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 weeks 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 $20 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 $55 (incl. GST) from the UWA Venues Office. For further clarification of insurance issues, contact the UWA Insurance Officer 6488 3214.

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 Hirer agrees that no advertisement may be made or placed in relation to any event for which a venue is hired at The University of Western Australia without the approval of the University and that the advertisement is not to represent expressly or by implication that the University is associated with the event other than in the capacity of providing the venue for hire.
- The Hirer agrees that all materials, advertisements and handouts used at an event for which a venue is hired will contain a disclaimer that states: "This event is sponsored by the Hirer and any views expressed at the event do not necessarily reflect the views of The University of Western Australia."
- 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)
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/

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.
• UWA Teaching Venues are cleaned by University Cleaners only once a day Monday-Friday (early morning). Hirers are responsible for leaving the venue clean and tidy after their 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
• Liquor may only be served, sold or consumed on University Grounds 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
<table>
<thead>
<tr>
<th>Building Description</th>
<th>Venue Description</th>
<th>Room Number</th>
<th>Capacity</th>
<th>Minimum Hire time</th>
<th>Hourly rate [gst incl.]</th>
<th>All day rate (7+hrs) [gst incl.]</th>
<th>UWA Map Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Lecture Rm 2</td>
<td>MATH: G.19</td>
<td>30</td>
<td>2 hrs</td>
<td>$80.00</td>
<td>$600.00</td>
<td>H – 11</td>
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<td>Mathematics</td>
<td>Lecture Rm 3</td>
<td>MATH: G.02</td>
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<td>2 hrs</td>
<td>$80.00</td>
<td>$600.00</td>
<td>H – 11</td>
</tr>
<tr>
<td>Social Science</td>
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<td>SSCI: G.210</td>
<td>30</td>
<td>2 hrs</td>
<td>$80.00</td>
<td>$600.00</td>
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<td>$80.00</td>
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<td>Arts</td>
<td>Lecture Rm 6</td>
<td>ARTS: G.62</td>
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<td>$75.00</td>
<td>$570.00</td>
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<td>Arts</td>
<td>Lecture Rm 10</td>
<td>ARTS: G.162</td>
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<td>$600.00</td>
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<td>$625.00</td>
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<td>63</td>
<td>2 hrs</td>
<td>$100.00</td>
<td>$750.00</td>
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<tr>
<td>Arts</td>
<td>Lecture Rm 5</td>
<td>ARTS: G.61</td>
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<td>$685.00</td>
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<tr>
<td>Arts</td>
<td>Lecture Rm 9</td>
<td>ARTS: G.161</td>
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<td>Arts</td>
<td>Lecture Rm 4</td>
<td>ARTS: G.60</td>
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<td>Social Science</td>
<td>Lecture Rm 2</td>
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<td>2 hrs</td>
<td>$95.00</td>
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<td>Social Science</td>
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<td>$715.00</td>
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<td>Lecture Rm 8</td>
<td>ARTS: G.160</td>
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<td>$715.00</td>
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<tr>
<td>Law</td>
<td>Moot Court</td>
<td>LAWS: G.06</td>
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<td>$750.00</td>
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<td>Mathematics</td>
<td>Blakers LT</td>
<td>MATH: G.18</td>
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<td>Molecular</td>
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<td>2 hrs</td>
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<td>Geography &amp; Geology</td>
<td>Webb LT</td>
<td>GGGL: G.21</td>
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<td>$100.00</td>
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<td>Geography &amp; Geology</td>
<td>Gentilli LT</td>
<td>GGGL: G.131</td>
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<td>2 hrs</td>
<td>$100.00</td>
<td>$750.00</td>
<td>H – 9</td>
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<tr>
<td>Law</td>
<td>Lecture Theatre</td>
<td>LAWS: G.106</td>
<td>99</td>
<td>2 hrs</td>
<td>$95.00</td>
<td>$685.00</td>
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<td>Arts</td>
<td>Austin LT</td>
<td>ARTS: G.159</td>
<td>120</td>
<td>2 hrs</td>
<td>$115.00</td>
<td>$835.00</td>
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<td>Arts</td>
<td>Fox LT</td>
<td>ARTS: G.59</td>
<td>123</td>
<td>2 hrs</td>
<td>$115.00</td>
<td>$835.00</td>
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<td>Nedlands</td>
<td>Hew Roberts LT</td>
<td>Ned: G.102</td>
<td>125</td>
<td>2 hrs</td>
<td>$120.00</td>
<td>$875.00</td>
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<td>BUS SCH</td>
<td>Ernst &amp; Young LT</td>
<td>BUS: G.89</td>
<td>150</td>
<td>2 hrs</td>
<td>$120.00</td>
<td>$875.00</td>
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<td>Geography &amp; Geology</td>
<td>Woonlough LT</td>
<td>GGGL: G.073</td>
<td>167</td>
<td>2 hrs</td>
<td>$120.00</td>
<td>$875.00</td>
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<tr>
<td>Chemistry</td>
<td>Tattersall LT</td>
<td>CHEM: G.106</td>
<td>205</td>
<td>2 hrs</td>
<td>$135.00</td>
<td>$1,000.00</td>
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<tr>
<td>Mathematics</td>
<td>Weatherburn LT</td>
<td>MATH: G.40</td>
<td>211</td>
<td>2 hrs</td>
<td>$135.00</td>
<td>$1,000.00</td>
<td>H – 11</td>
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<tr>
<td>Arts</td>
<td>Murdoch LT</td>
<td>ARTS: G.58</td>
<td>240</td>
<td>2 hrs</td>
<td>$135.00</td>
<td>$1,000.00</td>
<td>K – 10</td>
</tr>
<tr>
<td>Arts</td>
<td>Alexander LT</td>
<td>ARTS: G.57</td>
<td>240</td>
<td>2 hrs</td>
<td>$135.00</td>
<td>$1,000.00</td>
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<tr>
<td>Physics</td>
<td>Ross LT</td>
<td>PHYS: G.41</td>
<td>252</td>
<td>2 hrs</td>
<td>$135.00</td>
<td>$1,000.00</td>
<td>H – 10</td>
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<tr>
<td>Physics</td>
<td>Clews LT</td>
<td>PHYS: G.24</td>
<td>252</td>
<td>2 hrs</td>
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<td>$1,000.00</td>
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<tr>
<td>Chemistry</td>
<td>Wilsome LT</td>
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<tr>
<td>Social Science</td>
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<td>339</td>
<td>2 hrs</td>
<td>$155.00</td>
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<td>Wesfarmers LT</td>
<td>BUS: G.91</td>
<td>350</td>
<td>2 hrs</td>
<td>$170.00</td>
<td>$1,250.00</td>
<td>J – 10</td>
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</tbody>
</table>
1. Function Title: ____________________________________________

2. Please provide a brief Description of Function: ____________________________________________
   ____________________________________________
   ____________________________________________

3. Organisation/ Company name: ____________________________________________

4. Contact Name/Person(s): ____________________________________________

5. Billing Address: ____________________________________________

6. Telephone: ______________________ Facsimile: ______________________

7. Email Address: ____________________________________________

8. Is $20million Public Liability Insurance held? YES ☐ NO ☐
   If ‘No’ then UWA PL Insurance cover must be purchased for $55 (incl.GST) for each date of the booking.

9. Are you a non-profit organisation? YES ☐ NO ☐

10. Will there be any VIP's attending the event? YES ☐ NO ☐
    If ‘Yes’, please specify: ____________________________________________

11. Is there an Admission Charge to attend the event? $ __________

12. Number of people expected to attend (if unsure please estimate) ______________________

13. Booking Details

<table>
<thead>
<tr>
<th>VENUE</th>
<th>DATE</th>
<th>DAY</th>
<th>TIME IN</th>
<th>FUNCTION START</th>
<th>TIMEOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Special Requirements: ☐ Internet ☐ Cleaning ☐ Parking ☐ Security
    (Additional costs may be applicable)

15. 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

16. ALL APPLICANTS
   I/We agree to comply in all respects to the UWA Venue Hire Terms and Conditions 2014 for University Premises.
   Name: __________________________ Signature: __________________________ Date: __________