

VENUE HIRE APPLICATION AND AGREEMENT



DRESS CIRCLE & BALCONY 2021/2022

Use this form to apply for hire of the **Dress Circle & Balcony**.

Venue hire is subject to availability. To check dates prior to lodging this form please call during office hours.

Please ensure all fields have been filled out correctly.

Email riddoch@mountgambier.sa.gov.au
Telephone 08 8721 2563
In person The Riddoch Arts & Cultural Centre
1 Bay Road, Mount Gambier

PART 1 - APPLICANT DETAILS

The applicant is the person lodging the form and must be 18 years old or over. All communication related to the event will be directed to the applicant and the named applicant will be responsible for access requirements of all vendors associated with the event.

Company/Organisation

Title Mr Mrs Ms Miss **Other**

Given name **Surname**

Postal Address

City **State** **Postcode**

Mobile **Phone**

Contact email

Please provide the name and phone number of the key contact that will be present at each booking:

On-site contact name

On-site contact mobile

PART 2 - VENUE & BOOKING TIMES

Please tick the space you wish to hire (refer Part 4 for hire fees):

Dress Circle - capacity 108 **Dress Circle & Balcony**

PLEASE NOTE: For all functions held outside of The Riddoch Arts & Cultural Centre opening hours (Monday to Friday 10am-5pm and Saturday, Sunday & most public holidays 10am-2pm), Wilson Security (phone 8723 0880) is to be engaged by the hirer to permit access to the centre, to provide security at the front door whilst the event is taking place and to lock up and alarm the building after the function concludes. **The cost for this security is at the hirer's expense.**

Day 1 (day & date): / /

Access time (including setup) ← **Event start time** → **Event end time** → **Departure time** (including pickup)

: am pm : am pm : am pm : am pm

Day 2 (day & date): / /

Access time (including setup) ← **Event start time** → **Event end time** → **Departure time** (including pickup)

: am pm : am pm : am pm : am pm

If further dates required please attach.

PART 3 - EVENT DETAILS

Name of the event

Estimated number attending

What best describes your event? (eg. conference, screening, workshop, birthday etc.)

Event entry & ticketing information:

- Private** - event for invited guests only **Free** - event free for the general public to attend
- Ticketed** - event that charges an admission fee to attend **Entry Fee \$**
- Free entry with ticketed elements**

Will there be alcohol at the event? **Yes** **No**

If yes:

- A bond will be required (please refer *Part 4 - Hire Fees*)
- Where the event exceeds 50 people after 7pm and alcohol is being served or sold, the hirer needs to engage the services of a **licensed security guard** from a local provider.
- Private events where alcohol is provided but not sold, do not require a liquor licence, however all other events must obtain the relevant approvals and permits from the Office of the Liquor and Gambling Commissioner (please refer to *Part 8 - Terms & Conditions - Alcohol* for further details).

Name of liquor licence holder (if applicable)

Name of security firm (if applicable)

Will there be food at the event? **Yes** **No** (please move on to *Part 4 - Hire Fees*)

If yes, will it be **Self-catered** (please move on to *Part 4 - Hire Fees*) **Caterer hired**

Name of caterer Mobile

PART 4 - HIRE FEES & INVOICING

2021/2022

Hire period	Dress Circle	Dress Circle & Balcony
3 hours	\$240	\$330
6 hours	\$385	\$465
Full day	\$700	\$810

- Hire fees must be paid in full before the event.
- Fees and charges increase annually on 1 July.

Other fees and charges:

IT / staff support
\$50 per hour

Tablecloth hire
\$7 per cloth

Cleaning (a basic cleaning fee is covered in the hire fee)
Additional cleaning charge \$50 per hour

BOND: For events or functions that include alcohol, Council may require a bond of between \$500 - \$2000 which must be paid 14 days prior to the event. Any extra-ordinary cleaning and/or losses, damages or security callouts may be deducted from the bond. **If applicable, please provide account details below for refund purposes** (bond will be refunded within 28 days after the event and will be made directly into the bank account as listed below).

Account name:

BSB number: - Account number:

INVOICING: If the tax invoice is to be sent to a different email address or different organisation, please provide details:

Organisation

Postal Address

Contact Phone

Email

PART 5 - SET UP & RESOURCES

For the Dress Circle, please select resources required:

- Cordless microphone
- Earpiece microphone
- Lectern
- Laptop
- Fixed data projector
- Whiteboard
- Trestle tables (1.83m x 0.76m x 0.74m), 6 available, number required: _____
- Extra chairs - number required: _____

For the Balcony, please select resources required:

- Coffee cart
- Water cart
- Trestle tables (1.83m x 0.76m x 0.74m), 6 available - number required: _____
- Table cloths (@ \$7 each) - number required: _____
- Chairs - number required: _____

Please detail Balcony set up on the floor plan - refer part 7.

PART 6 - DECLARATION

All boxes in this section must be ticked and accepted and the applicant must sign the form prior to Council processing the application.

- I certify that the information provided in the application is true and correct. I understand that if the information declared on this application is not true and correct the City of Mount Gambier may refuse my application.
- I have read and completely understand the terms and conditions of use and hire detailed in Part 8 of this document, as well as the hire fee schedule, and agree to comply. I will also ensure that all individuals, groups and contractors using the premises in association with this application shall also comply with all conditions and requirements outlined in this document.

Signature or initials

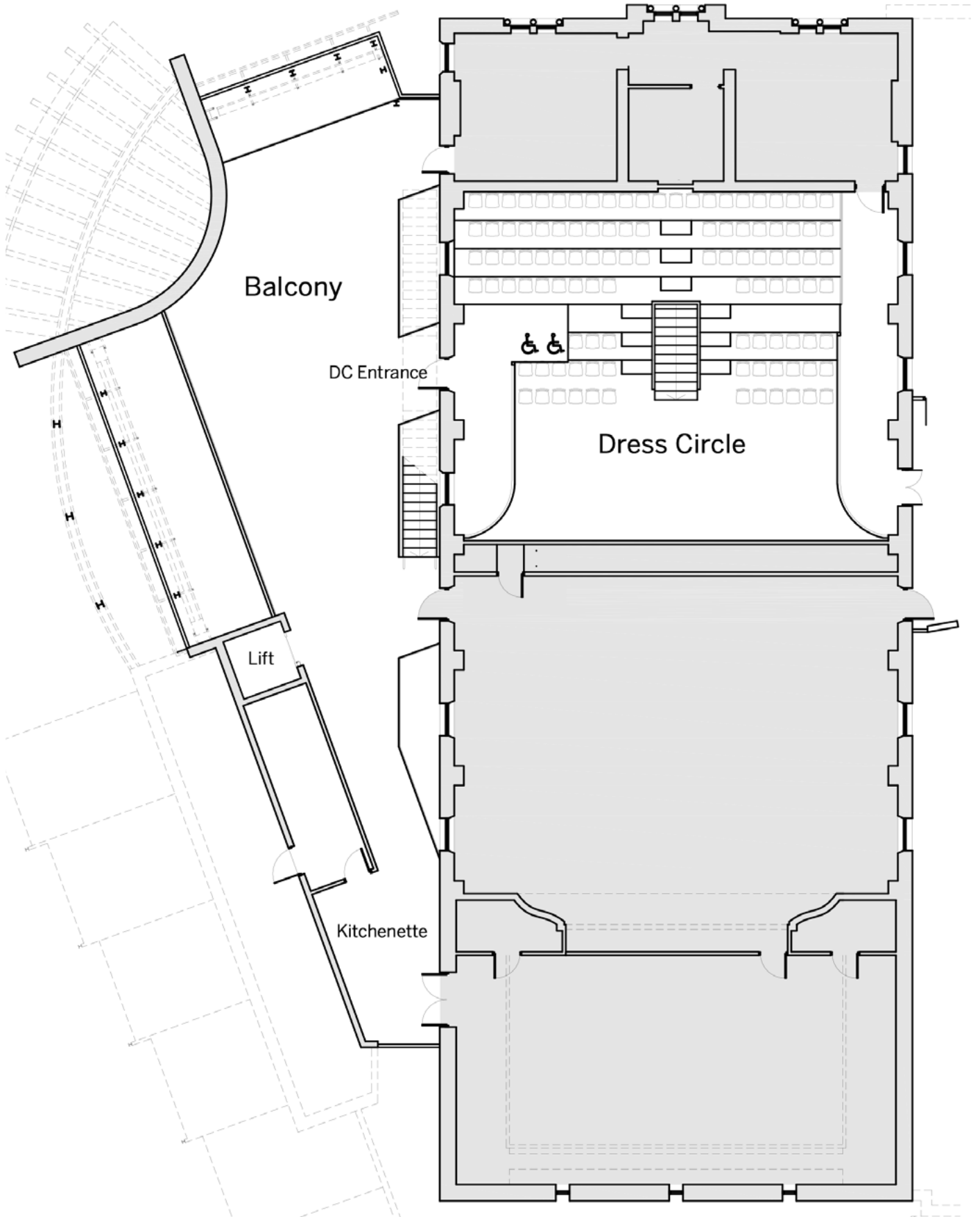
Date

/ /

Print name

THE RIDDOCH ARTS & CULTURAL CENTRE

First Floor



PART 8 - TERMS & CONDITIONS

1. Cancellations made within 7 days of the event may result in a cancellation fee of 50% of the actual hire rate. This includes bookings where hire fees have been waived.
 2. The hirer agrees to indemnify the Council and agents from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to use of the venue.
 3. For major events/hiring and where requested by Council, the Hirer shall take out and keep current a public risk insurance policy in the name of the hirer insuring the hirer for the minimum sum of ten (10) millions dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity.
 4. The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity when approved by Council and shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to the activity.
 5. The hirer must comply with all legal requirements relating to the use of the premises and/or the conduct of performances or functions.
 6. Hirer's employees and agents – all persons engaged or employed by the hirer in connection with the venue shall comply with the provisions of this agreement, and the hirer agrees to accept responsibility for any failure on the part of his agents, employees, contractors, guests and invitees to observe and comply with these provisions.
- the venue with items such as flags, banners or streamers.
Use of confetti, helium filled balloons, fireworks or candles is not permitted. The display of posters and signage will be permitted only on boards provided for this purpose.
 - For all functions held outside of business hours Wilson Security (phone 8723 0880) is to be engaged by the hirer to permit access to the complex, to provide security at the front door whilst the event is taking place and to lock up and alarm the building after the function concludes. The cost for this security is at the hirer's expense.
 - Access to the venue is strictly limited to the booked hours.
 - Hirers must ensure that the times booked for the venue are inclusive of set up and pack down requirements.
 - Pre-event site visits may be arranged with the customer service team by appointment.
 - The hirer, or the hirer's representative, must be in attendance before the advertised starting time.
 - The hirer shall ensure that a responsible person remains after the completion of the function whilst patrons vacate the premises.
 - Lost property - any property found in the venue will be available through the customer service team at The Riddoch Arts & Cultural Centre reception.
 - Council shall not be held responsible for any loss of or damage to any property whatsoever belonging either to the hirer or any person attending the function or activity.

Use of The Riddoch Arts & Cultural Centre

1. The hirer is only permitted use of the exact area booked and identified on the agreement.
2. Venue capabilities (specified on page 1) must be adhered to.
3. The hirer will not make an addition or alterations to the structure, facilities, goods, equipment or decoration of the venue, unless approved by the Venue Coordinator in writing. Nails, screws, tape or any fastenings must not be driven into or attached in any way to walls, ceiling, floors, furniture or fittings. Hirers must also seek Council's guidance and permission to decorate

Advertising

1. An event in the venue may not be advertised until the application is approved by Council and a letter of confirmation is received by the hirer.
2. No advertising of any description or kind will be permitted on any section or part of Council venue or parklands unless authorized by Council.
3. If the function is advertised it must be in accordance with the type of function stated on the application.

Copyright

1. Hirers are to observe the provisions of the Copyright Act and to indemnify Council and free it of any obligation with respect to this act.

Access

1. The Riddoch Arts & Cultural Centre is open to the public seven days a week - Monday to Friday 10am to 5pm and Saturday, Sunday & most public holidays 10am-2pm. Hirers need to be considerate of other activities being conducted in the complex at the same time of the hire.

Parking

1. Long term parking is available in Alexander Street, Commerce Place, Lawrence Street and James Street car park. The Library car park on Sturt Street has a 4 hour limit.
2. The hirer is not permitted to park any vehicles on the paved area adjacent to the venue.
3. One designated disabled car park is located adjacent to the fountain in Watson Terrace.

Catering

1. The Balcony must be booked with the Dress Circle if coffee and/or catering is to be served.
2. The hirer can either self-cater or hire their own caterers.
3. A coffee cart may be booked by the hirer. The cart includes tea, coffee, sugar, an urn and paper cups. Hirers are to supply the milk.
4. A small kitchenette may be accessed.

Initial

Date

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PART 8 - TERMS & CONDITIONS (CONTINUED)

Facilities include a microwave oven, convection oven, dishwasher and sink. The area must be cleaned after use.

- Hirers are reminded that the arrangements for the preparation and serving of food must comply with Australian & New Zealand Food Safe Standards - refer to www.mountgambier.sa.gov.au/foodsafety

Alcohol

- The hirer shall notify the Council at the time of the application if alcohol is to be served during the period of the hire. Council reserves the right to decline any application to hire if alcohol forms a substantial and noticeable feature of the event.
- Alcohol can only be sold if the hirer obtains the relevant approvals and permits from the Office of the Liquor and Gambling Commissioner - www.olg.sa.gov.au.
- A copy of the Liquor License must be on site for the duration of the function.
- Hirers must comply with the Liquor Licensing Act with regard to the service and consumption of alcohol.
- The licensee may only advertise in accordance with the licensor guidelines and must not promote any alcohol or tobacco products on the premises.
- The sale, supply and/or consumption of alcohol in Council facilities to minors is prohibited and will result in police action.
- Private events where alcohol is provided but not sold, do not require a liquor licence.
- Where alcohol is being served at an event, Council requires a bond of between \$1000 - \$2000 which must be paid 14 days prior to the event.

Noise

- Noise levels must not cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Local Nuisance & Litter Control Act 2016.
- Any request from the Venue Coordinator or nominated Council officer to reduce sound levels must be complied with immediately.

Safety

- Council staff will ensure that the hirer is familiar with emergency evacuation procedures.
- A first aid kit and defibrillator unit is located in the foyer.
- In the case of an emergency or fire, the venue must be evacuated according to the evacuation chart clearly visible on the walls of the venue.
- All exits must be clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful.
- Use of dangerous goods – the hirer will not bring or allow the use of any flame, candle, explosive, fuel, ammunition, pyrotechnic, firearm, flammable liquid or substance, smoke machine or any dangerous weapon in the venue.

Smoking

- Smoking is strictly prohibited in the venue.

Cleaning

- It is the hirer's responsibility to leave all hired areas in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, wiping down all benches and sinks and sweeping floors if required to return the premises to a clean condition. Cleaning products are provided in the kitchenette.

- All waste is to be deposited in the waste and recycling bins provided. Additional garbage bags are provided.
- For functions that will generate excessive waste or continue over multiple days additional bins may be requested.
- A charge for basic cleaning is covered in the hire cost. If additional cleaning is deemed necessary, a fee of \$50 per hour may be charged.

Community events

Community events may apply for a contribution towards the hire of facilities. Please contact The Riddoch Arts & Cultural Centre for an Event Sponsorship application form. In the event of a successful application, a mandatory cleaning fee will be charged and Council's sponsorship protocol must be followed including recognition of support and evaluation processes.

Initial

Date

/ /

HOW TO LODGE THIS FORM

Please ensure all fields have been filled out. Once completed, pages 1 - 3 can be submitted by:

Email riddoch@mountgambier.sa.gov.au

Mail The Riddoch Arts & Cultural Centre - City of Mount Gambier
PO Box 56
Mount Gambier SA 5290

In person The Riddoch Arts & Cultural Centre – 1 Bay Road, Mount Gambier