

# Casual/Occasional Venue/Equipment Hire Agreement

I \_\_\_\_\_ agree to hire Western / Exhibition / Livestock Pavilion / Meeting room and equipment/chattels under the conditions as attached at 88 Cockburn Road, Albany WA 6330

for the purpose of \_\_\_\_\_

This document is executed by the Parties as an Agreement

Event Name	
Event Dates	
Event Times	
Expected Attendance	

Company/Group				
Address				
ABN		Bank	BSB	A/c
Contact				
Phone				
Email				

### BOOKING DAYS & TIMES

Day	Date	Opening	Closing

\*Please note opening & closing MUST include set up and set down times as security system will be set to include these times.

Is this a ticketed event?	YES / NO	Is there an entry cost?	YES / NO
Is this event open to the public?	YES / NO	Is alcohol being sold on premises?	YES / NO
Do you have Public Liability Insurance? <i>If so please attach.</i>	YES / NO	Is alcohol being brought onto the premises (BYO)?	YES / NO
Is a Public Address System being used?	YES / NO	Are you selling food?	YES / NO

HIRE OF EQUIPMENT AND SERVICES	QTY	PRICE	TOTAL
Trestle tables - Buffet		per event \$150.00	\$

Trestle Tables		each	\$10.00	\$
Tiered Seating		per piece	\$20.00	\$
CCB (Crowd Control Barrier)		per piece	\$5.00	\$
Lectern		each	\$10.00	\$
PA			POA	\$
Room Dividers/P		each	\$10.00	\$
Chairs		each	POA	\$
Toilet Requisites		Per event	POA	\$
Rubbish removal – if required		Per event	\$50.00	\$
Cleaning – if required		Per event	\$50.00	\$
<b>SUB TOTAL</b>				\$
<b>PAVILIONS</b>				\$
<b>DISCOUNTS</b>				\$
<b>BOND</b>				\$
<b>SERVICE ADVANCE</b>				\$
Payment can be made by Direct Credit to NAB Albany BSB 086518 A/c 508300477. Please quote invoice number/organisation name as reference.		<b>TOTAL AMOUNT OWING</b>		\$

The hirer agrees that all items shall be used in accordance with their true purpose and shall keep items safe, secure and in good working order.

**OTHER CHARGES:**

In addition to the Hire Charges, you agree to pay for:

- (a) any consumables, fuel or trade materials we supply to you;
- (b) cost of delivery, return and or installation;
- (c) cost of cleaning and repair of the facilities and equipment if not returned clean and in good working condition.
- (d) The Society reserves its right to engage Security Guards at the hirer's expense

The undersigned, on behalf of the Hirer verifies having read and understood the Conditions of Hire overleaf

**Signed by Hirer's duly authorised Representative**

I have read and understood the Conditions of Hire

**Signature** \_\_\_\_\_

**Date** \_\_\_ / \_\_\_ / \_\_\_

**Conditions of Hire or Pavilions, Meeting Room and or Equipment**

1. Application
  - a. Applications for hire are made by completing the Hire Agreement overleaf.
  - b. Charges for use must be paid at the time of application (50% of the hire fee) or in the case of ongoing use, by arrangement with the Owner. Bond and balance of fees must be paid in full 48 hours prior to booking commencement.
  - c. A signed Hire Agreement is conclusive evidence that the Hirer accepts these conditions of hire.
  - d. The right to accept or refuse the application is at the discretion of the Owner.
  - e. In the event that this application is rejected, all monies paid will be refunded immediately.
2. Cancellation
  - a. The Hirer may cancel its booking by written notice to the Owner at any time before the hire date.
  - b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less \$20 cancellation fee.
  - c. The Owner may cancel the booking by written notice to the Hirer at any time before the date of hire if the Owner becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise be detrimental to the Owner.
3. Hirer's Liability
  - a. The Hirer must pay all fees and Bond of \$500 to the Owner no less than 48 hours prior to booking date.
  - b. The Hirer must not do or allow to be done on or in relation to anything which may or does cause damage.
  - c. Nothing is to be attached to the walls, floors, curtains or any part of the Pavilions, nor shall signs et cetera be erected without the express permission of the Owner.

- d. The bond will be refunded in full provided that no damage is done to the Pavilion, Meeting Room and or Equipment and in the case of Pavilions or Meeting Room; the surrounding property is left clean and tidy. (Less any additional fees incurred).
  - e. Should any damage occur; the Owner's assessment shall be final.
  - f. Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.
  - g. Sub-letting of the Pavilion and or Meeting Room or Equipment is not permitted.
4. Disputes
- a. In the case of any disputes arising, the decision of the Owner will be final.
5. Condition of the Pavilions, Meeting Room or Equipment.
- a. The Owner makes no warranty or representation to the Hirer about the condition of the Pavilions, Meeting Room and or Equipment or its suitability for the Hirer's purpose.
  - b. The Hirer acknowledges that they have inspected the Pavilion, Meeting Room and or Equipment and warrants that the facilities are suitable for the Hirer's purpose.
  - c. The condition of the Pavilion, Meeting Room and/or Equipment should be left in the same condition as the Hirer found it noting:
    - i. Chairs are to be stacked neatly by colour/shape against the wall.
    - ii. All rubbish is to be removed from the Pavilions, Meeting Room and Toilets.
    - iii. Toilets are to be cleaned and swept.
    - iv. All external doors are to be locked.
    - v. Or a fee will be imposed
6. Use of the Pavilion, Meeting Room and or Equipment
- a. General
    - i. The Hirer must not breach any of these Conditions of Hire.
    - ii. Use of the Pavilion and/or Meeting Room by the Hirer is at the risk of the Hirer at all times.
    - iii. The Owner will not be responsible for the acts or omissions of contractors, engaged by the Hirer. It is recommended that the Hirer ensures the Hirer and all its contractors have public liability insurance.
    - iv. No sales of any kind are permitted without prior approval.
    - v. Sub-letting of the Pavilion and or Meeting Room is not permitted.
    - vi. Persons authorised by the Owner shall at all times during each period of hire be entitled to free access to all parts of the Pavilion and/or Meeting Room.
    - vii. The Hirer is aware that the Pavilion and or Meeting Room is in a residential area and that all persons attending the Pavilion and or Meeting Room must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
    - viii. The Hirer of the Pavilion and/or Meeting Room and guests are confined to the Pavilion and or Meeting Room and its accompanying facilities.
    - ix. Guests are asked to park in the hard stand car park surrounding the Pavilion and or Meeting Room. Parking on the road verge or any grassed areas surrounding the Pavilion and or Meeting Room is not permitted except by prior arrangements with the Owner and or the City of Albany.
    - x. The Owner accepts no responsibility for private property left in the Pavilion and or Meeting Room.
  - b. Buffet Facilities
    - i. If buffet facilities are to be used, all appliances and surfaces must be left in a clean and tidy condition.
    - ii. No food or drink may be left in the Pavilion and/or Meeting Room.
    - iii. All rubbish must be removed from the Pavilion and/or Meeting Room and placed in the appropriate bins.
    - iv. Refrigerator in Meeting Room is to be left on.
    - v. No cooking is permitted at any time inside buildings.
  - c. Planned Activities/Entertainment
    - i. Any planned activities or entertainment must be submitted for approval prior to the hiring period.
    - ii. Entertainment that is not in keeping with the values and standards of the Owner or the City of Albany will not be permitted.
    - iii. Noise must be contained within the requirements of the City of Albany.
    - iv. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for planned activities.
  - d. Alcohol
    - i. Approval for the consumption of alcohol may be withheld at the discretion of the Owner.
    - ii. Under no circumstances shall liquor be sold until approval from the Owner has been obtained and the necessary liquor permit is sighted at the time of obtaining the Pavilion and/or Meeting Room key and payment of the bond.
    - iii. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
  - e. Smoking
    - i. Smoking is not permitted in the Pavilion and/or Meeting Room, toilet blocks or surrounds.

Important Notice: This publication is intended to provide a summary and general information only to Hirers, it does not constitute, and should not be relied on as advice or considered as a comprehensive coverage of the topics discussed. You should seek professional advice tailored to your own circumstances.–

OFFICE USE ONLY			
HIRE FEE \$ _____	PAID	BOND \$	PAID
CERT OF CURRENCY REC'D	YES / NO		
PRE EVENT INSPECTION	SECURITY ACCESS CODE YES / NO		
POST EVENT INSPECTION			
BOND RETURNED	YES / NO		

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