

Civic Centre Hire Application Form



Gympie Regional Council
 PO Box 155, GYMPIE QLD 4570
 Ph: 1300 307 800
gympie.qld.gov.au

Gympie Civic Centre
 32 Mellor Street, Gympie
civiccentre@gympie.qld.gov.au

Application is for (please tick):

- | | | |
|---|---|---|
| <input type="checkbox"/> Use of entire Centre | <input type="checkbox"/> Fossickers Room | <input type="checkbox"/> Prospectors Hall |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Miners Court Bar | |
| <input type="checkbox"/> Heritage Theatre | | |

Applicant Details

Name of Applicant:					
Name of Business/Organisation/Charity:					
Type of Organisation:	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Sporting	<input type="checkbox"/> Educational	<input type="checkbox"/> Religious	<input type="checkbox"/> Charitable
<i>(Please note that Public liability insurance may be required for commercial hirers, sporting/community groups and incorporated organisations.)</i>					
Postal Address:					
Phone:		Mobile:		Email:	
I hereby declare that the information I have provided herein is true and correct to the best of my knowledge and accept the terms and conditions of hire outlined in this form.					
Signature: _____			Date: _____		
<i>PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.</i>					

Fossickers Room

Specify the name of the event you wish to conduct:					
Number of persons attending:		Date of intended use:		_____ / _____ / 20_____	
Set up time:	: am / pm to	Take down time:	: am / pm to		
	: am / pm		: am / pm		
Time of function:	From:	: am / pm	to:	: am / pm	
Do you require the use of:	PA System <input type="checkbox"/>	Projector <input type="checkbox"/>	TV/DVD <input type="checkbox"/>	Microphone <input type="checkbox"/>	Laptop <input type="checkbox"/>
Do you require a tea/coffee station?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please cater for _____ people (<i>charges apply</i>)			
Number of chairs required:			Number of tables required:		
Room information:					
<ul style="list-style-type: none"> Rectangle tables are available (1700mm x 750mm) Capacity – 120 (Theatre style) or 80 (Wedding style) 			<ul style="list-style-type: none"> Approximate room dimensions: 14.5m x 14.2m Up to 4 hours free set up and take down time 		
*** A bond may be applied to your booking					
Additional requirements for booking:					

Prospectors Hall

Specify the name of the event you wish to conduct:			
Number of persons attending:		Date of intended use:	_____ / _____ / 20_____
Set up time:	: am / pm to : am / pm	Take down time:	: am / pm to : am / pm
Time of event:	from: : am / pm	to: : am / pm	
Do you require the use of:	PA System <input type="checkbox"/>	Projector <input type="checkbox"/>	TV/DVD <input type="checkbox"/> Microphone <input type="checkbox"/> Laptop <input type="checkbox"/>
Do you require a tea/coffee station?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please cater for _____ people (<i>see charges below</i>)		
Number of chairs required:		Number of tables required:	
Do you propose to use the piano?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you propose to use the temporary/catwalk staging? (<i>see charges below</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room information:			
<ul style="list-style-type: none"> Capacity: 608 (Theatre style); 400 (Wedding style) 128 permanent seats in upstairs gallery Stage size: 14.1m x 3.5m 100 rectangle tables are available (1700mm x 750mm) 6 people max per table 		<ul style="list-style-type: none"> Approximate room dimensions: 22m x 20m Up to 4 hours free set up and take down time ** A bond may be applied to your booking 	
Additional requirements for booking:			

Miners Court Bar

Proposed use:			
Date of intended use:	_____ / _____ / 20_____		
Set up time:	: am / pm to : am / pm	Take down time:	: am / pm to : am / pm
Time of event:	from: : am / pm	to: : am / pm	
Do you intend to: sell and/or serve alcohol	<input type="checkbox"/> (Liquor License is required. Ph: 13 74 68 for info.)	sweets & soft drinks only	<input type="checkbox"/>
Do you require a tea/coffee station? (<i>please tick</i>)	<input type="checkbox"/> No <input type="checkbox"/> Yes, please cater for _____ people (<i>charges apply</i>)		
Do you propose to use the cold room to store alcohol?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Date and time of drop-off of alcohol?	: am / pm, _____ / _____ / 20_____		
Room information:			
<ul style="list-style-type: none"> Bar capacity: 50 Beer keg taps available Up to 4 hours free set up and take down time 		<ul style="list-style-type: none"> Bar dimensions: 10m x 14m All glasses, jugs, and fridges and included in hire fee *** A bond may be applied to your booking 	
Additional information for booking:			

Kitchen

Proposed use:	
Date of intended use:	_____ / _____ / 20_____
Time of intended use:	From: _____ : _____ am / pm to: _____ : _____ am / pm
Caterer (print name):	
Use of facilities only (no other use of kitchen) :	fridge only <input type="checkbox"/> benches only <input type="checkbox"/>

Heritage Theatre

Name of performance:			
Dates of intended use:	_____ / _____ / 20_____		
Set up time:	_____ : _____ am / pm to _____ : _____ am / pm	Take down time:	_____ : _____ am / pm to _____ : _____ am / pm
Time of event:	from: _____ : _____ am / pm	to: _____ : _____ am / pm	
Are rehearsals required?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please list dates and times:		
Do you propose to use:	<input type="checkbox"/> Stage Lights <input type="checkbox"/> Green/dressing rooms	Do you propose to use:	<input type="checkbox"/> Grand Piano <input type="checkbox"/> Sound technician
Room information:			
<ul style="list-style-type: none"> • Downstairs seating: 293 (2 wheelchair bays) • Stage: 10.7m x 14.3m • Hearing Loop available in downstairs seating • Full sound and lighting available 		<ul style="list-style-type: none"> • Upstairs seating: 108 • Stage wings: 2.8m x 3.9m • A bond may be applied to your booking 	

Fees

Civic Centre – whole of venue	POA
Fossicker's Room	POA
Prospector's Hall	POA
Miners Court Bar	POA
Heritage Theatre	POA
Kitchen	POA
Technical equipment e.g. audio visual and/or sound	POA
Bond	POA
Other services e.g. cleaning, provision of set up & pack down, catering, ticketing.	POA

GYMPIE CIVIC CENTRE CONDITIONS OF HIRE

CONDITIONS COMMON TO ALL AREAS OF THE CENTRE

Council may cancel bookings

1. It shall be at the discretion of the Regional Council to refuse to hire the Centre in any case and notwithstanding that the Centre may have been let or that these conditions may have been accepted and signed and the rent paid, the Council shall have full power, if it sees fit, to cancel such hiring and direct the return of the hire fees and deposit so paid and the hirer hereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

Observance of Laws covering decency etc.

2. It shall be the responsibility of the hirer to ensure that any form of entertainment performed at the centre during the period of hire shall not break any laws in force in the State of Queensland governing the standards of decency and moral behavior.

Disorderly behavior

3. The hirer shall be responsible to ensure that the Civic Centre is used in a proper, orderly and lawful manner and will not permit any riotous, disorderly or improper conduct on the premises, nor permit any person who behaves in a riotous, disorderly or improper manner to be or remain on the premises. Nor shall the hirer permit any act, matter or thing to be done on the premises which may cause a nuisance or annoyance to others or contravene any State Laws.

Dual hiring's

4. The hirer shall be entitled to the use of the particular part or parts of the building hired. When an application is made for what would be a dual hiring, the booking clerk shall be authorised to determine whether the application for the second hiring is to be accepted and if so, both hirers shall be made aware of the other function. In the event that either hirer is dissatisfied with the decision of the booking officer, the hirer may make written request for the Council to review the decision.

Confirmation of bookings

5. A tentative booking will remain valid for a period of fourteen (14) days only, commencing when tentative booking placed. Bookings will be confirmed with the lodgment of a completed hire application form.

Cancellation of bookings

6. The deposit (if taken) shall be refunded if cancellation of the booking is made no later than six (6) weeks prior to the date of the function and no deposit shall be refunded if the cancellation is made less than six (6) weeks before the date of the function. However, if it is claimed by the hirer that extenuating circumstances apply, an application may be made to Council for a refund.

If a hirer of more than one area of the Centre cancels the booking in respect to part only of the centre, or if the booking is for multiple performances and any performance is cancelled, the hiring charge applicable to that cancellation shall be paid in full.

Setting up/taking down

7. It shall be the Hirer's responsibility to carry out all pre-function setting up and taking down. All props, decorations and so forth are to be removed from the function immediately following the event.

Caretaker preset and takedown is available at an hourly rate.

Care of all inventory items e.g. crockery, glass etc.

8. All inventory items e.g. crockery, glassware and cutlery shall be washed and stored and all breakages and losses shall be paid for by the hirer.

Use of Civic Centre Kitchen

9. Hirers of the Civic Centre for functions where food is to be provided to the public are required to engage the services of commercial caterers who are licensed by Council. *NOTE: Family functions e.g. small weddings are excluded from this requirement where food is prepared by family members (for relatives & friends) who have adequate knowledge of food handling procedures to ensure the protection of food which is prepared on a larger scale.*

Use of Civic Centre Kitchen – additional appliances

10. Council will not accept responsibility for personal kitchen appliances damaged during use at the Civic Centre.

Cleaning of Kitchen

11. The hirer shall be fully responsible for restoring the kitchen to a clean, hygienic condition. This includes wiping down bench tops and fittings, sweeping kitchen floor and removal of all food scraps. All food scraps are to be wrapped or placed in plastic bags before being deposited in the refuse bins.

Note: Should the kitchen or any cutlery/crockery be left in an unsatisfactory condition, the hirer will incur an additional charge for the cleansing of same.

Responsibility for damage/use of decorative etc.

12. The hirer shall be responsible for any damage caused to the building, furniture, fittings, apparatus etc, during the occupancy. Hirers are prohibited from using nails, hooks, screws, tacks, pins or the like, that can be driven into the walls, pillars, woodwork, floors or furniture in any part of the Gympie Civic Centre. No decorative, posters, papers, placards, logos etc shall be affixed by blue tac, paste or other adhesive mediums anywhere inside the Gympie Civic Centre without prior permission from the Chief Executive Officer or his delegate.

Confetti or other similar materials are also prohibited, either inside or outside the building.

No alterations or additions of any description may be made to any of the fittings, apparatus or furnishings of the Venue, without first obtaining the consent of the Chief Executive Officer or his delegate.

Unless the Hirer can show before the commencement of hire, that any property of the Council in the Gympie Civic Centre is damaged, such property shall be deemed to have been undamaged at the commencement of hire period.

Therefore, hirers of Gympie Civic Centre shall be liable, to an aggregate amount of twenty (20) million dollars for any damage, howsoever caused or occasioned by their own act, default or neglect, to the property of the Council, and the decision of the Council both as to the nature and amount shall be final.

Gympie Regional Council responsibility

13. Gympie Regional Council will take every reasonable care and precaution to ensure that all utilities, services and equipment within the Gympie Civic Centre are in proper working order, but will not accept responsibility for breakdowns beyond their control. No responsibility will be accepted or compensation paid by the Gympie Regional Council in the event of loss or damage being suffered by the hirer on account of lighting failure, air-conditioning failure or failure of any other equipment during the hire period.

Payment of bond

14. Travelling commercial entrepreneurial entertainment groups including government subsidized hirers and hirers of the Centre for all licensed functions shall lodge a security deposit of an amount set by Council prior to their occupancy of the complex. Such bond shall be refundable only after satisfactory inspection of the building, all equipment and facilities.

Foyer area

15. The foyer area shall not be used for the sale of food, sweets, drinks etc. The use of eskies is prohibited in any area of the Gympie Civic Centre.

Compliance with Liquor License

16. The hirer shall be responsible for complying with the requirements of the Licensing Commission in respect to obtaining an appropriate license if liquor is to be sold at the function. The terms of the Liquor License shall be strictly adhered to and the sale of liquor shall cease at the termination of the period of the license. If the requirements of the liquor license are not adhered to any future bookings by the particular hirer may be placed in jeopardy.

Increased hiring charges to apply

17. Civic Centre hiring charges advised to hirers at the time of making an advanced booking may increase between the time of making that booking and the actual function date. The hirer shall be required to pay the hiring charges in force on the actual date/s of the hire.

Late closing surcharge

18. A late close surcharge shall apply to any Civic Centre hiring that extends past 12.00 midnight

Compliance with fire safety regulations

19. The hirer shall comply in every respect with the Fire Safety Regulations relating to the use of public buildings and shall not place equipment, furniture, fittings etc. in such a position that paths to exits and exit doors and firefighting equipment are blocked. The hirer shall be fully responsible in ensuring that all persons participating in their function adhere to this condition.

Note: Hirers should familiarize themselves with the evacuation procedure available in the Civic Centre.

Use of radio microphones

20. Hirers of the Centre shall be required to indicate whether or not they intend using radio microphones and if there is a second function booked at the Civic Centre the use of radio microphones shall not be permitted for the second booking.

Delivery and removal of kegs

21. Hirers of the bar shall remove all empty kegs from the premises within 24 hours after the particular function. Should the kegs not be removed within that period the Council will cause them to be removed at the hirer's cost. Kegs shall not be delivered or collected through the Main Entrance.

Bar accessories and fittings

22. The hirer shall be responsible to ensure that the bar accessories and all fittings are left in a clean and tidy condition. (i.e. glasses, jugs, fittings washed and stored as found. Wine glasses and flutes will be washed, towel dried and stored as found).

Note: Should the bar accessories and fittings be left in an unsatisfactory condition, the hirer will incur an additional charge for the cleansing of same.

Protection of floor - Cat, Bird, Flower shows etc.

23. When the Centre is hired for the purpose of a cat, bird, flower show or any other function of the like, the floor shall be protected by plastic covers, carpet sections or other suitable protective materials provided by the hirer as directed by the caretaker.

Council not responsible for articles lost damaged or stolen

24. The hirer hereby indemnifies the Council, to an aggregate amount of twenty (20) million dollars, against any claim by any such person, firm or corporation in respect of any such thing. Any claim made under this clause is limited to loss or damage caused by the hirer and must be notified to the hirer within 30 days of the event. Any claims notified after this time will not be the responsibility of the hirer.

Insurance

25. The hirer shall take out and keep current during the period of hire a liability insurance policy in a form approved by the Council. The policy will be in the joint names of the Council and the hirer, insuring Council and the hirer against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the hirer or both, arising out of or in relation to the hiring arrangement, for a sum of no less than twenty (20) million dollars.

The policy must also confirm that the insurance cover includes the indemnity required to be given by the hirer as part of this agreement. Proof of this policy must be by way of a Certificate of Currency which must be annexed to this agreement, and form part of the agreement.

Hirer to indemnify Council Insurances

26. The hirer shall not do or neglect to do or permit to be done or left undone, anything that will affect the Gympie Regional Council's insurance policies relative to fire and public risk in connect with the building and the hirer hereby indemnifies the Council, to an aggregate amount of twenty (20) million dollars to the extent that such policies are affected through any such act or commission or omission.

Performing rights

27. In the case of a dramatic or other performance or a concert, the hirer shall not produce or perform or permit to be produced or performed any dramatic or musical work in infringement of the copyright or performing rights of any owner of such right or rights and the hirer hereby indemnifies the Council, to an aggregate amount of twenty (20) million dollars against any claim for breach of copyright in connection therewith and caused by the hirer.

Smoke free building

28. Hirers shall be responsible to ensure that Building and immediate surrounds is utilised as a Smoke Free area as per the Tobacco and Other Smoking Products Amendment Act 2004.

Access to building – people with a disability

29. Hirers have a legal responsibility under the Disability Discrimination Act 1992 to ensure that persons using wheelchairs are able to enter their function. The hirer shall therefore be responsible to ensure that a fully accessible, convenient entrance is open and available to be used during the function.

Cleaning and stacking of tables and chairs

30. Hirers of the Heritage Theatre, Prospector's Hall and/or Fossicker's Room shall completely clean all tables and chairs and remove all empty drink containers from the building. Chairs must be stacked and stored. Cleared tables must be arranged along the walls in table's holders. *Should a hirer not comply with the requirements of this condition of hire, the work will be carried out by the Civic Centre Caretaker at the hirer's expense.*

Free setting up time

31. Hirers of the Centre are allowed up to four (4) hours in total at no charge to allow for setting up/taking down providing other bookings permit.

Police or other security supervision

32. In regard to rock, disco and licensed cabaret type functions, hirers are required to maintain orderly conduct of their patrons and to keep the volume of amplified music within a level not exceeding 105 decibels. They shall also be required at their cost to provide Police supervision or such other security supervision as may be approved by the Chief Executive Officer or his delegate. If the requirements of this condition are not adhered to and complaints regarding such functions are received by Council any future bookings by the particular hirer may be placed in jeopardy.

CONDITIONS RELATING TO THE HIRE OF THE HERITAGE THEATRE

Seating capacity

33. Hirers of the Heritage Theatre are advised that the full seating capacity is 401, including 2 wheelchair bays, and that at no time is the number of persons seated in the Theatre audience permitted to exceed that number, as this would contravene the Fire Safety Regulations.

For example: the placing of additional seating in the aisle-ways to the sides and rear of the Theatre is prohibited.

Use of lighting and sound equipment

34. Hirers of the Civic Centre Heritage Theatre shall restore all lighting, sound and counterweight equipment to its original working set up. Only qualified electricians or other nominated persons approved by the Chief Executive Officer or his delegate shall be permitted to operate lighting, sound equipment and the counterweight system.

Matinee performances

35. If more than one matinee is to be held in the Heritage Theatre on the same day, the charge to the hirer is to be calculated per performance.

Extension of season

36. A season in the Heritage Theatre can only be extended over more than one week if a minimum of three performances are held during each week, i.e. if a minimum of six performances is not held then the hirer shall be given the option of paying for six performances to hold the Heritage Theatre for two weeks. If the stage set up permits, the Heritage Theatre may be hired to another hirer during the course of the second week.

Setting up

37. Setting up of the Heritage Theatre stage may be permitted no sooner than seven days prior to the first performance date, however if bookings permit additional setting up time may be allowed at the discretion of the Booking Clerk. Definite set up dates must be booked at the time and performance dates are booked. A maximum of three dress rehearsals may be permitted during the week prior to the performance.

Cancellation of rehearsals

38. If a hirer cancels a rehearsal or dress rehearsal date the full charge shall apply.

Payment of theatre bond

39. Hirers of the Heritage Theatre, for any function whatsoever are required to pay a bond no later than seven days prior to the date of use. The amount of the bond is to be determined by the Manager. *Note: Access to the Heritage Theatre is only possible after payment of the Theatre Bond.*

CONDITIONS RELATING TO THE HIRE OF THE GRAND PIANO

Application for use of Grand Piano

40. Hirers of the Heritage Theatre who wish to use the grand piano will be required to complete an appropriate application form giving details of the type of performance the piano is to be used for and who will be playing the instrument. The piano shall only be played by experienced pianists.

Piano to remain on stage

41. The piano is not to be removed from the stage without express permission of the Chief Executive Officer and under no circumstances is the piano to be removed from the Civic Centre. The piano shall be locked when not in use and the responsibility of unlocking and locking the piano before and after its being used by the hirer shall be that of the Caretaker of the Civic Centre or such other person as may be authorized by the Gympie Regional Council.

No articles to be placed on Piano

42. No articles are to be placed on the piano and eating, drinking or smoking in the vicinity of the piano is prohibited.

Hirer to be responsible for damage

43. The hirer of the Grand Piano shall be held responsible, to an aggregate amount of two hundred & fifty (250) thousand dollars for any damage caused to the unit by the hirer, during the period of hire. Any damages claimed under this clause should be notified to the hirer within 30 days and any damages notified after this time will not be the responsibility of the hirer.