

Resource Booking Request

Guild Resource Hire is only available to registered clubs, JCLA groups, & Guild staff / departments.
Please send all **Club HQ Bookings** to clubs@guild.curtin.edu.au
Send **BBQ and equipment bookings** to reception@guild.curtin.edu.au.

Club/Group Name or Guild Department: _____ Application Date: _____

Date/s of Use: _____ Start Time: _____ Finish Time: _____

Location (on campus)*:

Guild 106 Precinct

Other – please describe: _____

**Please note that if you intend to set up outside the 106 Guild Precinct, an Event Management Plan (including Room Booking Form) must be lodged at least 3 weeks prior to your date of use. Event Management Plan forms can be found at www.guild.curtin.edu.au/clubresources.*

Please tick item/s required	Resource	Qty	Bond Deposit (refundable)
	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">BBQ</div> <p>Please select category:</p> <ol style="list-style-type: none"> 1. Free Club BBQ (one per year, per registered club) 2. Paid Club BBQ 3. Paid JCLA Group BBQ 4. Guild Rep/Department BBQ <p>G/L code to be charged: _____</p>	_____ packs	\$50 + 1 x Student Card
	<p style="text-align: center;">Lectern / Podium</p> <p>Please describe where / at what event this will be used.</p>	1	\$50 + 1 Student Card
	<p style="text-align: center;">Marquee (3 x 3m)</p> <p>Please describe where you intend to set up, and what activities will be occurring. An EMP may be required.</p>	_____ marquees	\$50 + 1 Student Card
	<p style="text-align: center;">Trestle Table/s</p> <p>Please describe where you intend to use the table/s, and what activities will be occurring. An EMP may be required.</p>	_____ tables	\$10 + 1 x Student Card
	<p style="text-align: center;">Club HQ Venue</p> <p>Please describe your proposed use of the space. An EMP may be required.</p>	1	\$50 + 1 x Student Card

BBQ Conditions & Inclusions

- All clubs are entitled to one free BBQ pack per year (100 serves).
- All BBQ hire includes use of three (3) trestle tables.
- 1 x BBQ Pack at \$190 includes 100 serves (comprised of 90 halal beef sausages, 10 vegetarian sausages or patties, 100 buns, sliced onions, oil, sauces, cooking utensils, napkins & gloves.) All BBQ ingredients and BBQ equipment are fully Halal-certified (unless otherwise advised when booking).
- Payment must be made AT THE TIME OF BOOKING. Guild reps/staff using an internal account code must provide code at time of booking.
- The BBQ is only approved for use under the eaves outside Blg 106F (near Guild Reception) – alternate locations must be booked with the Clubs Officer at least three weeks in advance.
- BBQ and ingredients must be booked **at least two weeks before date of hire**.
- BBQ ingredients to be supplied through Main Café *only*, using this form (to meet food permit requirements).
- Food must be picked up between 11am – 3pm from the back kitchen of Main Café (via back entrance near skip bins), on day of BBQ. Visit Guild Reception **first** to obtain a pick-up slip, which must be presented to café staff in order to collect ingredients.
- BBQ Guidelines, Food Service Guidelines, and BBQ Risk Assessment must be adhered to at all times.
- If a club/group cancels their BBQ booking less than one week prior to their booked date, they will not be refunded for their order.
- **No additional food or drinks** are to be cooked or distributed at your club BBQ (outside of those included within the default BBQ pack). This is due to the conditions stipulated within our Annual BBQ Food Permit from the Town of Victoria Park.

Club HQ Conditions & Inclusions

- Capacity: 30 seated, 120 standing. Inclusions: 1 x LCD screen with HDMI input, flexible seating, kitchenette facilities.
- Venue is only available between the following hours: Monday – Thursday 10am – 10pm; Fridays 10am – 4pm.
- Strictly no alcohol is permitted in the venue.
- No amplified music or excessive noise is permitted in the venue. (60dB limit at all times.)
- Club HQ bookings do not require an Event Management Plan (EMP) *unless* the event involves special equipment being brought in, guest speakers or VIPs attending, excessive alterations to room layout, or activities of a physical or potentially hazardous nature. Such cases will require an EMP to be submitted at least one week prior to the event, and will be subject to approval from the Clubs Officer.
- Bookings are not *confirmed* until receipt of a formal booking confirmation email from the Clubs Officer.
- A maximum of three recurring bookings are permitted by the same club, at the same day and time, across consecutive weeks. To request another “three week block” at the end of this period, a new form must be submitted, with the new booking will be subject to availability. This is to avoid monopoly of the space by the same few clubs, until we can assess the demand and popularity of this new space.
- Common Free Time (Wednesdays 12-2pm) is considered “prime time” for club events, and as such only single occurrence bookings are permitted in this timeslot (i.e. the same club will not be able to book back-to-back weeks in the space in this timeframe).

General Terms and Conditions

- All trestle table hire and stall set-up is subject to the following conditions:
 - Can only be set up in pre-determined locations within the 106 Guild Precinct, at the instruction of Guild staff.
 - No food or beverages to be sold or given away;
 - No equipment to be plugged into electrical outlets;
 - No music to be played unless approved by the Clubs Officer in advance;
 - No physical or messy activities permitted, nor activities posing significant risk;
 - No commercial advertising on behalf of external organisations (club promotion ONLY);
 - No solicitation of students and/or passers-by. Persons must approach your stall if interested, you may not intercept or approach.
- Any planned use of a trestle table or marquee that does NOT comply with the conditions above will require submission of an Event Management Plan at least three weeks' prior to your proposed hire date. EMP is available from www.guild.curtin.edu.au/clubresources.
- I am an office bearer of the Guild Registered Club / Society making this booking; JCLA participant, OR an approved Guild Student Rep / member of staff.
- I will adhere to all additional conditions outlined above with regard to Club HQ and/or BBQ bookings.
- Should any Guild resource be damaged, soiled, improperly cleaned, or fail to be returned altogether whilst signed out to a club or JCLA group, full bond amount will be withheld. Where applicable, payment at full retail cost of repairing, cleaning, or replacing the equipment will be required immediately.
- I indemnify the Curtin Student Guild against any legal liability in the event of a food stall causing accident or injury, and I understand that cooking equipment is very hot, and the potential exists to injure myself if not used with care.

Contact Name: _____ Student ID: _____

Email: _____ Phone (M): _____

Role (in Club / JCLA Group / Guild): _____

Signature: _____ Date: _____