

Venue Hire Application

Information for applicants

The University will assess the application, advise of the charges, and forward a Campus Site Licence for signature.

This application is not confirmation of a booking. Before confirmation, the following must be completed:

1. The University of Southern Queensland has approved the application.
2. The Campus Site Licence has been signed by the Hirer and the University's authorised officer.
3. A copy of the Hirer's Certificate of Currency for public liability insurance in the sum of \$10 million has been provided.

Hirer's Details

Name of organisation:.....

ABN (if applicable):..... Name of representative:

Address:

Phone No:..... Email address:

Do you have public liability insurance? Yes No

Will there be a charge for admission to your event? Yes No

Do you intend to serve alcohol? Yes No

(Note: If any fee is charged at your event, alcohol may only be served if you have an alcohol licence.)

Catering providers are available on campus. If required, please contact:.....

For Toowoomba campus, do you require vehicle access to the Quad area? Yes No

If "Yes", number of vehicle/s:..... Description of vehicle/s:

Request

Hire purpose:

Date/s:..... Starting Time:..... Finishing Time:

Type of venue:..... Capacity of venue:..... Campus:.....

**Please return this form via email to the appropriate campus using the submission buttons below.
Or alternatively, send to: Campus Services, University of Southern Queensland, Toowoomba Qld 4350**

CONDITIONS OF CAMPUS SITE LICENCE

1. **Hire Charge:** You must pay the Hire Charge to the University on or before the last business day prior to the commencement of the Term or the Hire Period, where practically possible, otherwise the Licence shall lapse. Amendments to bookings must be requested in writing no later than the last business day prior to the commencement of the Hire Period.
2. **Use of Licensed Area:** You must:
 - (a) not use the Site except as authorised by this Licence and in accordance with best industry practices and to the University's reasonable satisfaction;
 - (b) not deal with this Licence or hold the benefit of this Licence in trust for any person;
 - (c) comply with any law, statute, requirement, notice or order in respect of your use of the Site and the Campus or your business or event including the Land Act 1994, University of Southern Queensland Act, rules issued by the University Council and all directions and policies of the University imposed from time to time;
 - (d) pay for all electricity and gas consumed and any excess water or trade waste charges arising out of your use and occupation of the Site unless exempted under the Special Conditions;
 - (e) maintain, secure and keep the Site in a clean and tidy condition for the duration of the Term;
 - (f) leave the Site in a clean, litter-free and undamaged condition. Any damage to University property, which in the opinion of the Campus Services, arises from abuse, wilful damage or negligence shall be the responsibility of the Licensee;
 - (g) remove your property from the Site at the end of the Term and make good any damage to the Site caused during the Term or through the removal of your property. Any property which remains on the Site at the end of the Licence will be stored and removed at your cost. Should such property not be collected within a reasonable time, it will become the property of the University;
 - (h) not display advertising or directional material which infers that a function or course is in any way connected with, or being operated by the University of Southern Queensland if it is not;
 - (i) not display advertising or directional material on the Site without the University's consent and comply with any requirements of the University about signage. Advertising or directional materials may only be displayed on noticeboards designated for the display of such materials. All advertising or directional materials must be removed from the university on completion of the Hire Period;
 - (j) not disturb or obstruct other licensees or lessees of the building or adjacent premises, overload any services, damage the University's property or do anything that may invalidate the University's insurance;
 - (k) dispose of waste and rubbish in the designated waste or litter bins;
 - (l) not light any fires on Site;
 - (m) not disturb, damage or remove wildlife, plants, rocks or soil;
 - (n) arrange first aid care as necessary for persons who come to the Site for the Licensed Use;
 - (o) comply with all provisions and requirements of the Workplace Health and Safety Act which apply to your use of the Site;
 - (p) not alter or extend the Site or install any equipment without the University's prior written consent;
 - (q) maintain insurance for public risk for at least \$10,000,000. You must give the University evidence of your insurance.
3. **Alcohol Consumption:** Alcohol may only be sold or supplied from the Site with the Consent of the University and if required the Minister for the Land Act 1994 and under such terms of the Consent. You must at all times comply with the Liquor Act 1992 and any other requirements of the University.
4. **Smoking:** Smoking will not be permitted on any USQ Site from 31 May 2018.
5. **Early Termination:** The University may as its option elect to terminate this Licence at any time by giving written notice to you and returning all monies paid to the University. If you terminate this agreement, you must do so in writing prior to the commencement of the Hire Period, whereupon a refund of the hire charge, less a \$50 administration fee, will be made. Should the University or the Minister for the Land Act 1994 cancel this Licence pursuant to the Land Act 1994, no party shall have a right for compensation.
6. **Default:** You are in default under this Licence if you fail to pay the Hire Charge or breach a covenant expressed or implied in this Licence which is to be observed by you. In the event of a default the University may by written notice terminate this Licence or may by specifying the particular default require you to remedy the default.
7. **Audio Visual Equipment:** Audio Visual equipment belonging to the University is maintained by the Audio Visual section within ICT Services. Any such equipment including computing facilities that are permanently installed within a hired venue are available for use provided prior arrangements have been made with the division's Service Desk. Such arrangements should include the acquisition of a guest username and login for access to the 'house PC' within the space, and prior training on the correct use of the Audio Visual facilities within the space. As no out of hours support is provided and potentially prioritized support during business hours, it is recommended these arrangements be made between the hours of 09:00 and 16:00, Monday through Friday at least 48 hours prior to the commencement of the booking. Further information regarding the Audio Visual facilities can be obtained by contacting Audio Visual Services on 46312971. Computing credentials can be organised by contacting the ICT Service Desk on 46311900. Access arrangements including keys to Audio Visual cupboards if present, are to be made through the university's security office. Keys are not provided by the ICT Service Desk or Audio Visual Services.
8. **Screening of Films:** It is a requirement of the Classification of Films Act 1991 that the classification of a film must be exhibited prior to the public screening of any film. Failure to do so can lead to prosecution under the Act. In addition, the University reserves the right to decline any request from the group or individual involved to use University facilities in future.
9. **Views:** Your views, actions, comments and actions within the University venue during your hire period are not endorsed or supported by the University. This qualification must be reproduced:
 - a) On any form of promotion or marketing for your proposed event;
 - b) On any subsequent video or audio recordings of your event or, if not included, included immediately the University notifies you that this must be included.
10. **Indemnity:** You must indemnify the University from and against all actions, claims and losses which the University may incur arising from:
 - (a) loss, damage or injury from any cause whatsoever to property or person within the Site caused or contributed to by your neglect or default;
 - (b) your negligent use or misuse of any water, gas or electricity or other services to the Site or the Campus;
 - (c) the overflow, leakage or escape of water, fire, gas, electricity or any other harmful agent in or from the Site caused or contributed to by any of your acts or omissions;
 - (d) your failure to notify the University of any defect in any of the fire equipment or appurtenances in the Site of which you are aware or ought to be aware;
 - (e) loss, damage or injury from any cause whatsoever to property or person caused or contributed to by your use of the Site;
 - (f) any personal injury sustained by any person in or about the Site caused other than through the wilful or negligent act of the University, its servants or agents.

In this clause, 'you' and 'your' includes any employee, agent, contractor or other person claiming through you.
This indemnity does not apply to any act, matter or thing if it arises out of the negligence or default of the University or its agents.
11. **Risk:** You occupy and use the Site at your own risk.