



**HIRE APPLICATION FOR ARTS CENTRE
STUDIOS & FACILITIES (ABN: 86 537 195 499)**

Effective 1 January
2022

*To confirm your booking please fill out this form and return to
accounts@bribieartscentre.com.au or venuemanager@bribieartscentre.com.au

NAME OF PERSON/COMPANY HIRING:			
EMAIL ADDRESS:			
ADDRESS:			
PHONE HOME:		MOBILE:	
EVENT NAME:		PROPOSED DATE:	
START TIME:		FINISH TIME:	

BOOKINGS inc GST - TICK THE FACILITIES YOU REQUIRE, ALONG WITH THE DURATION OF THE ARTS CENTRE SPACE

Room ID	Facility/Equipment	Duration						Evening Rate 6:00 – 10:00 pm	
		2 Hours	✓	Half Day	✓	Full Day	✓	Evening	✓
1	Pottery Room	\$45.00		\$65.00		\$120.00		\$55.00	
2	Art Studio 2	\$45.00		\$65.00		\$120.00		\$55.00	
3	Studio 3	\$45.00		\$65.00		\$120.00		\$55.00	
4	Studio 4	\$45.00		\$65.00		\$120.00		\$55.00	
5	Boardroom	\$45.00		\$65.00		\$120.00		\$55.00	
6	Small Kitchen Hire			\$22.00		\$35.00			
7	Café Deck <i>*hire after 2pm</i>			\$45.00					
8	Covered Patio Area			\$45.00					
9	BBQ	\$25.00		\$25.00		\$25.00			
10	Grassed Area <i>*hire after 2pm</i>			\$45.00		\$65.00			
11	Dale Marsh Room			\$65.00		\$90.00			

<p align="center">Deposit – 50% of Venue Hire Required</p> <p align="center">DEPOSIT DUE AT TIME OF HIRE BOOKING</p> <p align="center">FULL PAYMENT DUE 1 DAY PRIOR TO HIRE</p> <p>BANK TRANSFER to the following account:</p> <p>Bribie Island Community Arts Society Inc BSB: 084-745, ACC: 155-431-921 REF: SURNAME, ROOM ID Number (see above)</p>	<p>**ROOM SET UP (Please ✓) YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>DO YOU REQUIRE USE OF TV: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>PLEASE STATE WHAT SOFTWARE YOU WILL BE USING e.g., PowerPoint?</p> <p align="center">Note: Hire rates will be subject to change and will be published from time to time.</p>
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Total: \$	** IF YOU REQUIRE THE ROOM TO BE SET-UP PRIOR TO HIRING A \$50 SET-UP FEE WILL APPLY
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Office use only: Paid: \$	Date:	Receipt No
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TERMS & CONDITIONS FOR HIRE

Definition meaning: *Hirer* - the person or body hiring BICAS facilities and equipment.

- **Payment** - *Hirer* to pay **Deposit (50% of Hire Cost) at time of booking**. **Final payment (in full) will be due one (1) day** prior to hire of Studios or Facilities commence. Payments to be made through Bank Transfer (see details on front of form).
- **Cleaning** - It is the *Hirer's* responsibility to leave the premises and its facilities and equipment in a clean, safe and proper condition to the satisfaction of BICAS.
- **Sub-letting** - The *Hirer* may not, under any circumstances, sublet any space within the venue or any other space within BICAS properties.
- **Extended Hire Time** - In the event of *Hirer use extending beyond the time booked*, the Hirer will pay to BICAS a further amount for each half hour extended e.g., in Studio 2, half hour = \$11.25.
- **Cleaning/Waste Disposal** – Any cleaning or waste disposal **additional** to that normally incurred by BICAS will incur an extra expense to be determined by BICAS.
- **Cancellation** – 7-Day written notice to be provided to BICAS Venue Manager of cancellation or Deposit will be forfeited. In case of a Federal/State COVID Government lockdown our COVID Policy will apply for hire of Gallery and facilities as follows; a full refund of the hire amount paid **OR** the hire amount will roll-over to the following year if a suitable date is available.
- **Duty of Care** – The *Hirer* is responsible for providing adequate duty of care and supervision for all person(s) under the age of 18 brought onto the premises as a result of their activities undertaken at the Art Centre.
- **Keys** - All keys to doors and equipment in the premises will be kept in the charge of such persons as authorised by BICAS. All keys to be signed for on official **BICAS KEY ISSUE/RETURN form**. Key return to be signed and witnessed by BICAS.
- **Alterations** - The *Hirer* will not make any alterations or additions to the structure or the fittings or decorations or furnishings or facilities or equipment of BICAS.
- **Smoking** - BICAS is a **Smoke-Free Site**. BICAS is governed by the Moreton Bay Regional Council Smoke Free Policy and Queensland's Government Smoking Laws at all times.
- **Notification of Loss** – The *Hirer* shall **notify** BICAS Venue Manager immediately on **becoming aware of any damage or loss to the premises, its facilities or equipment and of any injury to any person** whomsoever in the Art Centre grounds. BICAS is **not** responsible for the loss, damage or theft of any property or money belonging to BICAS Hirers and/or their associated third parties.

I/we fully understand and agree to abide by all Bribie Island Community Arts Society Inc. **Terms & Conditions of Hire** as detailed above.

Signed: _____

Date: _____