

QUEENSLAND CIVIL INDUSTRY TRAINING CENTRE VENUE HIRE TERMS AND CONDITIONS

TERMS

For the purpose of these conditions, the following terms will apply to:

1. **QCITC** – The Queensland Civil Industry Training Centre at 11 Hi-Tech Court, Eight Mile Plains 4113, as well as the Queensland Civil Industry Training Centre at 13/547 Woolcock St, Mount Louisa, Townsville and Civil Contractors Federation Queensland Limited staff or appointed representatives.
2. **Organiser** – Any person responsible for hiring the QCITC or any of its venues for their own use, or the use of the organisation which they represent.

CONDITIONS

BOOKING AND DEPOSITS

- ✎ The deposit amount payable will be the full cost of the room hire. This amount will be advised in the initial quotation provided by **QCITC**. It will be 50% of your total room hire, unless you place a booking 7 days or less in advance – in which case the deposit invoice will be for the full venue hire and service fee amounts as relevant.
- ✎ The **QCITC** will provide the **Organiser** with a tax invoice which will be payable within seven days of issue or prior to the event, whichever is earlier.
- ✎ No bookings will be confirmed until full payment of the deposit tax invoice is received.
- ✎ Tentative bookings will be held for no longer than seven days.
- ✎ All prices in the Venue Hire documents are subject to change at any time. All prices will be provided at the time of booking.

PAYMENTS

- ✎ Payments can be made by EFT, credit card, cheque or direct deposit to our nominated bank account as specified on all tax invoices.
- ✎ Payment of all tax invoices is required within seven days of issue.
- ✎ All prices quoted are inclusive of GST.

ADDITIONAL CHARGES

- ✎ Additional charges, at \$100 inc. GST or cost of items will be invoiced separately and will be payable within 7 days.
- ✎ Additional charges include:
 - ✎ Tea, coffee and bottled water for all attendees (\$5pp inc. GST)
 - ✎ Any additional AV or IT requirements
 - ✎ Any changes to venue or room setup.

ACCESS

- ✎ Full day access provides the **Organiser** with access to the **QCITC** between 7.30am and 4.30pm on the day of the booking.
- ✎ Should access be required outside of the times quoted, either for set-up or set-down, the **Organiser** may be charged additional room hire costs and/or staff costs.
- ✎ Half day access provides the **Organiser** with access to the **QCITC** between 7.30am and 12.30pm; between 1.00pm and 4.30pm; or within any other 4 hour block on the day of the booking. Bookings for less than 4 hours will also be charged at the half day access rate.

- ✎ The **QCITC** premises must be vacated by the designated time. The **Organiser** may be charged additional charges if all invitees have not vacated the premises by the end time indicated on the booking form, so please allow for any required pack-up time when indicating the finish time upon booking. Bookings can only be made until 4:30pm.

CANCELLATIONS AND REFUNDS

- ✎ If notified of a cancellation more than 14 days prior to the event, **QCITC** will refund any deposit paid.
- ✎ If the **Organiser's** event is booked less than 14 days before the event, any deposit payment is non-refundable.
- ✎ If the **Organiser** cancels its event less than 14 days before the event, any deposit amount is forfeited to the **QCITC**.
- ✎ If the **Organiser** cancels its event less than seven days before the event, any deposit amount is forfeited, and the **Organiser** must pay all costs relating to the event including but not limited to IT and AV which will be detailed on the pre-event tax invoice.

CATERING

- ✎ Where required, **QCITC** is able to recommend caterers to the **Organiser**.
- ✎ Where required, all catering (with the exception of tea, coffee and bottled water) is to be booked directly with the caterers by the **Organiser**.
- ✎ It is the **Organiser's** responsibility to ensure that food arrival and service times are appropriate to the requirements of the event.
- ✎ It is the **Organiser's** responsibility to ensure that food is only taken and/or consumed in the Student Eating Area and not in any training rooms hired. If it is found that food has been taken into and/or consumed in any training rooms (i.e. Theatre, Training Room 1/2/3, Boardroom, Simulator Room, etc.), the **Organiser** may be charged additional cleaning costs.
- ✎ No food or beverage of any kind are permitted to be brought into the **QCITC** for consumption or sale by the organiser, its guests, or agents, unless prior arrangements have been made with the **QCITC**.
- ✎ The **Organiser** is responsible for taking delivery of all catering booked, serving the catering, storing any leftover food, and cleaning up the Student Eating Area after use (i.e. after each meal break). **QCITC** will provide cleaning products (such as wipes, disinfectant spray, etc.) for the **Organiser** to do so. This includes taking any and all rubbish bags containing rubbish to the outdoor skip in the venue's car park.

EVENT NUMBERS

- ✎ Information such as required equipment and anticipated final numbers are required 7 working days prior to the event.
- ✎ Confirmation of the number of attendees is required no later than 7 days prior to your event.
- ✎ The confirmed number of attendees provided at this stage will be the minimum charged (where applicable) regardless of lower final attendance number.
- ✎ Should the number of guests increase following confirmation of the number of attendees, it will be at the discretion of the **QCITC** to determine whether the venue hired is suitable to the increased numbers.

ALCOHOL CONSUMPTION

- ✎ It is the **Organiser's** responsibility to seek approval from the **QCITC** if they intend to have alcohol served at any event held at the **QCITC**.
- ✎ Alcohol can only be served and consumed during an event at the **QCITC** if it is supplied by a caterer holding an appropriate licence and training.
- ✎ Alcohol must not be brought into the **QCITC** for consumption or sale by the **Organiser** and its guests.

- ✎ **QCITC** believes in the responsible service of alcohol and by law must refuse to serve alcohol to any person who is believed to be intoxicated or under the legal age of 18.
- ✎ The **QCITC** reserves the right to exclude or reject any objectionable person(s) from the premises.

SECURITY DAMAGE AND LOSS OF PROPERTY

- ✎ Security of guests' belongings or **Organiser's** equipment prior, during and after the event is the responsibility of the **Organiser**.
- ✎ **QCITC** can arrange the securing of certain equipment however, **QCITC** does not accept any responsibility for items placed into its care by the **Organiser** or its guests.
- ✎ The **Organiser** is responsible for any damage to **QCITC** property that occurs as a result of or during the event.
- ✎ The cost of repairing (including all labour costs and wages incurred) any damage to **QCITC** property in consequence of an **Organiser's** use or the conduct of an **Organiser's** guest will be at the expense of the **Organiser**.
- ✎ **QCITC** reserves the right, without liability, to exclude or manage patrons who breach these **Terms and Conditions**, or any policies, laws or regulations whilst on **QCITC** property.
- ✎ **QCITC** reserves the right to hire security for an event. The **Organiser** is responsible for the cost of the security.

CLEANING

- ✎ The **Organiser** must clean up the Student Eating Area (including wiping down tables, ensuring food has been picked up from the floor, emptying bins to the outdoor skip bin and ensuring left over food is taken with the **Organiser** or thrown into the outdoor skip) at the end of each day of hire.
- ✎ All cleaning products are provided by **QCITC** to the **Organiser** for use.
- ✎ As the Student Eating Area is a common shared area by staff, tenants, students and venue hirers, we ask that the **Organiser** are mindful of noise and mess when using this area.
- ✎ For larger venue hires (more than 20 pax), the **Organiser** is able to utilise the outdoor area adjacent to the eating area for breaks. This must also be cleaned.
- ✎ Food not consumed during an allocated meal break (i.e. leftover food) must be stored in the bar fridge in the Student Eating Area during the day and not in any other fridge.
- ✎ The **Organiser** is responsible for additional cleaning charges which are incurred by **QCITC** due to the **Organiser's** actions or the actions of the **Organiser's** guest, which cause the cleaning requirements to be above and beyond what would normally be required for such an event.

ELECTRICAL CONDITIONS AND SUPPLY

- ✎ **QCITC** has a 240V power supply.
- ✎ An additional charge will be applicable at a day rate if 410V (three phase) power is required for the event.
- ✎ **QCITC** is not responsible in any manner for any power fluctuations or surges as a result of supply power to the **QCITC**.
- ✎ The **Organiser** must take adequate measure to protect their equipment from such surges or fluctuations.
- ✎ All electrical equipment including leads and equipment used at **QCITC** must be tested and tagged in accordance with Australian Standard 3760 and work health and safety legislation. Any equipment not compliant to these requirements will be removed from the **QCITC**. The **Organiser** must ensure all electrical equipment being brought on to the **QCITC** premises meets these requirements.

EVENINGS, WEEKENDS AND PUBLIC HOLIDAYS

- ✎ **QCITC** cannot accommodate functions held during evenings, CCF QLD events, over a weekend or on public holidays.
- ✎ **QTITC** closes at 5pm. As such, venue hire can only extend to 4:30pm at the latest (including time for your group to pack-up) and the room must be fully vacated by this time to allow **QTITC** to be sufficiently tidied and locked up no later than 5pm. Late fees may apply if a hire extends past 4:30pm and/or the projected end time provided on the booking form.

WORK HEALTH AND SAFETY

- ✎ The **Organiser** must comply with and ensure all its guests comply with all laws and regulations, including without limitation the *Work Health and Safety Act 2012* and *Work Health and Safety Regulations 2012*.

FIRE PRECAUTIONS

- ✎ Due to the emergency technology within the **QCITC**, the use of smoke machines or fog machines is prohibited. The use of such machines may result in an attendance by emergency services personnel, in which case the **Organiser** is responsible for the full cost of such an attendance.
- ✎ Candles are only permitted in designated areas if they are “smokeless” and have the prior approval of the **QCITC**.
- ✎ All emergency exit doors must be left unlocked and unobstructed. The premises are equipped with appropriate firefighting equipment maintained by **QCITC** and this must not be tampered with, built over or obscured by display stands or any other material.
- ✎ **QCITC** recommends the **Organiser** familiarises itself with the regulations requiring the use of fire retardant materials.

INSURANCE

- ✎ The **Organiser** must have in effect a public liability insurance policy which covers liability to the public for an amount of not less than \$20,000,000 in respect of personal injury to or death arising by accident to any person whatsoever and in respect of any injury loss or damage whatsoever arising by accident to property belonging to the **QCITC**. This cover is to include the full period of the booking including setting up and dismantling times and is to remain current until the building and grounds have been fully vacated.
- ✎ The **Organiser’s** responsibility under this clause shall be limited to the extent of its liability for any act or omission that gives rise to a claim for loss or damage caused by the **Organiser**, its employees, agents or servants.
- ✎ **QCITC** shall have a public liability insurance policy in relation to any act or omission that gives rise to a claim for loss or damage caused by **QCITC**, its employees, agents or servants.

BANDS, DJS AND AUDIO VISUAL CREWS

- ✎ Bands, DJs and audio-visual crews must be fully managed by the **Organiser** including meals and beverages.
- ✎ If a separate room is required for a band or other groups an additional venue hire charge may be applicable.

ROOM SET-UP OR LAYOUT

- ✎ Information in relation to room set-up, layout and audio-visual equipment is required seven working days prior to the event. Upon signing the booking form, the room layout will be deemed to be confirmed. Any changes made on the day of the event to the layout of the room may incur additional charges.

ACCEPTANCE OF THESE TERMS AND CONDITIONS

The **Organiser is** deemed to have accepted these terms and conditions upon submission of the booking form to the **QCITC**.