of satisfactory handover of premises after hire.
3. When entering the venue, hirers are to make themselves aware of the Emergency Evacuation procedures displayed in the venue and to keep all emergency exit routes be kept clear at all times. In the event of an emergency, the hirer will telephone emergency services on 000, and will report any damages immediately to Hall Staff and/or Management.
4. Closed Circuit television (CCTV) cameras may be in operation on the premises. Recorded images are collected and stored in confidential locations on site and viewed by staff in the event of incidents requiring review.
5. The hirer is responsible for all that occurs during a hiring. If the responsible person is compromised or absent at any time, the hirer shall appoint a representative to be responsible jointly with the hirer. The appointment and identity of the representative shall be made known to Hall Staff as soon as possible, and preferably prior to the booked function.

6. If alcohol is to be consumed at the event, all local laws must be adhered to. The free sharing and service of alcohol at a private function is allowed on strict conditions of good behaviour and payment of high-risk bond. The sale of alcohol is prohibited without a proper licence from the Office of Liquor & Gaming. Evidence of licence must be sighted prior to booking being confirmed by Hall Staff. The hiring will not take place in the absence of proper licence. In addition, Hirers will forfeit their bond if alcohol is consumed on the premises without proper notification to Hall Staff/Management. Alcohol or other drinks are not to be served in glass containers (including stubbies, bottles and glasses) and will only be supplied by the Hirer in cans or plastic cups. Supply by the Hirer of any bulk alcohol (including keg beer) is not permitted. Consumption of alcoholic beverages is restricted to indoor premises only and is not to be consumed outside of the venue.
7. All hirers who work/volunteer with children, or provide a service to children under the age of 18 are required by law to obtain legislated checks and allowances through law enforcement.
8. Hall Management reserves the right to refuse the hiring of its venue without stating a reason for refusal. The Management body will not be held liable for any loss or damage caused by the exercising of this right.
9. **The penalty fees for cancellation of any hiring will be:**
 - i. A cancellation of more than 14 days in advance – \$0 (full refund of all fees & bonds);
 - ii. A cancellation within less than 14 days – 50% of total hiring fees (bonds refunded);
 - iii. A cancellation of less than 3 days in advance - 100% total hiring fees and bonds.
10. If keys to the building are required for an evening or weekend function, the key must be signed out from the Kurilpa Hall Management office at 174 Boundary St, West End. Lost keys will incur forfeiture of the key deposit. Return of keys in person is preferred, so that the hirer can sign the key back into the written log. However, if keys cannot be returned in person, alternative arrangements must be made in advance with Hall Staff.
11. Hirer will be responsible for ensuring that before leaving the building, the areas hired will be left in the same state of repair and cleanliness as at commencement of hire: clean, tidy and **all rubbish removed from the premises**. On-site bins are not to be used for rubbish disposal by Hirer. Hirer must ensure that when clean-up activities are complete and hall is vacated, **the premises are securely locked with all lights and ceiling fans turned off**. If furniture or equipment is moved, please return it to its usual place.
12. The Hirer is responsible for costs of any cleaning or repairs required after use of the hall. Hirer will also be responsible for any damage to furniture, fittings and equipment. Cleaning and damage repair costs will be determined by Management. Any costs which are not covered by the bond amount will also be payable by the Hirer.
13. Hirer must notify Management of any incidents or occurrences that would require attention and/or resolution, including property damage/vandalism, equipment malfunction, altercations or complaints.
14. For after-hours bookings, all noise must be substantially reduced by 11 pm. Clean-up activities must be finished and the premises vacated no later than 1 am.
15. No form of gambling may be conducted on the premises, unless appropriate licences are obtained.
16. No persons under the age of 18 years are to be left in control of any proceedings in the hired premises. No event may proceed without suitable adult supervision present at all times. The capacity of the hall is 100 people and shall not be exceeded. If the hirer fails to take appropriate measures to control their guests or any excessive guests (gate crashers), the hirer will incur the cleaning/damage costs and any responsibility for failing to provide a safe environment.
17. Nails, screws, and other permanent fastenings may not be used for affixing decorations or advertisements on the premises. Temporary signage is permitted around the perimeter of the venue for the duration of individual bookings and must be removed at the end of the hired period.
18. No naked flames are permitted – this includes candles, tea lights, barbecues, fireworks, sparklers, or smoke/fog machines.
19. Smoking is not permitted inside the venue and cigarette butts (considered rubbish) must be cleaned up if left behind by guests in the garden or car park areas.
20. Animals and ball sports are not permitted inside the venue, except in the case of service animals for blind or disabled persons.
21. Any equipment or other external items brought into the venue by the hirer must be removed upon departure from the venue and the conclusion of the hired period. This includes rubbish, which may not be disposed of in bins on the premises. Storage of items is not provided under the hall hire agreement and any property left behind will be removed at the cost of the hirer in the form of deduction from the security bond for cleaning. Other small items left behind will be treated as lost property and placed in the Lost Property box.

22. For group or company bookings, a copy of Certificate of Liability Insurance will be requested and must be provided alongside booking paperwork.
23. Hirers employing professionals such as catering, DJs, and other entertainment are also required to hold Public Liability Insurance and a copy of Certificate of same may be requested by Hall Staff prior to the function. This Liability insurance shall not be for less than \$20 million.
24. High Risk functions are considered to be, but not limited to, 16-21 birthday parties, youth events, large crowd events, and live music events. Where guests are under the age of 21, Hall Management requires assurance that there will be a ratio of one adult over the age of 25 to every 10 guests under the age of 21 (with the exception of school concerts or other chaperoned events). The adult supervisors must be capable of maintaining order and failure to provide adequate supervision will result in forfeiture of bond regardless of damages caused.
25. Hirers are in some cases required to register their event with the Queensland Police either online or through contacting the local police directly. Upon completion of the registration, the hirer will be issued a registration number. This number is to be supplied to Hall Staff not less than 30 days prior to the booked function.
26. Persons under the age of 18 must not be served, supplied or sold liquor. To do so is an offence and may be subject to a penalty or fine. If Management learns of underage drinking on the premises, the hirer will be subject to forfeiture of bonds.
27. To minimise the opportunities for uninvited guests, only one door of the venue should be used and Security professionals should be hired for the event. In the case that professional security is engaged, details of the Security Company and its employees must be supplied to Hall Staff/Management. Adult supervision must be on site at all times.
28. The event may not be openly advertised without permission of Hall Management and any social media advertisement of the event must be accompanied by proper registration of the event with Police.
29. The hirer will occupy and use the hall at his/her own risk. Neither the Hall Management or its staff will be liable for any loss, damage, or theft sustained by the hirer, any person associated with the hirer or any person attending the event.
30. The hirer will indemnify, and keep Hall Management indemnified for and against all crimes, suits, costs, and demands which may be made or recovered against Management by any person whatsoever in respect of any loss, injury (including death) or damage sustained in respect of or arising from the hiring or use of the venue, except to the extent that such loss, injury or damage is caused by negligence of Management.
31. Hall Staff and Management reserve the right to refuse or terminate a hall hire agreement as a result of inappropriate, intimidating or threatening behaviour from the hirer or their guests.
32. In the event that a hall hirer commits a breach of the hall hire agreement and/or any of the above Terms & Conditions, Hall Staff or Management may terminate the agreement and require immediate vacation of the venue. Management will not forfeit any right to action which may arise from such termination, and the hirer will be liable to pay all fees and charges.
33. Hall Staff or Management reserves the right to cancel any booking prior to use of the venue, by giving written notice of cancellation to the hirer. If Management cancels a booking pursuant to this contract, all monies will be returned to the hirer. Management will not be liable to the hirer for any loss or damage incurred by a hirer as a result of such cancellation.
34. Hall Staff & Management reserve the right to periodically update and amend these Terms and Conditions. Changes will be communicated to hirers.

DECLARATION:

I, ***being the duly authorised representative of the applicant in endorsing this application accept full responsibility for the above booking and will ensure compliance with the Booking Guidelines & Procedures, Conditions of Hire Agreement and Local Laws.***

Signature: Date: