

**1. Applicant details**

Name of Band			
Contact Person			
Postal address			
Suburb	State	Postcode	
Contact phone	Mobile		
Email address			

**This section must be completed by a Parent if the Applicant is under 18 years of age.**

Contact Person			
Postal address			
Suburb	State	Postcode	
Contact phone	Mobile		
Email address			

**2. Additional band members' details**

Name – Member 2			
Postal address			
Suburb	State	Postcode	
Contact phone			
Name – Member 3			
Postal address			
Suburb	State	Postcode	
Contact phone			
Name – Member 4			
Postal address			
Suburb	State	Postcode	
Contact phone			

**5. Declaration of applicant (person over 18 years of age)**

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented. I/We, the applicant, hereby agree to abide by the Conditions of Hire for the venue, as outlined below.

Signature	Date
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**Privacy**

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

**www.sunshinecoast.qld.gov.au** | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

**Postal address** Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551

**Maroochydore office** 10 First Avenue Maroochydore Qld 4558

**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560

**OFFICE USE ONLY**

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

**Payment options**

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Conditions of Hire****Definitions**

- **'Hirer'** means the person or body specified in Part 1 of the Venue Hire Application Form.
- **'Council'** means Sunshine Coast Regional Council.
- **'The Venue'** means the Nambour Music Room.
- **'Hire Period'** means the time of entry into the venue, including set up time, until the cessation of the rehearsal and/or the completion of pack-down.

**1 PROVISION OF SERVICE****Bookings**

- 1.1 Bookings can only be made by approved users. Once approved bookings can be made by contacting council via phone, livechat or in person. All hire fees must be paid in full prior to use of the venue.
- 1.2 Confirmed Bookings: A booking is confirmed once the completed Venue Hire Application Form, the Bond and venue rental have been paid.
- 1.3 Council reserves the right to refuse or cancel any booking that does not comply with Council's conditions of hire.
- 1.4 Bookings can only be made up to 2 weeks in advance. No permanent bookings can be made.
- 1.5 The person completing the Venue Hire Application Form and whose signature appears on the form, is subject to these conditions of Hire, and must be over 18 years of age.
- 1.6 Hours of use - Access is available 7.00pm to 11.30pm Monday; 5.30pm to 11.30pm Tuesday to Friday; 9.00am to 11.30pm Saturday and Sunday and public holidays
  - The venue can only be booked by one band per evening.
  - The venue can only be booked by a maximum of two bands on Saturdays, Sundays and public holidays with a minimum of 1 hour buffer between bookings.

**Limit of Hire**

- 1.7 No refunds will be given to those hirers who finish their event prior to the scheduled completion time.

- 1.8 The hirer is required to remain on site until the conclusion of the use of the venue to ensure all responsibilities are undertaken including cleaning, turning off lights and the air conditioning unit and securing the venue.

**Cancellation of Bookings**

- 1.9 Council may cancel the booking with two (2) weeks' notice if:
  - Repairs or alterations to the venue are required:
- 1.10 Council may cancel a booking with minimal notice if:
  - In the event of an emergency i.e.: natural disaster.
  - The hire fees and/or bond have not been paid within the allocated timeframe
  - Council becomes aware that the event, goods or services proposed to be held/ used/ provided by the hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to Council
- 1.11 The hirer agrees, under the Conditions of Hire, to accept cancellations as detailed in Section 1.09 & 1.10 and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof.
- 1.12 The hirer must give Council at least two (2) working days' notice in advance, should the hirer need to cancel a booking otherwise full charges will apply. Paid bookings can be transferred to another available date/time. Alternatively a refund can be requested in writing.

**Sub-Letting**

- 1.13 The space hired shall not be sub-let or any tenancy transferred.

**2 FEES & CHARGES**

- 2.1 Fees and charges are costs for the use of the venue and its facilities. Fees and charges are adopted by Council at the beginning of each financial year and are not negotiable.
- 2.2 A fee of \$5.30 per hour is payable for use of the venue and is to be paid prior to the collection of the access swipe card.
- 2.3 Proof of payment (receipt) is required when collecting the swipe card.

### **Security Bond**

- 2.4 A security bond is required as security against loss, theft and damage to the building and/or any fittings or furniture within the building, and penalty cleaning charges.
- 2.5 The payment of a security bond amount as determined in the scheduled fees and charges is required prior to the event date.

## **3 CONDITIONS OF USE**

### **Alcohol**

- 3.1 Under no circumstances is alcohol allowed to be consumed within or outside the venue, including the Council car park.

### **Animals**

- 3.2 Animals are not permitted in the venue, with the exception of guide dogs for visually impaired persons.

### **Child Protection Requirements**

- 3.3 Hirers whose activities include children under the age of 18 years must comply with current legislation with regard to Working with Children. This includes having undertaken appropriate risk assessments and holding a current blue card (unless the child's parents/guardians are on the premises. For more information refer to [www.ccyccpg.qld.gov.au](http://www.ccyccpg.qld.gov.au)

### **Cleaning**

- 3.4 The hirer of the venue will be responsible for all cleaning and collection of any litter from the venue and surrounds. No rubbish of any kind will be left within the venue or surrounds.

### **Room Hire Requirements**

- 3.5 At the commencement of the hire period, the hirer will notify Council of any obvious defects at the venue. The hirer otherwise agrees to acknowledge that the venue is in suitable repair and clean condition at the commencement of the hire period.
- 3.6 The hirer must not mark, damage or make alteration to any part of the venue or erect or install any fixtures, fittings or other attachments.
- 3.7 The entrance door and driveway must be kept clear at all times. The loading bay may be used for a period of 20 minutes unloading and loading equipment.
- 3.8 Entrance/Exit door must be locked when leaving the venue.

### **Damage and Breakages**

- 3.9 The hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings and contents.
- 3.10 All breakages or damage must be reported to Customer Service.

### **Disputes**

- 3.11 Any dispute or difference arising from the hire of the venue will be dealt with in accordance with Council's Complaints Management Policy.

### **Noise**

- 3.12 It is expected that the surrounding businesses and residents are respected. The hirer is responsible for the preservation of good order during and following the hire of the venue. Use of all amplifying equipment must cease at 11.00pm, unless approved otherwise by the Venue Coordinator.

### **Notices / Advertising**

- 3.13 The notice board provided by the venue is to be used by venue hirers only. Inappropriate or offensive material may not be placed on the noticeboard.

### **Public Liability Insurance**

- 3.14 The hirer shall be liable for, and will indemnify Council against, any claim, loss, damage or injury to any person or property arising from the hire of the venue.

### **Risk Management**

- 3.15 The hirer agrees to carry out any instruction given by Council with regard to complying with Workplace Health and Safety legislation.
- 3.16 At no time does Council accept any responsibility for the security or safety of the hirer's property.

- 3.17 The Hirer agrees to abide by the Venue's maximum capacity guideline. Capacity is restricted to five musicians and their accompanying instruments. Council will not be held responsible for any criminal charges or repercussions that could arise where the hirer has failed to comply with these guidelines.

### **Smoking**

- 3.18 Smoking is prohibited in the venue and surrounds at all times

### **Security**

- 3.18 The access swipe card will only be issued to the applicant or band members listed on the Music Room Application Form.
- 3.19 The access swipe card can be collected from one of the SCC Customer Service Centres: 1) Eddie de Vere Building -Cnr Bury & Currie Sts, Nambour 2) 10 First Ave, Maroochydore; 3) 1 Omrah Ave, Caloundra.
- 3.20 Access cards can be collected on the day of the booking between 8.30am and 4.30pm. Weekend & public holiday hirers can collect the swipe card from the Customer Service Centres on closest business day prior to booking.
- 3.19 The swipe card must be returned via the slot in the storage container in the Music Room at the end of the hire period.