



UWA VENUES BOOKING APPLICATION FORM

UWA Venue Hire Terms and Conditions

PLEASE READ THESE BEFORE COMPLETING THE BOOKING FORM

Bookings and Payment of account

- A venue booking is not confirmed until you receive written confirmation from the UWA Venues Office.
- The UWA Academic Timetable venue requirements take precedence over external customer booking requests.
- New customers must pay for the venue hire in full before the booking will be confirmed.
- Venue hire must be paid in full if a booking is cancelled less than 2 working days prior to the booking.
- 10% or \$50 (whichever is highest) of the venue hire payment is considered a deposit and will be refunded to the hirer only if the Venues Office receives notification of a booking cancellation in writing more than two months before the date for which the venue is booked.
- The Hirer will pay the extra costs for any labour, equipment or services used in addition to those booked and described overleaf.
- The Hirer will pay the labour, materials and consultancy costs of cleaning, repair and restoration of the Venue, its fittings, equipment, furniture, carpets or other property, necessary because of the Hirer's breach of these Terms.
- The hirer will pay the costs of the insurance arrangements mentioned below.
- The hirer will pay the Interest on payments which are unpaid 7 days after invoice at the rate of 8% pa compounded.

Insurance and Liability

- **Hirers who book UWA venues must have a current Public Liability Insurance policy to the value of not less than \$10 million.** A certificate of currency (or copy) for the policy will need to be presented to the Venue Officer prior to the event.
- If the hirer does not have adequate Public Liability Insurance, UWA insurance cover for the duration of the event can be obtained at a daily rate of \$40+GST from the UWA Venues Office. For further clarification of insurance issues, contact the UWA Insurance Officer 6488 3214.

Parking and Protocol

- For UWA Car park locations please refer to the UWA campus map; <http://maps.uwa.edu.au/>
- For further information on parking areas, by-laws and permits you can contact UWA Parking Office on 6488 3020 or visit <http://www.fm.uwa.edu.au/about/parking/>

Audio visual equipment

- The hourly rate for UWA venues includes the use of permanently-installed audio visual equipment. A comprehensive list of UWA Venues Resources is available via the 'Venue Resources' web link on: <http://www.timetable.uwa.edu.au/>
- Audio visual information or additional equipment may be requested directly through the Audio Visual Unit on 6488 2026.
- Where a booking is made in UWA venues other than central teaching facilities for either academic or non-academic purposes, charges will apply for audio visual equipment required.
- 24 hours notice is required for booking audio visual equipment.

Signage

- The University logo, name or photographs of the campus **must not** be used in any advertisement or promotional material for any event for which a venue is hired, other than to give the location of a function.
- If you wish to advertise a function which is to be held in a University venue, with the approval of University Theatres Manager the hirer may erect a banner of prescribed dimensions and material. Please contact 6488 2691 for approval before erecting any banners.
- If you wish to erect directional signs for an event, stand-alone signs may be erected on the University campus but must be removed immediately after the event.
- No posters or brochures may be attached to any infrastructure on the University Grounds. Signage Frames (A3 size) may be hired from University Theatres (tel: 6488 2691)



UWA Venue Hire Terms and Conditions continued...

Furniture, equipment and cleaning of venue

- Furniture and equipment must not be moved without the permission of the Venues Office.
- If permission to move furniture or equipment is given by the Venues Officer it will be on the understanding that the furniture and equipment will be returned to the same position as before the event. The Hirer will bear any charges incurred if a venue needs to be reconfigured once the event has concluded.
- Furniture and Equipment may not be moved outside the venue. The hirer will bear any repair or replacement costs if furniture or equipment is damaged during an event.
- The venue will be left clean and tidy at the close of the event. The hirer will incur additional cleaning costs if a venue is not left cleaned and tidy at the end of an event. Additional Cleaning is charged at \$44/hr (incl. GST) on weekdays and \$150 (incl. GST) on weekends.

Security and damage to property

- Where a large number of people are to attend an event and alcohol is to be consumed, additional security must be arranged by the hirer.
- Hirers must maintain good order in the vicinity of a hired venue and ensure property in and around the venue is not damaged.
- Where these Conditions have been breached, the hirer will pay the cost of layout, materials, cleaning, repairs and restoration of the venue and its fittings, equipment, furniture, carpets and any other property which has been removed or damaged.

Consumption food, beverages, refreshments and Liquor

- Food, beverages and other refreshments **may not be served or consumed inside a venue**
- On-campus Catering for functions could be arranged with UWA Guild Catering: (tel) 6488 2315 or (web) <http://www.gu.uwa.edu.au/home>
- Liquor may only be served, sold or consumed in or around a venue if a Liquor Permit has been approved by the UWA Manager for Security (6488 1205) and hirers must abide by the Conditions of this permit at all times. A liquor permit must be completed and submitted to the UWA Manager of Security for approval at least 21 days prior to the event. Permits may be downloaded: http://www.fm.uwa.edu.au/about/security_safety
- Written authority from the University to consume liquor must be carried with the hirer on the day of the function together with the UWA booking confirmation letter.

The University may without liability for loss or damage to the hirer:

- Cancel/Prohibit an event being held
- Close down a venue during an event if in the opinion of University staff the event is objectionable, dangerous unlawful, infringes the intellectual property rights of third parties or is potentially detrimental to the reputation of the University
- The University is not liable for any interference or cancellation of an event in a venue which is caused by civil disruption, industrial action, terrorism, act of god, or any circumstances beyond the direct control of the University and will not be obliged to settle any dispute or control any disruption which has been caused

The hirer indemnifies the University against:

- Claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the venue and any equipment used during the hiring caused directly or indirectly by any act or omission of the hirer, or their officers, agents or employees or any other person directly or indirectly associated with the hirer's use of venue or by the hirer's failure to comply with these terms and conditions of venue hire

Hirer must comply with:

- University Lands By-Laws and University regulations; <http://calendar.publishing.uwa.edu.au/latest/partb/bylaws>
- Directions of UWA Officers regarding use of equipment, facilities, parking, access and security

Protocol

- Hirers must give advance notice of Regal or Vice-Regal visitors, Heads of State or persons representing them so that security arrangements and protocol may be observed



VENUES OFFICE LIST OF VENUE CHARGES 2009

** A UWA Campus Map can be downloaded: <http://maps.uwa.edu.au/>

Building Description	Venue Description	Room Number	Capacity	Minimum Hire time	Hourly rate	All day rate(8hrs)	UWA Map Coordinates
Arts	Murdoch LT	ARTS: [G.58]	240	2 hrs	\$85.00	\$600.00	K – 10
Arts	Alexander LT	ARTS: [G.57]	240	2 hrs	\$85.00	\$600.00	K – 10
Arts	Austin LT	ARTS: [1.59]	120	2 hrs	\$75.00	\$520.00	K – 10
Arts	Fox LT	ARTS: [G.59]	123	2 hrs	\$75.00	\$520.00	K – 10
Arts	Lecture Rm 4	ARTS: [G.60]	67	2 hrs	\$65.00	\$440.00	K – 10
Arts	Lecture Rm 5	ARTS: [G.61]	64	2 hrs	\$65.00	\$440.00	K – 10
Arts	Lecture Rm 6	ARTS: [G.62]	45	2 hrs	\$65.00	\$440.00	K – 10
Arts	Lecture Rm 8	ARTS: [1.60]	72	2 hrs	\$65.00	\$440.00	K – 10
Arts	Lecture Rm 9	ARTS: [1.61]	65	2 hrs	\$65.00	\$440.00	K – 10
Arts	Lecture Rm 10	ARTS: [1.62]	48	2 hrs	\$65.00	\$440.00	J – 10
Chemistry	Wilsmore LT	CHEM: [G.108]	255	2 hrs	\$85.00	\$600.00	J – 14
Chemistry	Tattersall LT	CHEM: [G.106]	205	2 hrs	\$85.00	\$600.00	J – 14
Geography & Geology	Woolnough LT	GGGL: [1.07]	167	2 hrs	\$75.00	\$520.00	H – 8
Geography & Geology	Webb LT	GGGL: [G.21]	95	2 hrs	\$75.00	\$520.00	H – 9
Geography & Geology	Gentilli LT	GGGL: [1.31]	98	2 hrs	\$75.00	\$520.00	H – 9
Law	Lecture Theatre	LAWS: [1.06]	99	2 hrs	\$75.00	\$520.00	L – 11
Law	Moot Court	LAWS: [G.06]	78	2 hrs	\$65.00	\$440.00	L – 11
Law	Lecture Rm 1	LAWS: [G.31]	63	2 hrs	\$75.00	\$520.00	L – 11
Law	Lecture Rm 2	LAWS: [G.07]	39	2 hrs	\$65.00	\$440.00	L – 11
Law	Lecture Rm3	LAWS: [G.05]	34	2 hrs	\$65.00	\$440.00	L – 11
Mathematics	Weatherburn LT	MATH: [G.40]	211	2 hrs	\$85.00	\$600.00	H – 11
Mathematics	Blakers LT	MATH: [G.18]	88	2 hrs	\$65.00	\$440.00	H – 11
Mathematics	Lecture Rm 2	MATH: [G.19]	30	2 hrs	\$65.00	\$440.00	H – 11
Mathematics	Lecture Rm 3	MATH: [G.02]	30	2 hrs	\$65.00	\$440.00	H – 11
Mathematics	Lecture Rm 1	MATH: [G.17]	90	2 hrs	\$65.00	\$440.00	H – 11
Physics	Ross LT	PHYS: [G.41]	252	2 hrs	\$85.00	\$600.00	H – 10
Physics	Clews LT	PHYS: [2.43]	252	2 hrs	\$85.00	\$600.00	H – 10
Social Science	Lecture Theatre	SSCI: [G.130]	339	2 hrs	\$100.00	\$680.00	L – 12
Social Science	Lecture Rm 1	SSCI: [G.28]	70	2 hrs	\$75.00	\$520.00	K – 12
Social Science	Lecture Rm 2	SSCI: [1.29]	68	2 hrs	\$65.00	\$440.00	K – 12
Social Science	Seminar Rm G210	SSCI: [G.210]	30	2 hrs	\$65.00	\$440.00	K – 13
Social Science	Seminar Rm G209	SSCI: [G.209]	30	2 hrs	\$65.00	\$440.00	K – 13
Social Science	Seminar Rm G208	SSCI: [G.208]	30	2 hrs	\$65.00	\$440.00	K – 13
Social Science	Seminar Rm G207	SSCI: [G.207]	30	2 hrs	\$65.00	\$440.00	K – 13
Social Science	Seminar Rm G202	SSCI: [G.202]	50	2 hrs	\$65.00	\$440.00	K – 13
Social Science	Seminar Rm G201	SSCI: [G.201]	30	2 hrs	\$65.00	\$440.00	K – 13

**Additional Venues available on request



Customer ID: -----
(Office Use Only)

VENUES BOOKING FORM

This form must be submitted to the Venues Office (M713) 14 days PRIOR to the event.
Telephone (08) 6488 1779. FAX (08) 6488 1113. Email: venues @admin.uwa.edu.au

1. Function Description _____
2. Organisation/ Company name _____
3. Contact Name/Person(s) _____
4. Billing Address: _____
5. Telephone: _____ Facsimile: _____
6. Email Address: _____
7. Is \$10million Public Liability Insurance held? YES NO
If 'No' then UWA PL Insurance cover must be purchased for \$40+GST for each date of the booking.
8. Are you a non for profit organisation? YES NO
9. Will there be any VIP's attending the event? YES NO

If 'Yes', please specify: _____

10. Is there an Admission Charge to attend the event? \$ _____
11. Number of people expected to attend (if unsure please estimate) _____

12. Booking Details

VENUE	DATE	DAY	TIME IN	FUNCTION START	TIMEOUT

13. Special Requirements: Internet Cleaning Parking Security
(Additional costs may be applicable)
14. Is liquor being consumed? N (not served or sold) S (served) D (sold)

IF LIQUOR IS BEING CONSUMED AN APPLICATION FOR A LIQUOR PERMIT MUST BE COMPLETED AND SUBMITTED TO THE SECURITY MANAGER FOR APPROVAL AT LEAST 21 DAYS PRIOR TO THE EVENT. LIQUOR PERMITS MAY BE DOWNLOADED AT: http://www.fm.uwa.edu.au/about/security_safety

15. **ALL APPLICANTS**
I/We agree to comply in all respects to the UWA Venue Hire Terms and Conditions 2009 for University Premises.

Name: _____

Signature: _____ Date: _____