

USC Student Guild

Venue & Equipment Booking Form

Club Information

Name of Club			
ABN (if applicable)			
Responsible Person			
Position Held		Student Number	
Telephone Number		Email Address	
Event / Activity Name			

Venue

The USC Student Guild is a not-for-profit organisation dedicated to supporting, representing and enriching the experience of students at USC. **Affiliated clubs or societies may hire equipment and book space on the University campus free of charge for Club-related activities** (Gas charges and Deposits may apply). Additionally, affiliated clubs or societies may book the Uni Club, a student space that is exclusively available to the Student Guild and its affiliated parties from 4pm – 10pm and on weekends. **A \$50 deposit may apply for equipment hire.**

Venue Requested		
Equipment	Marquee (\$20 / day) Barbeque (\$20 / day) Gas Bottle (\$10ea / day) Folding Table (\$10ea / day) PA System (\$30 / day)	Projector (\$20 / day) Inflatable Screen (\$30/day) Badge Maker (\$10 / day) Bean Bags / Deck Chairs (\$5ea / day) Popcorn Machine (\$30 / day)
Dates		
Start Time – End Time		
Estimated number of attendees		
Comments		

Will you be serving food?	Yes	No
Will you be serving alcohol?	Yes	No
Will you be making sales of any kind?	Yes	No
Do you intend on playing / performing live or recorded music?	Yes	No
Do you intend on screening film, TV or video clips?	Yes	No
Will you generate heat or smoke in the venue?	Yes	No
Are you engaging subcontractors or collaborating with external parties?	Yes	No
Have you submitted a Risk Assessment to ClubsStudentGuild@usc.edu.au ?	Yes	No
Would you like us to advertise your event on our Social Media channels?	Yes	No
Are you hiring on behalf of an affiliated club?	Yes	No
<i>(If so, your hire costs could be reduced or waived)</i>		

Agreements

I agree to provide a copy of my licence and pay all hire costs / deposits before taking possession of the items.

I understand that this request is not confirmed until any deposits or hire fees have been paid.

I understand that it is the responsibility of the club to ensure the safety and care of equipment at all times.

I understand that all items issued to me by the USC Student Guild remain the property of the Student Guild and are to be returned immediately on completion of the booking.

I accept responsibility for the cost of replacement items and any associated damage or losses should the items be lost, stolen, damaged or misused during the term of this booking.

I will return items in the condition and state in which I hired them.

I will ensure that all items in my possession are appropriately secured at all times.

I will arrange safe and secure transportation of the items (if required) to and from the Student Guild. If I need assistance from AMS, I will email StudentGuild@usc.edu.au requesting that assistance, at least one (1) week in advance.

I have read and agree to comply with all statues, rules and policies of the Conditions of Hire.

Signature of Responsible Person		Date	
Organisation		Position	
Signature of Guild Staff		Date	
Organisation	USC Student Guild	Position	

Venue Hire	\$
Equipment Hire	\$
Total Hire Charges	\$
Deposit	\$
Balance Due	\$
Security	\$

CONDITIONS OF HIRE

1. Venue: The Hirer may use the venue/the subject of this Application ('the Hire') on the dates and during the times specified ('the Hire period'). The Hirer will comply with all instructions given by the University and Student Guild including instructions in relation to the use of the venue/equipment and conduct or parking on University grounds. If the venue/equipment is not vacated at the end of the Hire period, an additional charge of one half day hire charge will be payable by the Hirer, for each additional four hours (or part thereof) of use.

2. Indemnity: The Hirer is liable for and indemnifies the University and the Student Guild (its officers, servants and agents) against:-

- (a) all claims, actions or demands and any loss or damage, costs or expense (including full indemnity legal costs) suffered by the University or the Student Guild, as a result of or arising out of or in connection with the Hire; and
- (b) any injury to any person entering upon University grounds for the purpose of or damage to, any University or Student Guild property as a result of or arising out of or in connection with, the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer.

3. Guarantee: The Responsible Person guarantees to the Student Guild the payment by the Hirer of all Hire charges and the performance by the Hirer of all of the Hirer's obligations pursuant to the Application and these Conditions of Hire and indemnifies the University and the Student Guild against any liability or loss suffered by the University or the Student Guild as a result of or arising out of or in connection with the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer and/or the Hirer's failure to comply with these Conditions of Hire.

4. Public nuisance: The Hirer's use of the venue/equipment must not create a public nuisance. The University or the Student Guild may specify a time by which and the level to which, the noise level of any live or pre-recorded sound, must be reduced. The Student Guild may terminate the Hire if it considers that a public nuisance is created.

5. Hire charges: The Hirer will pay the Hire charges to the Student Guild as follows:-

- (a) the deposit, by not later than 7 days before the start of the Hire or 7 days from the deposit invoice date, whichever is sooner;
- (b) the balance Hire charges, by not later than the three days prior to the Hire unless advised otherwise. If the deposit or the balance Hire charges are not paid strictly in accordance with this Clause, the Student Guild may cancel the Hire, without liability.

6. Responsibility for damage: The venue/equipment hired must be left clean and undamaged at the end of the Hire period. Any damage to the venue/ equipment (or other University or Student Guild property) must be reported to the Student Guild and is the Hirer's liability. If cleaning of or repair of damage to, the venue/equipment (or other university or Student Guild property) is required, such cleaning or

repair will be undertaken by the Student Guild and the cost of such cleaning or repair will be charged to and recoverable as a debt due to the Student Guild by, the Hirer.

7. Venue set up: The Hirer will, in setting up the venue/equipment for the Hire:-

- (a) comply with all instruction and directions given by the University and the Student Guild;
- (b) ensure limited noise occurs and limited disturbance to usual University and Student Guild activities;
- (c) engage only appropriately qualified and licensed subcontractors;
- (d) not use tape or other adhesives upon the floors, walls or other surfaces of the venue/equipment; and
- (e) ensure that all trip and other hazards are covered and/or appropriately protected.
- (f) comply with USC parking regulations at all times.

8. Services: The Hire includes reasonable use of public utility supplied electricity (for light and power) and water, for the purposes of the Hire during the Hire period. Additional electricity or water requirements of the Hire must be provided by the Hirer at the Hirer's cost. The University and the Student Guild will not be liable in the case of services shut down out of our control.

9. Audio visual: If the Hire includes audio visual equipment, an operator of that equipment may incur an additional charge. The Hirer will supply and set up and dismantle, all other necessary audio visual equipment. All electrical equipment supplied by the Hirer (or its subcontractors) must be electrically tested and tagged prior to its use during or for the purpose of, the Hire.

10. Advertising material: No advertising or promotional material will be displayed on University grounds without prior written approval of the University and the Student Guild. The Student Guild or the University's name must not be used in advertising or promotional material produced or disseminated by the Hirer, without the prior written approval of the University or the Student Guild.

11. Work health and safety: The Hirer will for the purpose of the Hire and during the Hire period:-

- (a) comply with all laws and regulations (particularly the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*) and any direction given by a competent Authority arising from such laws and regulations;
- (b) apply for and pay all fees in respect of, any permit required by the Hire;
- (c) engage only appropriately qualified staff in any restrictive occupation;
- (d) ensure that all volunteers and contractors involved in the Hire, successfully complete the relevant Work Health and Safety Induction training at www.usc.edu.au/hsw

12. Cancellation: Any cancellation of the Hire (in whole or in part) must be advised to the Student Guild in writing. If cancellation is notified not less than 4 weeks before the start of the Hire, any Hire charges paid and the security deposit (less a \$50 booking fee) will be refunded

to the Hirer. If cancellation is notified less than 4 weeks but not less than 7 days before the start of the Hire, the Hirer will pay one half of the Total Hire charges or \$500 (whichever is greater). If cancellation is notified less than 7 days before the start of the Hire, the Hirer will pay the whole of the Total Hire charges or \$1000 (whichever is the greater). The Student Guild may cancel the Hire at any time without liability if circumstances arise which the University or Student Guild considers (in its absolute discretion) make the Hire impractical or inappropriate or not in the best interests of the University or the Student Guild.

13. Consumption of alcohol: Alcohol must not be sold and/or consumed on University grounds without the prior written approval of the University and the appropriate liquor licence. If the Hire includes the sale and/or consumption of alcohol, the Student Guild will ensure that the appropriate liquor licence is obtained. The Hirer will ensure that all alcohol is consumed within the venue and during the times nominated by the University and required by the liquor licence. The University's approval may be withdrawn or the provision of alcohol for sale and/or consumption may be stopped, at any time during the Hire period without liability if circumstances arise which the University considers (in its absolute discretion) make the sale and/or consumption of alcohol impractical or inappropriate or not in the best interest of the University. BYO alcohol is not permitted.

14. Security: The attendance of University security staff is compulsory at events where alcohol is sold and/or consumed. The Hirer will engage University security staff to attend the event the subject of the Hire. The number of security staff required will be determined by the University. The cost of attendance of University Security staff at the event will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

15. Evacuation: The Hirer will comply with any direction given by University security staff and/or Emergency Services personnel. Any cost or expense incurred by the University or the Student Guild as a result of heat or smoke used by the Hirer activating a fire alarm and/or requiring the attendance of Emergency Services personnel, will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

16. Regulated parking: The University is a regulated, paid parking environment. The Hirer, its officers, servants, agents, contractors and invitees and persons attending the Hire, will comply strictly with the University Conditions of Parking.

17. Smoking: Smoking is not permitted. USC has adopted a smoke free policy on all campuses.

18. Animals: The animals on University grounds are wild and are not to be fed in any circumstances. Extreme care must be taken when near the animals. Domestic animals are not permitted on University grounds.

19. Recycling: The University promotes the use of recyclable products and consumables. The Hirer is requested to use recyclable products.

20. Copyright and Licensing: The Hirer will not at the venue or during the Hire, reproduce, perform, broadcast or communicate or cause to be reproduced, performed, broadcast or communicated, any music, film or video without a licence to do so or written permission of the copyright owner. The Hirer will provide a copy of the licence or permission to the Student Guild. For assistance contact:-

- (a) musical works – performance or communication
APRA 1800 882 772 or www.apra.com.au
- (b) sound recordings – playing
PPCA 02 9267 7877 or www.pcca.com.au

PLEASE NOTE: DOMESTIC ANIMALS ARE PROHIBITED ON UNIVERSITY GROUNDS