



# VENUE HIRE

## Terms and Conditions

The Butter Factory Arts Centre (BFAC) is located in the Noosa hinterland at Cooroy, in a converted old butter factory that was built in 1930. The butter factory closed in 1975 and was purchased by Noosa Council for use as a community centre in 1991. In 2016 Noosa Council handed the centre over to the community. The Butter Factory Arts Centre is run as an exhibition, workshop and events venue, which also includes a separate pottery studio and Breezeway, by the Cooroy Future Group Inc.

The Butter Factory Arts Centre welcomes the use of its facilities by outside persons, bodies and organisations.

Bookings will not be accepted without the specified Application Form and Deposit Bond and any other applicable forms being received by the Butter Factory Arts Centre. Approval of booking and confirmation will be sent to you after availability has been confirmed.

BFAC reserves the right to absolute discretion in the hiring of their facilities and has the right to refuse any person or persons, body or organisation without giving reason thereof.

BFAC reserves the right for the Gallery Coordinator or Management Committee to enter the facilities during the event at any time.

The hirer is only permitted to use, and have access to the specific part of the premises and equipment on the dates and at the times specified on the Application form. It is recommended that Hirers take into consideration when making your bookings to include time for Set-up and Clean/Pack-up. This time is included in the hire time and will be charged at the appropriate hourly/daily rate. Every Hirer must have Public Liability Insurance and a copy of the Certificate of Currency must be included with the Application Form.

### Obligations of the Hirer:

BFAC agrees to hire their various venues and equipment to the Hirer subject to the following obligations, as well as those listed in the Hire Agreement:

As the BFAC is not a licenced venue, the hirer may need to apply for a Liquor Permit if wishing to sell alcohol at their event. Special liquor licensing laws apply so please contact the Office of Liquor and Gambling 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 prior to your booking.

All Hirers are required:

- To read and adhere to all Terms and Conditions of the Venue Hire Agreement
- To read and agree to pay all Fees and Charges listed in the Facilities Hire Fee Schedule in the manner and time agreed. To pay any other costs they may incur such as damages to the building or additional security costs for emergency call outs should the alarm system be improperly set.
- To complete the relevant Facilities Hire Application documents, and pay in full 2 months in advance to secure their booking. Bookings will not be accepted without this being undertaken.
- To inspect facilities and equipment prior to hiring date to ascertain that the facilities are deemed fit for their particular needs/usage and satisfy their requirements.
- To read and agree to all terms and conditions of Risk Assessment documentation.
- To bring their own First Aid Kit and resources.
- To provide their own telephone/communication coverage.
- To leave the facilities and equipment in satisfactory condition, and remove all rubbish.
- Not to remove anything owned by the BFAC from the facilities or the grounds.
- To lift (not drag) anything moved within the facilities and to return it to its original position.
- Not to use, move or in any way disturb or cause damage to any exhibits or art work or to move plinths

(which artworks may be sitting on) in the facilities without the prior written agreement of the BFAC Gallery Coordinator.

- To report to the BFAC Gallery Coordinator any loss or damage to property and to pay for its repair or replacement.
- Smoking is as per government regulations and is not allowed in any part of the premises.
- To switch off all lights, air conditioners, sound and AV systems, cooking appliances and all other equipment before vacating the facility and grounds.
- To secure all windows and doors on vacating the facility.
- The building must be armed upon departure if after hours. An additional call out fee will be charged if the building is not armed or incorrectly armed.
- To keep, in effect and in force, Public Liability Insurance cover as outlined in the Venue Hire Agreement.
- To provide a current copy of the insurance policy. NO INSURANCE = NO HIRE
- To conclude evening functions by 9.00pm and the premises vacated by 10.00pm.
- During the period of hire not to create nuisance either by way of noise or otherwise so as to inconvenience adjoining properties.
- Not to carry out any illegal activity in or about the facility or anywhere on the grounds.
- The consumption of alcohol is restricted to within the floorplan of the BFAC only.
- The hirer must ensure all consumption of alcohol by attendees is done within the building. The hirer is required to provide evidence of an RSA permit. Licenced security guards are required to be present where alcohol is being consumed, sold and/or for any high risk events, events held in the evenings or any events deemed necessary by the BFAC Gallery Coordinator. The hirer will be responsible to organise and pay for the Security Guards for the event. Please ask the BFAC Gallery Coordinator for the security companies' contact details and advise in writing once this has been arranged.
- To keep the volume of amplified sound/music to acceptable levels in accordance with the Environmental Protection Act. All music must be turned down by 8.00pm and ceased by 9.00pm on both weekdays and weekends.
- To return all hire facilities to the condition they were in prior to arrival. An invoice will be issued for additional cleaning or rearranging of furniture if determined necessary on inspection by the BFAC Gallery Coordinator.
- To ensure any spillage of liquid or food is cleaned immediately to prevent marking of the floors and to leave all facilities, change rooms, toilets in a clean and tidy condition.
- To provide safety briefing (fire and emergency) for the number of persons determined prior to the event/activity.
- To comply with all Occupational Health and Safety Regulations and Child Protection Legislation.
- To comply with all directions, venue policies and procedures provided to the Hirer by or on behalf of the BFAC Gallery Coordinator.
- The total hire charge must be paid in full 2 months prior to the booking date and will not be refunded if the booking is cancelled.

I agree to the Terms and Conditions stated in the Venue Hire Agreement:

Signature

Date

\_\_\_\_\_  
(By signing here you agree to all the details outlined in this document)

Please return the completed form to:

The Gallery Coordinator  
Butter Factory Arts Centre  
PO Box 354  
COOROY  
QLD 4563

Ph: 07 5442 6665

E: [bfac@iinet.net.au](mailto:bfac@iinet.net.au)

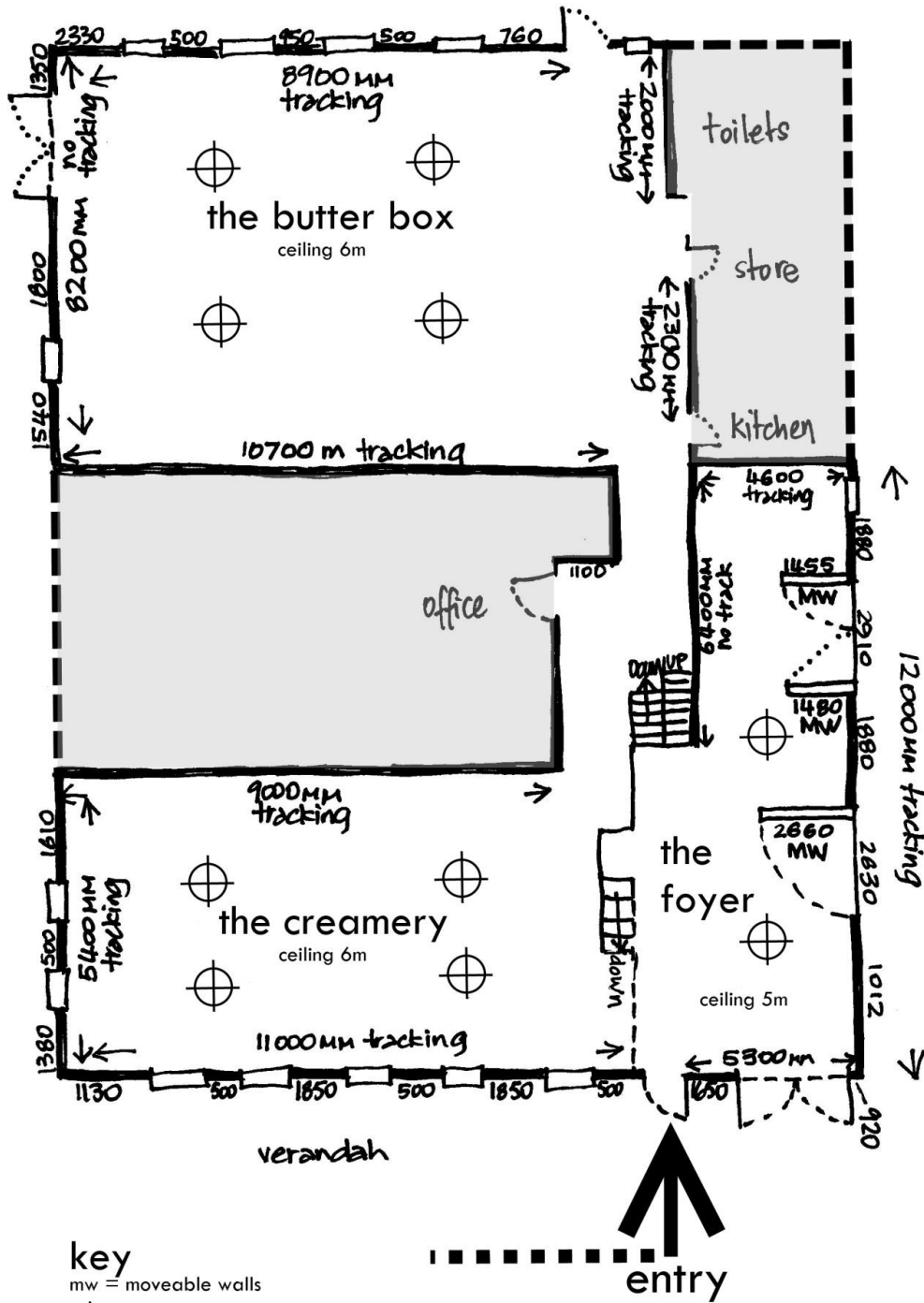


# VENUE HIRE

## Terms and Conditions

### Floor Plan

floorplan  
the butter factory arts centre, cooroy



### key

mw = moveable walls



vapour lights

foyer tracking = 21.9m

creamery tracking = 25.4m

butter box tracking = 23.9m

\*not drawn to scale