



VENUE HIRE APPLICATION & AGREEMENT

This venue hire agreement is made between Bluebird Foundation Inc. (**Bluebird**) and the party named below as the Hirer, for the hire of the designated area(s) at Bluebird House, 51 Carr St, South Geelong (**Premises**).

This agreement comprises this document and the attached 'Conditions of Hire'. The parties agree to be bound by the terms and conditions of this agreement (**Agreement**).

Hirer - Organisation:

Hirer - Contact Name:

ABN (if applicable):

Contact Number:

Email:

Address:

Suburb: Postcode:

Purpose of Hire:

Type of Organisation: Not-for-profit Business

Public Liability Insurance: Yes No Copy Provided: Yes No

Booking Details

Room(s) required: (please tick)

<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Studio 1	<input type="checkbox"/> Studio 2
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Garage	<input type="checkbox"/> Laundry

Single Booking

Day / Date (e.g. Monday 12th August)

Times (inclusive of set up/pack up): From To

Multiple Booking

Booking Date	Booking Times	
	Start	Finish



Regular Booking

Day	Booking Times	
	Start	Finish

Commencement date: End date: **(Hire Period)**

Do you require the venue during school holidays: Yes No

Do you require the venue during public holidays: Yes No

Venue Fees & Charges

Hire Fees:

Security Bond:

Key Bond:

Total:

Signed on behalf of the Hirer, by its authorised representative

Name of authorised representative (please use block letters)

Signature: Date:

Signed on behalf of Bluebird, by its authorised representative

Name of authorised representative (please use block letters)

Signature: Date:

Staff use

Keys Issued: Yes No

Keys Returned: Yes

Invoice issued: Yes

Invoice paid: Yes



CONDITIONS OF HIRE

PAYMENT:

Payment (including security bond or key bond as stated on the application form) must be received by Bluebird within 14 days of the date of the invoice. Regular bookings will be invoiced at four-weekly intervals.

SECURITY BOND:

The bond will be held by Bluebird for the duration of the Hire Period as security for any loss or damage to the Premises or to the building caused by the Hirer or their representatives, agents, guests or clients (**Guests**). The total bond will be refunded to the Hirer within 7 days after the event/function, provided the Hirer has complied with all aspects of this Agreement and removed all fittings and furnishings and cleaned the premises to Bluebird's satisfaction. Should the cost of repairing damage to the property exceed the bond, the Hirer must pay the additional costs. An account for the additional costs will be sent to the Hirer within 30 days from the end of the Hire Period and must be paid within 7 business days.

KEY BOND:

The key bond is fully refundable when the keys have been returned to Bluebird at the conclusion of the Hire Period.

COMMENCEMENT/CONCLUDING TIMES:

Times booked and paid for must include time for setting up and taking down the equipment and clean up of the Premises and must be strictly adhered to.

PERSONAL PROPERTY:

Bluebird Foundation accepts no responsibility for any loss of or damage to any property owned by any person using the premises during the Hire Period. Property shall be brought on to the Premises at the sole risk of the Hirer or their Guests. No responsibility for safeguarding such items will be taken by Bluebird.

LIABILITY:

The Hirer must – (a) remain on the Premises whilst Guests are in the building; (b) keep the Premises locked when unoccupied; (c) be responsible for orderly conduct and safety of Guests; (d) maintain the Premises in a clean and safe condition for the duration of the Hire Period.

To the extent permitted by the law, Bluebird is not liable to the Hirer or their Guests for any loss or damage caused in connection with or in relation to this Agreement or otherwise in respect of the hire of the Premises.

KITCHEN:

The Hirer must leave the kitchen in a tidy condition and remove all of the Hirer's or their Guests' rubbish and food waste at the end of the Hire Period or more frequently if the Hire Period is ongoing.

SETTING UP/PACK UP:

The Hirer has the responsibility for setting up and clearing away all furniture/equipment to its original location.

REMOVAL of RUBBISH:

The Hirer is responsible for the removal of excessive amounts of rubbish at the end of their Hire Period.

BLUEBIRD FOUNDATION ACCESS/LIMIT OF HIRE:

Bluebird artists and volunteers are entitled access to the Premises at any time regardless of bookings. Bluebird also reserves the right to hire any portion of the building other than the area(s) stated on the application form.

BREACHES:

Bluebird reserves the right to expel person(s) (including the Hirer or their Guests) or terminate this Agreement due to any breach of this Agreement and/or misconduct by the Hirer or their Guests.

TERMINATION

Either party may terminate this Agreement by providing 4 weeks' written notice to the other party.