



NQOMT Hall Hire Application Form

PART A: Applicant Details

First Name: _____ Last Name: _____

Address: _____

Organisation (if applicable): _____

Phone: _____

Email: _____

PART B: Hire Requirements

Purpose of venue hire: _____

Date/s required: ____/____/____ - ____/____/____ OR Circle on calendar below

Arrival Time: _____ am/pm Departure Time: _____ am/pm

2019

January							February							March							April																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
		1	2	3	4	5						1	2							1	2							1	2	3	4	5	6				
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13										
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20										
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27										
27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30	28	29	30																		

May							June							July							August																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
													1																								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10										
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17										
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24										
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31														

September							October							November							December																				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
													1	2	3	4	5																								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14														
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21														
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28														
29	30	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31																									

PART C: Terms and Conditions

Notice of Conditions of Hire

Applicants must read in full the “Venue Hire Terms and Conditions” and on signing the Application, acknowledge that this notice has been received and examined by them, and that they are fully aware and agree to the conditions, indemnities and other authorities as documented in this notice.

Confirmation Notice of at least one (1) week confirmation must be given prior to any booking. A booking is confirmed by signing the terms and conditions form and the non-refundable deposit has been paid. The deposit is the total hire fee of the hall. Deposits can be made by direct deposit. Full payment (all function costs) must be made one day prior to the function. If the registration form is not received within seven (7) days, the committee reserves the right to cancel the booking and allocate the space to another client. In certain unforeseen and/ or exceptional circumstances it may be necessary to cancel the booking, providing sufficient notice where possible.

Cancellation

Notification of cancellation must be made in writing to receive a refund of any prior monies paid. Notification must be given at least two(2) weeks prior to function date. If cancelled on the date of the function, no refund will be given.

Final Function Details

Information regarding the number of guests, room set up, and equipment is required seven (7) days prior to the function and fourteen (14) days prior in November and December. Please note that the halls sound system is not available to hirers.

Venue access and availability

The venue hire allows you to have access one (1) hour earlier than the start time stated for your function. The Hirer shall only be entitled to use the specified part or parts of the building hired - this includes the main hall, foyer, kitchen, toilet area and verandah.

Deliveries

Please advise our secretary in advance of any goods that will be delivered to the hall prior to the function.

Fire regulations

All functions must operate within recognised Fire Safety Regulations.

Responsible Service of Alcohol and Smoking

All guests must adhere to the current laws of the Office of Liquor and Gaming Regulations. NQOMT and its committee support the Responsible Service of Alcohol. NQOMT do not sell alcohol during any hall hire functions.

- a) If the hirer proposes to have liquor at the function, it must make the necessary enquiries with the Office of Liquor and Gaming Regulation as to whether a ‘Limited Liquor License’ is required for alcohol to be present at the respective function.
- b) If a license is required by the Office of Liquor and Gaming Regulation, a copy of this document must be provided to the NQOMT committee at least one week prior to the function.
- c) No drink carriers or devices which may cause damage to the floor may be used in the hall.

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- d) Hirers of the hall must take care to avoid any spillage; however should this occur, the hirer will be responsible for all cleaning. Smoking is not permitted in the hall or anywhere within five (5) metres of the hall.

Minors

Any underage guests (under 18) attending are not to be served any alcohol to ensure that the Responsible Service of Alcohol is adhered too. If any underage guest (under 18) is seen breaking the law; including smoking in any area, drinking alcohol, the function will be immediately shut down with no refund. All children under twelve (12) years of age, should be supervised at all times.

Unduly Intoxicated and Disorderly Guests

Licensing laws prohibit the supply of liquor to disorderly, unduly intoxicated and underage guests. Guests displaying signs of intoxication should be refused service and asked to leave the hall. NQOMT prides itself on looking after our neighbours, so all noise should be kept to a minimum at all times.

Entertainment

All entertainment requested/ organised is at the hall hirers expense. Decorations supplied by the hirer must be pre-approved by the NQOMT committee and any damaged caused by any decorations will result in the hirer being liable for any and all repairs.

Equipment

NQOMT does not accept responsibility for damage, or loss of, any hirers or guests property left in the hall prior to, during or after any function. Please advise the secretary when anything is being delivered prior to your event and safe storage will be organised where possible. No smoke machines allowed due to fire regulations. Any damaged caused to the hall property, fitting or equipment during a function is the financial responsibility of the hirer. Use of fixing materials including nails, staples, blutac or any other attaching material to ceiling, walls or floor is not permitted without prior consent from NQOMT. Use of any NQOMT property is by permission only.

Prices

All prices are inclusive of GST and are valid until 31 December 2019.

Annulment of Agreement

Should NQOMT be prevented from allowing the hall hire to precede due to circumstances beyond its control (such as power failures, fire, flooding, natural disasters) the said agreement will be made null and void at the discretion of the NQOMT committee.

Kitchen

Use of the kitchen and any equipment is by prior permission. The use of any cutlery, plates, cookware or kitchen utensils is prohibited. Any kitchen appliances used must be cleaned and returned to a tidy state. Any uncleaned items may incur cleaning charges which will be invoiced to the hirer.

Cleaning

Where an event has created cleaning requirements that are considered in excess of the general and normal cleaning standards, a cleaning surcharge of \$50.00 per hour is applicable. Note that the

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use of confetti, glitter, rice, candles or similar within the hall and outside of the hall is prohibited and will attract a fee.

Damage

The hirer will be responsible for any damage that may occur in relation to their function by all guests attending. In addition the client indemnifies NQOMT against any claim for loss, damage or theft of any goods belonging to the client or their guests. NQOMT strictly adheres to the Health, Liquor Health & Safety Acts and all Federal and State Regulations. The client and their guests also undertake to conform to these regulations..

Insurance

The Hirer/User shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Hirer/User providing coverage for a minimum sum of \$10 million (or more). The Hirer is to provide to the secretary, a Certificate of Currency of their own Public Liability Insurance cover for the event, before the facility can be used. The Hirers have a duty of care towards any person attending the function to ensure that the event is run in an orderly manner and not place any person or property at risk to injury or damage.

PART D: Declaration

Please tick:

I have read all Terms and Conditions and understand that no booking will be confirmed until this signed agreement has been received and approved by the NQOMT committee.

I agree to respect the neighbours, and will leave the premises in a manner that does not disturb the amenity of the area.

I agree that NQOMT will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

I agree to the terms and conditions as stated above.

Print Name: _____

Signature: _____

Date: _____

PART E: NQOMT Hire Acceptance

NQOMT accepts your application to hire the facilities described and grants approval subject to compliance with all the conditions described in the attached 'Terms and Conditions'.

Name of Authorised Signatory: _____

Position: _____

Signature: _____

Date: _____

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