

FOR LEASE Space (Kern Arcade) Booking Request Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to hire the FOR LEASE Space in the Kern Arcade. Please refer to the FOR LEASE Space (Kern Arcade) Terms and Conditions Factsheet for further information.

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Hirer Details		
Organisation name:		
Contact name:		
First	Middle	Last
Position in organisation:		
Title: <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (please specify):		
Postal address:		
Preferred contact number:	Email:	
Hire Details		
Start date:	End date:	(inclusive)
Purpose of hire:		
Public Liability Insurance (please note a copy of your public liability insurance must be provided)		
Name of insurer:	Policy number:	
Policy limit:	Expiry date:	
Supporting Documentation		
Please remember to provide the following supporting documentation when submitting this form:		
<input type="checkbox"/> Public Liability Insurance		
Declaration		
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability. I agree to abide by the terms and conditions as outlined in the FOR LEASE Space (Kern Arcade) Terms and Conditions Factsheet.		
Name:	Signature:	Date:

OFFICE USE ONLY	Dates Confirmed: Y / N	Extra resources required: Y / N
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FACT SHEET

FOR LEASE Space (Kern Arcade) Terms and Conditions

Definitions

Hirer	You the individual or organisation utilising the FOR LEASE Space
Space	FOR LEASE Space – The Kern Arcade, East Street, Rockhampton
RRC	Rockhampton Regional Council
Organiser	Rockhampton Regional Council (RRC) and staff members associated with the FOR LEASE Project

About the Space

- The Space is designed to offer maximum exposure while including the public in art they may not have experienced.
- RRC expects the Space to be open a minimum of three days a week, with one workshop or participatory event per week. This can be a charged workshop.
- The Space is offered for free for the agreed amount of time as per the FOR LEASE Space (Kern Arcade) Booking Request Form.
- The Space cannot be open outside of The Arcade opening times.
- The Space is set up to benefit the maximum numbers of groups and as such, is not to be reconfigured. If your project cannot happen in current configuration this must be discussed with the Organiser.
- Tenancy is at the discretion of the Rockhampton Regional Council and should your behaviour, conduct or display be deemed unsatisfactory your lease can be terminated.
- It is recommended that the following be included with your display – opening hours, description of workshops on offer, information about you/your group/how to join, and prices if your work is for sale.

Access

- Access is via The Arcade shopping complex. There is one roller door to the Space.
- One key will be supplied to the Hirer. This is not to be copied.
- One key remains in the control of the Organiser who retains the right to access the Space at all times.
- The key must be returned on day of bump up or next business day after to the Pilbeam Theatre unless prior arrangement is made.
- The Space can be accessed from 8:30am – 6:00pm Monday to Friday, 8:30am – 2:00pm Saturday and 8:30am – 1:00pm Sunday. Alarms will sound outside of these times.

Acknowledgements

- The Venue is to be referred to as the FOR LEASE Space, and the project as FOR LEASE.
- At all times and in any publicity about your display the Rockhampton Regional Council and Coopers Family must be thanked and the official FOR LEASE logo (as supplied by RRC) used.
- Any releases you wish to send to the media should be CC'd to the Organiser.
- The organiser must be informed of any events taking place in the Space.

Logos

The following logos will be supplied by RRC for hirers to use on all publicity material:



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FOR LEASE Space (Kern Arcade) Terms and Conditions

Parking/Vehicle Access

- RRC or The Arcade is under no obligation to provide parking. Payment for The Arcade parking will be covered by the Hirer if used.
- It is expected that outside of loading activities, the parking spaces outside the shops will be left clear for customers of the street. This is in line with CBD revitalisation and will assist the local businesses continue operating.

General Obligations

When hiring the space, the Hirer is responsible to ensure:

- An adult must supervise children at all times.
- All in attendance behave in an orderly manner.
- All equipment belonging to RRC is to be left in good condition at the space.
- Your event does not impact on the local community or surrounds (i.e. loud noise, large crowds)
- You must have any electrical equipment that you bring to the space tagged by an approved electrician every 12 months.
- The door must be locked on vacation of the space.
- All equipment must be returned to the place it was found at the start of the hiring period.
- Loud speakers, televisions and/or music must be used in accordance with both State and Local Government noise regulations.
- The hirer must keep a record of persons attending and will be responsible to ensure their evacuation in the case of fire or if the Space must be evacuated for any other reason.

Occupational Health and Safety

Everyone on RRC premises is obliged to take reasonable care to ensure their own health and safety and those of co-workers, visitors and patrons to the Space. The Hirer must comply with any safety instructions given by RRC staff. It is the Hirer's responsibility to ensure that their employees, contractors, volunteers and/or helpers practice good housekeeping to control and identify and report any hazard to RRC staff immediately. It is the Hirer's responsibility to adequately induct their employees, contractors, volunteers and/or helpers before starting work in the Space.

Prohibited Actions

- The Hirer must not drive tacks, nails or screws etc. into woodwork or all or any part of the building, furniture or fixtures without prior permission.
- No smoking is permitted on the premises or within four metres of the building entrance.
- The Space must not be used for any purposes other than as stated on the FOR LEASE Space (Kern Arcade) Booking Request Form or the Booking Sheet. Failure to give correct information will result in immediate cancellation of the Space hire.
- The Space must not be used for any annoying, offensive or illegal conduct or activity or purpose.
- Under no circumstances are firearms or other weapons to be brought into the Space.
- The Hirer must not permit any flame (including candles), explosive or fuel to be brought into the Space.
- The Hirer must not use the Space for any activity that will cause impact on the local community.
- The Hirer must not use the Space for any purposes that may injure the reputation of RRC.
- The Hirer must not use the Space in any way that would increase or invalidate any insurance policy taken out by RRC or increase the premiums payable by RRC.
- The Hirer must not in any advertising imply that RRC is associated with any event other than providing the facility.
- The Space must not be used by a third party without the prior written permission of RRC.
- Any use of the Space must not interfere with any other use of the property by RRC or any other person.
- The Hirer must not interfere with any of the electrical or mechanical equipment in the Space.
- The Hirer is not to bring into the Space or allow others to bring into the Space any illegal goods or substances or any dangerous goods or substances.
- The Hirer must not bring any alcohol into the Space and no alcohol is allowed to be consumed at the Space or surrounds.

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Decorations, Cleaning and Additions Services

The Hirer may decorate the Space on the condition that all decorations are removed by the Hirer at the end of the exhibit and no damage is done to the Space. The Space will be vacuumed and cleared for your use. Additional cleaning is the responsibility of the Hirer. Hirers must ensure that the Space and its surrounds are cleaned and all of the Hirer's property is removed from the Space on vacation.

Breakages

Any breakages of equipment or damage to the Space must be immediately notified by the Hirer to the Organiser. The Hirer will be responsible for the cost of the equipment and for the cost of repair of any damage. In no event will the Organiser be liable to the Hirer on any account whatsoever, whether as a result of wear and tear or any defect in any equipment at the Space for any loss or damage whatsoever including consequential loss or damage and whether or not foreseeable or contemplated.

Notification

It is the responsibility of the Hirer to inform the Organiser of any amendments, additions, changes or alterations to the original FOR LEASE Space (Kern Arcade) Booking Request Form by completing a new form with the relevant details and sending it to the Organiser.