

THE WORKSHOPS RAIL MUSEUM

CONDITIONS OF HIRE

Smoking is not permitted anywhere in the building.

Booking Application

Applications for Hire must be made on the Venue Hire Request form indicating starting and finishing time of the hire period plus the expected number of people attending. Additional charges will be made for occupancy beyond the hire period and for any cleaning required. Bookings are considered tentative until receipt of a completed Venue Hire Request form including a deposit equivalent to 30% of the total booking value.

Balance of payment is due 7 days prior to the function together with a security bond as stated on the Venue Hire Request form, unless prior arrangements are made.

Bond

The bond is security for any damage to the building and/or for breach conditions of hire. This will be refunded within 7 days after the function provided the Hirer has complied with all aspects of the Condition of Hire.

Cancellation

Full refund of deposit if cancellation is made 14 days prior to booking date. If cancelled within 14 days prior to booking date, deposit will be forfeited.

Catering

Guest numbers are to be finalised outside of 7 days prior to the event. Client will be invoiced for this amount irrespective of guest numbers on the day/night of the event.

Permits

Liquor: No intoxicating liquor shall be brought into or consumed on the premises or the grounds except in accordance with the appropriate licenses.

Damage

The floors, walls, curtains and any other part of the buildings or any fittings or furniture, shall not be damaged. The Hirer will take steps to ensure their patrons and caterers will not cause damage or defacement. Failure to adhere to the above may incur a financial penalty.

Insurance/indemnity

The hirer is required to have Public Liability Insurance Cover and provide evidence if requested. The Hirer agrees to indemnify and keep indemnified and to hold harmless the Queensland Museum and its campuses (hereafter referred to as the Museum), its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against it by any of them arising out of or in any way related to the granting of this license and/or the use of the Premises.

The Museum is not responsible for any theft, loss, damage or injury suffered by the Hirer or any guest or invitee of the Hirer or any person coming on the premises during the period of hire and the Hirer indemnifies the Museum in respect of all claims for loss, damage or injury caused by any person or property during the period of hire or as a result of the use by the Hirer of the premises.

Liability

The Hirer must (a) remain on the premises whilst visitors/patrons are in the building; (b) keep premises locked when unoccupied; (c) be responsible for orderly conduct and safety of patrons; (d) maintain the premises in a clean and safe condition for the duration of the term of hire.

Museum Access/Limit of Hours

Authorised Museum Officers are entitled to access all buildings regardless of bookings. The Museum also reserves the right to hire any portion of the building other than the areas stated on the application form and reserves the right to cancel any booking if the operation of the Museum demands. A full refund will be made if it is necessary to cancel any booking and the Museum will attempt to locate an alternative venue or date.

Security Services

The Museum reserves the right to request external security for functions. A security guard is required for all after hour functions where alcohol is served.

Emergency Exits/ Emergency Contact

All emergency exit doorways and passage ways should be left clear at all times. After hours emergency contact can be made by telephoning 0407 741 071.

Breaches

The Museum reserves the right to expel person(s) or terminate the function due to any breach or condition of hire and/or misconduct by patrons.

Sub-letting

Is not permitted under any circumstances.

Access

Prior arrangement to obtain access should be made to The Workshops Rail Museum on (07) 3432 5100.

I have read and agree to the above mentioned conditions.

Name _____ Signature _____ Date / /