



Application Form

HIRE AND USE OF UNIVERSITY FACILITIES

- Applications for the hire and use of University Facilities shall be made on this form. Allow 2 weeks for processing.
- Charges relating to such hire will be in accordance with the current schedule of 'Venue Hire Charges'. A copy of this schedule is available on request.
- Payment is recommended by credit card or invoice. Pre-approval is required if an invoice is to be raised. Curtin departments can provide a cost-centre number.
- A 10% non-refundable deposit may be payable on confirmation of the venue booking application.
- General Conditions of Use/Hire of University Facilities must be adhered to. A copy of these conditions can be found at: http://roombookings.curtin.edu.au/terms_and_conditions.cfm or a copy can be requested from the Class Management Office.
- Liquor Licence:** Curtin University Land and Traffic By-Laws Part 1-General Provisions 11. No person shall bring or keep or cause to be brought or kept or consume intoxicating liquor on any part of the University lands, unless the person holds a licence under the Liquor Control Act 1988 or the person is otherwise permitted so to do under that Act or the premises are licensed premises for the purposes of that Act, or the person holds a permit so to do. Evidence of the relevant licence or permit must be produced before the venue hire is confirmed.
- Public Liability Insurance:** All external persons, organisations or groups hiring University facilities must produce a certificate of currency for a current public liability insurance policy. The policy should provide cover for an insured amount of not less than \$10 million. This evidence must be produced before the venue hire is confirmed.
- ABN (Australian Business Number)** is required from all external clients.
- The University reserves the right to refuse or cancel any booking, including confirmed bookings.
- A copy of the approved application must be produced on demand.

SECTION A (To be completed by all applicants)					
DATE OF EVENT					
NAME OF USER/S (Full name of Organisation/Group/School/Department)					
ADDRESS OF USER					
TITLE AND NATURE OF FUNCTION / EVENT					
TEL:		FAX:		MOBILE:	
				EMAIL:	
ARE ADMISSION OR REGISTRATION FEES BEING CHARGED? <input type="checkbox"/> YES <input type="checkbox"/> NO					
EXPECTED NUMBER OF ATTENDEES					*See Conditions of Hire
NAMES OF VIP'S ATTENDING AND/OR PRESENTERS Please supply presentation information and/or any advertising material					
UNIVERSITY FACILITY REQUESTED	NO. OF PEOPLE	TIME		DATE/S	DAY/S (Mon, Tues etc)
		FROM	TO		

SECTION B: Additional Requirements/Information		
I/We hereby understand and undertake:		
1. to accept responsibility for any incidents, claims or litigation arising from the function or gathering. 2. to pay for any damage or costs reasonably incurred in cleaning and restoring the venue to its original condition. 3. to comply and abide by the provisions and by-laws of Curtin University.*		
* (refer to Terms and Conditions of Use of Facilities)		
Name of Applicant:		Signature:
Address:		Date:
Phone:	Fax:	Suburb:
Alternate Contact Person:		Postcode:
Address:		Position/Title:
Phone:	Fax:	Suburb:
HAVE YOU COMPLETED AN EVENT HEALTH & SAFETY CHECKLIST? (Recommended for large events or outdoor areas) A copy can be found at: healthandsafety.curtin.edu.au/local/docs/Event_Health_and_Safety_Checklist.xlsx		<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU HAVING FOOD OR DRINKS AT THIS EVENT? Please list caterer. _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
PARKING REQUIRED?		<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL YOU BE PLAYING AUDIO OR VIDEO? Please list. _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
EQUIPMENT REQUIRED? Please list. _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL SECURITY REQUIRED? (refer to Terms & Conditions)		<input type="checkbox"/> YES <input type="checkbox"/> NO
SPECIAL CLEAN REQUIRED FOR AFTER HOURS/WEEKEND? (Charges applicable)		<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION C: Liquor Licence		
WILL ALCOHOL BE CONSUMED? <input type="checkbox"/> YES (CONTINUE) <input type="checkbox"/> NO (PROCEED TO SECTION D)		
BYO - ALCOHOL BROUGHT TO THE EVENT BY THE CONSUMER <input type="checkbox"/> YES <input type="checkbox"/> NO		
Occasional Liquor Licence		
It is the responsibility of the user to contact the Department of Racing, Gaming and Liquor (Contact details: Department of Racing, Gaming & Liquor, 1st Floor Hyatt Centre, 87 Adelaide Terrace, East Perth WA 6004 Telephone: 08 9425 1888 Fax: 08 9325 1041 Website: www.rgl.wa.gov.au) to determine the need for an occasional liquor licence. If a liquor licence is not required according to advice from the Department of Racing, Liquor and Gaming please confirm this below.		
Occasional Liquor Licence NOT required: Signature: _____ Date: _____		
Occasional Liquor Licence REQUIRED:		
The provider will need to submit a copy of the Occasional Liquor Licence prior to final approval being granted by the Class Management Office. Please allow 14-21 days for your application to be processed by the Department of Racing, Gaming & Liquor. The Class Management Office will provide, for and on behalf of the University, a letter to accompany the application.		
QUANTITY OF LIQUOR SUPPLIED?	BEER: Quantity _____	WINE: No. of bottles _____
		OTHER: No. of bottles _____
Occasional Liquor Licence Number: _____ . (Attach a copy of the Licence to this application form)		
HAVE THE POLICE AT CANNINGTON POLICE STATION BEEN NOTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
NAME OF OFFICER AT CANNINGTON POLICE STATION: _____		
I/We hereby undertake:		
1. to serve or sell liquor responsibly in accordance with the guidelines published by the Office of Racing, Gaming and Liquor. To that end will ensure that anyone serving or supplying liquor to attendees of the function will hold a valid certificate of approved training in responsible liquor service.		
2. to ensure the Responsible Promotion of Liquor Policy of the Office of Racing, Gaming and Liquor in regard to promotions of the function and liquor at the function.		
Name of Applicant: (Name of Occasional Liquor Licence holder)		Signature:
		Date:

SECTION D: APPROVALS	
SCHOOL/DEPARTMENT/AREA ENDORSEMENT(If applicable)	I agree to this function being held within Building _____ School/Department/Area Authorised Signatory Signature: _____ Date: _____ Print Name
STUDENT GUILD REGISTRATION(If applicable)	This group/club is currently registered with Curtin Student Guild Student Guild Recreation Officer / Activities Officer Signature: _____ Date: _____ Print Name
PARKS & GARDENS APPROVAL(If applicable)	I agree to this function being held within _____ grounds. Curator – Parks & Gardens Signature: _____ Date: _____ Print Name

SECTION E: PAYMENT DETAILS
<p>Internal Client</p> <p>Curtin University Cost-Centre Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Authorising Signature _____</p>
<p>External Client</p> <p>Please indicate if you would like to receive an invoice for payment: <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please supply your ABN)</p> <p>ABN Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>We are able to facilitate credit card payments through the Online Payment Gateway. Please visit: https://payments.curtin.edu.au/ Please use the How to guide to finalise payments after the last event date as directed by the Class Management Office. A copy can be found at: http://roombookings.curtin.edu.au/visitors.cfm</p>

SECTION F: PUBLIC LIABILITY INSURANCE
<p>If the Hirer does not have access to Public Liability Insurance, Curtin University can extend Hirer's Public Liability Insurance to the Hirer with a \$10,000,000 Limit of Liability for the duration of the event and/or hire. The extension of cover would be at 10% the total hire charge, as per the terms and conditions of the Policy provided.</p> <p>I confirm that I have received a copy of the CGU Hirer's Liability Policy Wording and Certificate of Currency and find them acceptable:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Please advise if you wish to accept this offer by ticking the appropriate box:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

(CLASS MANAGEMENT OFFICE USE ONLY)

Public Liability Insurance (certificate of currency) provided:

Initials :

Payment method as indicated by client:

Invoice

Credit Card

Other

“VENUE HIRE CHARGE”

This function relates to Category _____

and as such must be charged the appropriate fees according to Curtin University Policy and Procedures.

Cost of Venue Hire

\$

Extra Charges

\$

GST

\$

Total Charges

\$

Receipt Number

#

This application is approved in accordance with the provisions of the Curtin University Land and Traffic By-Laws and the Hire of University Facilities Policy.

Signed: _____

Date: _____

APPLICATION APPROVED YES NO

COMMENTS

CC: Applicant

Parking

Security

Campus Services