

Venue Hire Quote and Agreement



**Godinymayin
Yijard Rivers**
Arts & Culture Centre

To	
Organisaton	
Phone	
Email	
Function name	
Dates & times	
Number of people	

Contact for invoice	
Phone	
Email	
Mail address	

Quote

DESCRIPTION (rates include GST)	RATE	QTY	\$ Estimate	\$ Actual
Full auditorium – half day / full day	\$440 / \$800			
Half auditorium – half day / full day	\$300 / \$540			
Additional hours: before 9am or after 5pm	\$165 p/hour			
Extra staff: for large scale venue hire or set-up	\$65 p/hour p/person			
Cabaret style layout	\$65			
Room reset	\$40 p/hour			
Cleaning/amenities charge Large events running longer than 1 day	\$100 p/day			
Basic audio package: sound desk, microphone	\$100 p/day			
Basic A/V package: sound desk, projector, lectern with microphone	\$200 p/day			
Lectern with microphone	\$60 p/day			
Data projector and screen	\$100 p/day			
Additional microphone	\$60 each p/day			
Lapel microphone	\$60 each p/day			
46" TV monitor and DVD/Blu-ray player (on moveable stand)	\$60 p/day			
Basic lighting wash	\$60 p/day			
AV support: Minimum 2 hour term	\$75 p/hour			
Kitchen use	\$80 p/day			
Basic tea & coffee	\$2.50 p/head p/day			
Urn	\$10 p/day			
Table cloths	\$5 each			
Photocopying	50c per A4 page			
Other (specify)				
TOTAL inc. GST				

Please note this is an estimated quote based on information given by the potential hirer. The actual cost may change if there are changes to the venue requirements, e.g. changes to the number of people requiring tea/coffee or setup changes.



Venue Hire Agreement

Between:

ORGANISATION / NAME:

ABN:

'The Hirer'

and

Godinymayin Yijard Rivers Arts and Culture Centre
Katherine Regional Cultural Precinct Ltd
ABN: 83 151 148 104

'GYRACC'

By which GYRACC agrees to hire the auditorium (the Venue), at the Godinymayin Yijard Rivers Arts & Culture Centre, Stuart Hwy, Katherine to the Hirer, on the following terms and conditions:

1. Term and purpose of hire

- 1.1. GYRACC hires the Venue to the Hirer as per the attached *Venue Hire Quote*
- 1.2. The term of hire includes the time of bump-in and bump-out.

2. Payment of hire fee

- 2.1. The Hirer will pay GYRACC a hire fee as in the quote.
- 2.2. This fee may change if the Hirer's requirements change. In this case the change will be agreed upon by both parties and forwarded in writing (or email) to the Hirer by GYRACC.
- 2.3. At GYRACC's discretion, The Hirer may be asked to pay a deposit of 10% of the quoted cost at the time of confirming the booking or submit a Purchase Order.
- 2.4. A cancellation fee of 10% will be incurred if the hire is cancelled within 10 working days of the hire.

3. GYRACC's obligation

- 3.1. GYRACC must:
 - a) ensure the Venue is in a clean and tidy condition prior to the commencement of the Hire; and
 - b) ensure The Hirer has access to the Venue between the agreed times on the function date as set out in clause 1.1 and 1.2.

4. Hirer's obligation

4.1. Alterations

The Hirer must:

- a) not attach in any way to walls, doors, glass, floors, furniture or fittings in or around the Venue any nails, screws, adhesive tape, signs or other items without prior approval from the Venue Manager; and
- b) not interfere with or alter any of the electrical installations, lighting, sound systems or other technical equipment owned by GYRACC.

5. Artworks

- 5.1. The Hirer must not cover, handle or endanger GYRACC's artworks.

6. State of Venue

6.1. The Hirer:

- a) must vacate the Venue and remove all belongings and other things brought to the Venue by the Hirer and any of its employees, agents, contractors and guests prior to the expiration of the term of hire;
- b) must keep and leave the Venue in a clean and tidy condition as it was at the commencement of the term of hire. All rubbish is expected to be deposited into bins provided; and
- c) not cause any damage to the Venue or any other property in or about the Venue.

- 6.2. Hirers are responsible for any damage that occurs. If the Venue is left in an excessively dirty state, the Hirer will be notified and given a specific time limit to remedy the situation. Otherwise, GYRACC will organise the cleaning and fees incurred will be taken from the Hirer's deposit.



7. Conduct of function

7.1. Compliance with laws

The Hirer must:

- a) comply with all relevant laws, regulations (including those relating to the sale, consumption and responsible service of alcohol; and
- b) be liable for and indemnify GYRACC from and against all damages and expenses for which GYRACC may become liable because of The Hirer's breach of any such laws arising out of or in the course of the function.

7.2. Decorations

All sound, electrical and lighting requirements, signs, banners and decorations connected with the function must be approved by GYRACC before the function and may be the subject of a further charge.

7.3. Attendance

The Hirer must be in attendance at the premises at least one (1) hour before the commencement of the function.

7.4. Directions

The Hirer must:

- a) not hinder or obstruct the Venue and its employees, agents or contractors or any other person permitted by GYRACC or authorised by law to exercise his or her duties in or about GYRACC;
- b) comply with any rules relating to the Venue including all security and evacuation procedures applicable to the Venue; and
- c) follow directions and instructions given by GYRACC in relation to any aspect of the hire.

7.5. Deliveries

All deliveries for the function must be arranged with and approved by GYRACC prior to delivery.

7.6. Invitees

The Hirer must:

- a) ensure that its employees, agents, contractors and guests do not behave in a dangerous, noisy, offensive, illegal, immoral or otherwise objectionable manner; and
- b) ensure that its employees, agents, contractors and guests do not do anything which is or is likely to be detrimental to the operation, prestige, reputation or image of GYRACC.

7.7. Contractors

The Hirer:

- a) may not permit any contractors of the Hirer including, without limitation, any operators of electrical, lighting or sound systems and any providers of music or other entertainment to provide services at the function unless otherwise approved in writing by GYRACC; and
- b) is liable for and indemnities GYRACC from and against all actions, claims, demands, losses, damages and expenses for which the Venue may become liable or suffer in respect of any acts or omissions of the permitted contractors.

8. Insurance

The Hirer must:

- a) take out and maintain public liability insurance to the minimum coverage of \$10 million and provide GYRACC with a copy of a Certificate of Currency of that public liability name;
- b) take out and maintain workers compensation insurance when required by legislation;
- c) comply with requirements of any insurance policy relating to GYRACC made known to the Hirer;
- d) inform GYRACC immediately of the Hirer becoming aware of any breakage or damage to the Venue or its fixtures; and
- e) pay to GYRACC the cost of repair of any damage to the Venue that is caused by the Hirer or its employees, agents, contractor and guests.

9. Hirer's warranty and indemnity

The Hirer:

- a) warrants that the event does not contain any defamatory material; and
- b) indemnifies GYRACC against any and all claims, costs, actions and damages brought or suffered as a result of breach of these warranties or either of them.



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10. GYRACC

10.1. GYRACC may cancel a confirmed booking at any time if there is a force majeure (eg flood, unsafe premises etc), or any other event, which in the reasonable opinion of the Director of GYRACC causes the Venue to be unsafe or inappropriate for the function; and

10.2. GYRACC shall not be liable for any loss or damage to the Hirer or any third party in consequence of the exercise of the rights referred to in clause 10.1.

11. General

11.1. The parties acknowledge that nothing in this agreement creates any relationship of partnership or employment between the parties.

11.2. This agreement may only be changed in writing (or email) signed by all parties.

11.3. We have read and acknowledge the terms and conditions of this Venue Hire Agreement

12. Signature

Signed for and on the behalf of the Hirer:

Signature:

Name (PRINT):.....

Date:/...../.....

Purchase Order No: