



REDCLIFFE  
Entertainment Centre

# Application for room hire

**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Redcliffe Entertainment Centre**  
Ph: 07 32 83 0407

**Internet**  
[www.moretonbay.qld.gov.au](http://www.moretonbay.qld.gov.au)  
[info@redcliffeentertainmentcentre.com.au](mailto:info@redcliffeentertainmentcentre.com.au)

**Fees listed are applicable 1 July 2018 – 30 June 2019**

**ABN: 92 967 232 136**

## Applicant details:

Name of group/organisation:

Contact name:  Business phone number:

**Note: Contact numbers which you provide may be used to update council's records.**

Address:

Email address:

## Booking details:

Name of booking/ Event name:

Room name (if known):

**Please note: Rooms contain tables and chairs, access to kitchenette facilities, air conditioning and power outlets. Room hire is not inclusive of set up and pack down. Rooms do not have wi-fi access, screens or projectors.**

Please specify other requirements (Price on Application):

Lectern  Whiteboard  Technical Equipment (Please provide your technical requirements below)

## Booking dates/timings:

Will the booking be for a 'one off' event/meeting etc.?  Yes  No (if yes, provide details below on)

Start time:  Finish time:  Number of people to attend:

Date/s required:

Will the booking be re-occurring/ongoing?  Yes  No (if yes, provide details below)

Provide details of the booking frequency and times:  Weekly  Fortnightly  Monthly

Start date:  End date:

Start time:  Finish time:  Number of people to attend:

**Please provide all details of additional and/or multiple booking requests as an attachment document or additional form/s. Dates are subject to availability, if dates are unavailable a list of alternative dates may be available.**

**All prices are GST inclusive**

Room / Charge title	Approx. capacity	Non for profit Per hour rate	Non for profit Full day rate*	Commercial Per hour rate	Commercial Full day rate*
Foyer hire*	-	-	POA	POA	POA
Mid – Gallery	-	POA	POA	POA	POA
Café / Courtyard	-	POA	POA	POA	POA
Onoda meeting room	60	\$16.00	\$108.00	\$31.00	\$210.00
Winton meeting room	40	\$16.00	\$108.00	\$31.00	\$210.00
Shillam meeting room	60	\$16.00	\$108.00	\$31.00	\$210.00
Terry Walker meeting room	60	\$16.00	\$108.00	\$31.00	\$210.00
Amity meeting room**	60	-	-	\$40.00	\$280.00
Audio visual equipment	-	POA	POA	POA	POA

Duty Manager <i>Required for afterhours bookings in the Amity meeting room, minimum 3 hour hire.</i>	Standard hours (Mon- Fri 8am to 5pm)	After hours (outside standard hours)
	\$41.00 per hour	First 7.5 hours \$41 per hour, \$61.50 for next 3 hours and \$82 per hour there after

**Room hire descriptions are available on request or on the website**  
<https://www.moretonbay.qld.gov.au/events.aspx?cid=4>

## Availability and fees:

- No food is permitted in public areas
- Minimum room hire is 2 hours
- No commercial food is permitted in meeting rooms without management approval
- Additional cleaning fees will apply if the room requires additional cleaning, Price on Application
- A cancellation fee of \$30.00 will apply when more than 2 working days' notice is given, full fees apply if less than 2 working days' notice is provided.

## Catering:

**Please make your selection by completing the details below. An invoice will be issued for payment prior to booking date.**

	Options available	Price	No. of items/ people	Service time	Total cost
Beverage options	Tea & coffee station - unlimited per person	\$3.50 per person			\$
	Orange juice - 2 litre	\$8.50 per item			\$
	Soft drinks - 600ml	\$4.00 per item			\$
	Bottled water	\$2.50 per item			\$
<b>Alcoholic Beverages and Drink packages available P.O.A</b>					
Morning and Afternoon teas	Mixed mini muffins	\$5.00 per person			\$
	Mixed cake platter	\$5.00 per person			\$
	Cookie selection	\$5.00 per person			\$
Lunch platters	Subway platter (5 - 8 people)	\$48 per platter			\$
Dietary requirements	Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Allergy <input type="checkbox"/> <i>Please tick any relevant options</i> Gluten Free <input type="checkbox"/> Other <input type="checkbox"/>		Please provide details/specific requests		
Other items	<b>A range of hot meals and food packages are available. Please contact us with your requirements.</b>				
<b>All serving sizes are approximately only</b>				<b>Total cost:</b>	\$

## Application Indemnity and Site Induction

Is the hirer a non for profit organisation?  Yes  No (if yes, please provide proof, if unable please contact management)

**Full rates will apply if non-profit documentation is not supplied prior to the event.**

Are you a casual hirer who does not hire our venue more than 10 times a year and have no public liability?  Yes  No

**If no, please provide a current Certificate of Currency for Public Liability insurance with the application.**

Please provide any additional information about your booking that will assist Redcliffe Entertainment Centre to accommodate your booking:

**Moreton Bay Regional Council require all hirers to complete a site induction.**

Please complete the hirer site induction - <https://mbrcc-rcc.conceptsafety.com.au>. Then email the completion reference number to [info@redcliffeentertainmentcentre@.qld.gov.au](mailto:info@redcliffeentertainmentcentre@.qld.gov.au). This needs to be completed prior to your hire date.

## Applicant disclaimer

I/We

on behalf of (club/organisations)

Herby acknowledge having read and understood the conditions of hire, and agree to be bound by and comply with all these conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the conditions of hire. I/We agree to indemnify the Moreton Bay Regional Council from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility owned by Moreton Bay Regional Council in respect of any activities undertaken by us, or any other party involved.

Signature:  Date:

**Please note:** Signatory must be over 18 years of age.

**Please return your completed application form to the venue via mail or email to [info@redcliffeentertainmentcentre.com.au](mailto:info@redcliffeentertainmentcentre.com.au) and include all required attachments to ensure your application request can be processed without delay.**

### Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for room hire.

## Terms and conditions of hire

### Alcohol and catering

- The hirer must comply with legislation defined by the State Governments Liquor Licensing division. Please discuss your needs with the Venue Manager.
- Full catering is available at Redcliffe Entertainment Centre – no outside food is permitted.

### Bookings

- Bookings must be made by completing the application for room hire form.
- The person completing the booking form, and whose signature appears on the form, is subject to the conditions of hire and must be over 18 years of age.
- Council reserves the right to accept, refuse or cancel any booking.

### Cancellations by the hirer

- A cancellation fee of \$30.00 will apply when more than 2 working days is given, full fees apply if less than 2 working days notice is provided.

### Cancellations of bookings by council

- Council may cancel the booking by written notice to the Hirer if:
  - Council becomes aware that the event, goods or services proposed to be held, or provided by the Hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to council.
  - Repairs or alterations to the venue are required.
  - The hire fees have not been paid or completed booking forms not lodged, within the allocated timeframe.
  - In the event of any emergency, council may cancel the booking without notice.
- The Hirer agrees, under the conditions of hire, to accept cancellations as above, and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof. If council cancels the booking without fault of the Hirer, then council will refund any amounts paid by the Hirer.

### Hours of use

- The Redcliffe Entertainment Centre is open from 9am - 4pm Monday to Friday – excluding public holidays Easter and Christmas close down period.
- After hours access to meeting rooms is available by arrangement – please arrange prior to the event to pick up a swipe card (during business hours) to gain access to the building.

### After hours access to the Redcliffe Entertainment Centre

- The entrance is via the lower ground car park for after hours use and the card secure door is **NOT** to be left open or ajar at any time. You are responsible to have someone on the door to let your attendees into the building.
- By leaving the door open you are breaching security of the building and most importantly of your guests and staff in the building. You may put up a temporary notice on the door to give your attendees your mobile number to contact you, so they can be let into the building.

### Cleaning fee

- The rooms must be left in a clean and tidy condition after use, or a cleaning fee can be advised on application.

### Child protection requirements

- Hirers whose activities include children less than 18 years of age must comply with current legislation regarding Working with Children, including blue card requirements and risk assessments, unless the child's parents are on the premises. Refer to [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au) for further information.

### Non for profit discount

- Council offers community group organisations that are incorporated non for profit organisations a discounted price as per the fees and charges. Organisations must be incorporated and benefit the community with profits and surpluses not being distributed to owners, members or any other individual or group of individuals. Proof must be provided to qualify for the discounted price. Excludes government departments.

### Conditions of hire

- The Hirer otherwise agrees and acknowledges that the venue is in suitable repair and clean condition.
- The venue must be returned to council in suitable repair and a clean condition at the end of the hire period.
- Council retains the right to determine the cost of any repairs and cleaning required.

### Damage

- All damages are to be reported immediately. During business hours all damages are to be reported to the Redcliffe Entertainment Centre on (07) 3283 0407. Outside business hours all damages are to be reported to the council on (07) 3205 0555.

### Disabled access

- Wheelchair and disabled access is available to all meeting rooms, except the Amity meeting room. During afterhours disabled access toilets are only accessible from the Terry Walker and Shillam meeting rooms.

### Disputes

- Any disputes or differences arising as a result of the interpretation of the conditions of hire shall be resolved in accordance with council's Complaints Management Policy.

### Emergency contacts

- Police and other emergency services – phone 000.
- Moreton Bay Regional Council – phone 07 3205 0555

## Terms and conditions of hire continued

### Hire fees

- Must be paid in full prior to the booking date.
- Fees and charges are determined by council and are available for viewing on the website or application form.

### Hire period

- The hire period should include sufficient time to allow set up and cleaning before and after the event. This is to ensure that next Hirer gains access to the venue at the booked time.
- All events must be finalised within the hire period and additional after hour charges will apply if rooms are not vacated by 5pm Monday to Friday.

### Insurance

- The Hirer must provide evidence of a minimum of \$20,000,000 Public Liability Insurance cover for the Hire Period, and a copy is to be submitted with the completed Venue Booking Form prior to the Event Date.

### Liability

- The Hirer shall be liable for, and will indemnify council for any claims, loss, damage or injury to any person or property arising from the use of the venue.

### Limit of hire

- Council will not accept permanent bookings by way of lease or licence for the venue. Only regular or casual bookings are available to ensure that the venue is available to the wider community and/or for major and significant events.
- These conditions of hire do not assign the regular Hirer exclusive use of the venue. From time to time regular hirer's bookings may be cancelled or room changed, to allow other groups or significant 'one off' events access to the venue. As much notice will be given as possible, should cancellation of a regular booking be required.

### Noise

- Every endeavour must be made to contain noise and music at a level that does not interfere with other rooms.

### Parking

- On site disabled parking is available at the Redcliffe Entertainment Centre on Downs Street or in the Council car park in Irene St at the rear of the building.

### Safety and responsibility (risk management)

- All emergency services representatives and relevant council employees, with identification have the right to access any or all parts of the venue at any time.
- The signing of the venue booking form is on the basis that the Hirer accepts full responsibility for activities undertaken at the event, and for ensuring acceptable risk management techniques are practised.
- At all times, the Hirer is to observe & practice general safety, so as not to cause injury/damage to guests, attendees or workers.
- At no time does council accept any responsibility for security/control or safety of the Hirers' property. Hirers must secure their own property to all foreseeable risks. This includes damage and loss of their property.
- The Hirer will comply in every respect with the regulations relating to public buildings and overcrowding, and obstruction of passages, corridors and emergency entry/exit points. Any person causing an offence against such regulations shall be at risk of being removed from the venue.
- Evacuation plans can be found at each main entry to the venue.
- Hirers are responsible to familiarise themselves with the evacuation plans and procedures and to identify them to participants.
- Hirers are responsible to familiarise themselves with the location of the fire fighting equipment & to identify them to participants.

### Smoking

- Smoking is prohibited in the venue and surrounds at all times, including within four (4) metres of the entrance/doorways and children's play area.
- The Hirer must ensure that all participants at the venue comply with this condition.

### Swipe cards

- Swipe cards are issued prior to your event date (for after hours events only), once all required documentation has been received and your booking is confirmed. Swipe cards form part of a restricted system which the hirer will be issued with and shall be responsible for their safe return. Any swipe card that is lost is to be reported immediately to council on (07) 3283 0407.
- Each replacement swipe card will incur a fee to the Hirer.
- All costs incurred by council as a result of the Hirer's failure to secure the venue will be recovered from the Hirer.

### Use of the centre

- Council reserves the right to refuse hire of the centre or any portion thereof without explanation.
- The centre shall not be used for any illegal or immoral purpose. All animals, except bona fide assistance dogs, are prohibited from entering the centre.
- A representative or agent from council shall at all times have the right to access to the centre for the purpose of ensuring compliance with conditions of hire.

**Please note: A security report regarding time Hirer's enter and exit the venue via your swipe card is monitored. The venue is fitted with security cameras throughout which are in operation 24 hours a day.**