



VENUE HIRE APPLICATION

| 1. Applicant Details | | | | | |
|--|--|--|---------|--------------------------------|--------------|
| The person completing this form, and whose signature appears on the form, must be over 18 years of age. | | | | | |
| Organisation / Company | | | | | |
| Contact Person | | | | | |
| Postal Address | | | | | |
| Suburb | | State | | Postcode | |
| Contact Phone Number | | Mobile | | | |
| Email Address | | | | | |
| Website (if applicable) | | | | | |
| How did you hear about BFAC? | | | | | |
| Hire Category Please select one category only | | School / Church/Government | | | |
| | | Private | | | |
| | | Regular Hirer | | | |
| | | Not for Profit | | Are you incorporated? Yes / No | |
| | | Commercial (provide ABN) | | | |
| Public Liability Insurance | | Unless otherwise specified the hirer shall take out and keep current a Public / Products Liability Insurance Policy, which will be for an amount not less than twenty million dollars (\$20,000,000) and note the interest of Cooroy Future Group Inc. and Noosa Council. Proof of this policy must be by way of a Certificate of Currency which must be annexed to this agreement, and forms part of this agreement. Public Liability Policy Number: _____ | | | |
| 2. Booking Details | | | | | |
| Booking / Event Title | | | | | |
| Description of Booking | | | | | |
| Hire Date and Time | | Date | | Access Time: | Event Start: |
| | | | | Event Finish: | Exit Time: |
| After Hours Event Fee | | Please note that as at Jan 2020 an after hours event fee of \$250 applies to all events held outside gallery hours. | | | |
| Mulit Day Events | | If you plan to run your event over multiple days, please provide details of dates and any varying times: | | | |
| Regular Bookings | | If you plan to have regular bookings, please provide the frequency and day/s | | | |
| Anticipated Attendees | | No. of People: | | Children: | Youth: |
| | | | | Adults: | Seniors: |
| Type of Space/s Required | | Butter Box (Incl Kitchen) | Pottery | | Breezeway |

The venue (including surfaces, cutlery/crockery/glassware and appliances must be thoroughly cleaned and restored to its proper condition at the completion of the hire. If the services of a professional cleaner are required after an event the cost will be charged to the hirer.

3. External Catering

The BFAC does not have on site catering. It is the hirer's responsibility to contact the caterer direct to organise their own catering.

Are you using an external caterer
YES / NO

Catering Company Details:

4. Cleaning

A cleaning fee may be applicable to events where alcohol and / or food is consumed for large attended events.

If the services of a professional cleaner are required after an event the cost will be charged to the hirer.

5. Alcohol

Are you having alcohol at your event?

YES / NO

As the BFAC is not a licenced venue the hirer must apply for a Liquor Permit if wishing to sell alcohol. Special liquor licensing laws apply so please contact the Office of Liquor and Gaming Regulation on 13 74 68 for further information. Liquor Permit applications must be lodged with Liquor Licensing at least 3 weeks prior to the event date. A copy of the approved Liquor Permit must be forwarded to the BFAC Gallery Coordinator up to fourteen days prior to the event taking place.

6. Security

BFAC requires licensed security guards present where alcohol is being consumed, sold and/or for any high risk events. Please refer to the Venue Hire Agreement for further information.

7. Declaration and signage by individual or on behalf of organisation / company

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation / company

Name:

Position:

Signature:

Date:

8. Submit

This Venue Hire Application is to be completed in full and submitted to the BFAC Gallery Coordinator no later than 2 months prior to the booking date along with the hire charge as set out on the hire charge sheet. Your booking will remain tentative until you have received confirmation from the BFAC Gallery Coordinator. We will write to confirm your booking.

Please note the hire charge WILL NOT BE REFUNDED if the booking is cancelled.

Please return the completed form along with the signed Venue Hire Agreement to:

The Gallery Coordinator
Butter Factory Arts Centre
PO Box 354 COOROY QLD 4563
Ph: 07 5442 6665
E: bfac.cooroy@gmail.com

9. Checklist

Before returning your form please ensure you complete the following checklist:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Read and understood the Terms & Conditions of the Venue Hire Agreement |
| <input type="checkbox"/> | I accept the after hours fee of \$250 (for events outside gallery hours only) |
| <input type="checkbox"/> | Completed all sections of the Venue Hire Application and signed the declaration (section 7) |

Please note: A copy of Public Liability Insurance and Liquor License Permit can be submitted up to 14 days prior to your booking.