



JOHN HARVEY GALLERY BOOKING FORM & HIRE AGREEMENT (External Hirer)

APPLICANT DETAILS

Name of Hirer (Association / Company):	
Contact Person:	
Mailing Address:	
Telephone (s):	Fax:
Email:	

EVENT DETAILS

Event Name:			
Event Date:	/ /	Hours of Hire (include set up/pack down) am / pm am / pm	Attendees.....
The applicant is hiring the Gallery on this occasion for:			
<input type="checkbox"/> Not for Profit Organisation use (written evidence required)			
<input type="checkbox"/> Commercial use (An individual or organisation using the Gallery for commercial purposes)			

REQUIREMENTS (✓)

Furniture / equipment set up required (see page 4 for layouts)			
Security Staff setting up	<input type="checkbox"/>	Security Staff packing down	<input type="checkbox"/> (Note: fees applies, see below)
Self set up	<input type="checkbox"/>	Self pack down	<input type="checkbox"/>
Cost centre # (Council supported bookings) : _____			
Style 1: Theatre	<input type="checkbox"/>	Style 2: Boardroom	<input type="checkbox"/>
Style 3: U-shaped	<input type="checkbox"/>	Style 4: Classroom	<input type="checkbox"/>
Style 5: Cabaret	<input type="checkbox"/>		
Please note: Any changes to setup required need to be requested at least 2 business days prior to booking date			
Overhead Projection Equipment:	<input type="checkbox"/>	Whiteboard:	<input type="checkbox"/>
		Tea & Coffee:	<input type="checkbox"/>
Number of chairs required (max 80): Number of tables required (max 10):			
Will alcohol be served? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Please note that alcohol <u>cannot be sold</u> on these premises.			

FEE STRUCTURE

Commercial Use	8.30am – 5pm: \$60/hour or \$360/day maximum	Number of Hours Required _____ x \$60.00	\$
Not for Profit Use	8.30am – 5pm: \$42/ hour or \$225/day maximum	Number of Hours Required _____ x \$42.00	\$
Tea & Coffee	\$30 up to 30 people or \$50 up to 120 people		\$
After Hours Bond	A refundable Bond of \$200.00 is applicable to all out of business hours hires		\$
Hires - Outside Business Hours Mon-Fri after 5pm, Saturday, Sunday & Public Holidays	Fees apply to have the building opened and secured by Titanium Staff after hours, weekends or public holidays. A fee of \$50 is charged for each attendance (eg \$50 to open & \$50 to close). Static Guard services are charged at an hourly rate. (Circle requirements) Open – Close		\$
Cancellation fees	\$40 if booking is cancelled less than two working days prior to the booking.		\$
Cleaning fee	Charged if facility left unclean. \$45 per hour per staff member required to clean the facility.		\$
Set up & pack down (if required)	\$78 to cover the cost of Titanium Security doing so each time they attend.		\$

TOTAL AMOUNT OWING FOR HIRE \$ _____



JOHN HARVEY GALLERY, 12 James Street, Salisbury CONDITIONS OF HIRE

Conditions

1. Under **NO CIRCUMSTANCES** should exhibition displays be moved (e.g. to use the kitchen hatch, put up posters, project onto the walls or because it doesn't 'fit' the session being run. Each exhibition is approved prior to being displayed and consideration to the space being a multi-function venue is given when arranging shows).
2. Appropriate usage: in the normal course of events, the Gallery will not be made available for family or personal functions such as weddings, parties and other private celebrations. Recreational activities of a physical nature will also not be permitted. During office hours (8:30am - 5:00pm, Monday - Friday) usage must be restricted so as to prevent activities or functions which are likely to be noisy or pose other possible disruption to the daily operation of Council business.
3. Hire of the Gallery includes use of the Gallery and Toilets.
4. Hirers who wish to use the Gallery outside office hours or for extended periods or large groups will be required to pay a bond of **\$200.00** prior to usage.
5. Hirers will be required to have public liability insurance.
6. Hirers are required to vacate the premises at the time agreed on the booking application.
7. Hirers are required to pay their Fees prior to use of the Gallery. Fees greater than \$200 may be invoiced on request.
8. Parents are responsible for their children at all times whilst within the premises and grounds of the John Harvey Gallery.
9. Consumption of alcohol (without sale) may be permitted for functions outside office hours. Approval must be granted by the Council. Application for liquor license from the Office of the Liquor and Gaming Commissioner may be required.
10. The venue is a non-smoking venue and smoking will not be permitted in the building at any time.
11. The hirer will take all reasonable precaution with furniture and equipment to ensure that no damage occurs. The hirer is responsible for cost of all damages.
12. The hirer is responsible for any equipment, materials or goods brought in by the hirer.

Penalties

Failure to adhere to these conditions of hire will result in forfeiture of bond and any additional costs incurred by council will also be charged to the hirer.

Listed below are the kinds of possible costs which may be charged to the hirer, to reimburse the City of Salisbury for costs incurred.

- Damage to tables, chairs, doors, windows, locks, walls, windows, or kitchen equipment will be determined according to the cost of replacement or repairs.
- Police called to premises or a Security Officer called out, or the alarm not switched on/off according to instructions
- Extra Cleaning required - Charges apply
- Evidence of smoking in the building will incur a Fee of \$100
- A **cancellation fee of \$40** will apply if a Booking is cancelled within 5 working days prior to the booking date.

Bond Return:

The Bond will be refunded by cheque within 21 days of the event / hire subject satisfactory post event inspection.



EMERGENCY EVACUATION PROCEDURES

In the event of a business hours emergency, Gallery hirers must comply with directions from Council Fire Wardens and staff who will arrange for evacuation from the Gallery.

In the event of an emergency after business hours, Gallery hirers must:

- Ensure the safety of the attendees by exiting the Gallery through the external door nearest the concertina or through the store area to the Assembly Point between the Council Office and the Cinemas.
- Phone Council’s After Hours service on 8406 8222 and report the details of the emergency.
- Ensure that all attendees have been evacuated and accounted for.
- Wait for Council’s security and on duty officers to attend.
- Provide detailed descriptions to emergency services personnel and/or attending Council staff of the event and cause of the emergency.

I acknowledge that I have received, had explained to me, and understand the Emergency Evacuation Procedures for the John Harvey Gallery, 12 James Street, Salisbury and if I will not be present on the day, I will pass on the evacuation procedures.

Hirer’s full name: _____ Signature: _____ Date : _____

ACKNOWLEDGEMENT of HIRER:

I acknowledge that I have received, read and understood the Conditions of Hire for the John Harvey Gallery, and that all information shown in these forms is correct.

Hirer’s Name: _____ Signature: _____ Date : _____

Please return the completed booking form and your booking fee of \$ _____

To: The Customer Centre, City of Salisbury, 12 James Street, Salisbury, SA, 5108

Or: The Customer Centre, Post Office Box 8, Salisbury, SA, 5108

Payment is to be made to the City of Salisbury within 14 days to confirm your booking.

All enquiries may be directed to the City of Salisbury PH: 8406 8222 FAX: 8281 5466 or email to The Customer Centre at city@salisbury.sa.gov.au

OFFICE USE

Customer Centre Checklist:

Booking fee paid (✓) Receipt number: _____

Copy of Public Liability Insurance received: (✓)

Copy of completed application form, conditions of hire and evacuation form sent to customer (✓)

Security Notified of Booking (if required) (✓)

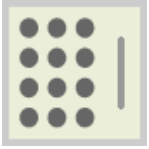
Refund cheque requested by: _____ Date: _____ Copy attached: Yes () No ()

John Harvey Gallery - Room Set up information

Please note:

- Each individual table seats max of 8 (3 along the long sides and one at each end).
- Maximum capacity is 80 seated or 120 standing.

Style 1: Theatre



Set up style requested:

Other information regarding Hire Set up:

Office Use:

Information regarding set up emailed to Security

Date _____

Signed _____

Style 2: Boardroom



Style 3: U-shaped



Style 4: Classroom



Style 5: Cabaret

(groups of tables)

