

# HIRING HISTORY HOUSE Booking Form



## ORGANISATION INFORMATION

Organisation Name

Contact Name

Phone No (inc area code)

Mobile No

Email

Billing Address

Suburb

State

P/Code

## EVENT CONTACT INFORMATION

Contact Name

Phone No (inc area code)

Mobile No

Email

## DESIGNATED REPRESENTATIVE (PRESENT ON DAY)

Contact Name

Phone No (inc area code)

Mobile No

Email

## AGREEMENT

I have read and understood the Hiring History House Terms & Conditions, and as the person responsible, undertake hiring History House as per the Hiring History House Terms & Condition.

Name

Signature

Date

## EVENT REQUIREMENTS

Minimum two hour booking fee applies to all bookings

Event Type

No. Attendees (100 max)

## ROOM REQUIREMENTS

Reception only (Minimum 2 hours)

Auditorium only (Minimum 2 hours)

Reception & Auditorium (Minimum 2 hours)

Day and date required AM/PM

Access from (time) AM/PM

Event start (time) AM/PM

Access until (time) AM/PM

## EVENT EQUIPMENT REQUIREMENTS

Data projector  Microphone

White board  Lectern

Projector Screen  Crockery etc

## CATERER

RAHS catered - tea coffee biscuits (\$5/head)

Own caterer (please provide details below)

Name

Phone No (inc area code)

## CREDIT CARD DETAILS (REQUIRED WHEN BOOKING)

Card Type Visa  Mastercard

Card No.

Expiry Date CCV

Name on card

A booking is confirmed only upon receipt of a completed Booking Form. By providing RAHS with a completed Booking Form, you are agreeing to the **Hiring History House Terms and Conditions**. Tentative bookings cannot be held any longer than 10 working days unless agreed prior. RAHS reserves the right to cancel any unconfirmed function. Cancellation Fees: 50% will be payable on events cancelled with less than 14 days notice and 100% with less than 7 days notice. All cancellations or change of dates must be advised in writing and confirmed by RAHS.

# Royal Australian Historical Society



## HIRING HISTORY HOUSE Terms & Conditions

### BOOKING & DEPOSIT

Tentative bookings will be held for no longer than 10 working days unless agreed otherwise by RAHS.

In order to confirm a booking, 50% of the total invoice issued must be paid by Credit Card (as entered on the booking form). Invoices will be issued for cancellations and post-function costs, and the Credit Card will be charged if these invoices are not paid within 14 days.

All prices are as quoted by RAHS and are inclusive of Goods and Services Tax (GST). Prices may be subject to change without notice. Quoted costs are provided in the Hirer's Booking Form, but final post-function costs may vary if additional charges apply.

RAHS reserves the right to refuse the hire of facilities in any applicant without assigning any reason for such refusal.

### CONFIRMATION

A booking is confirmed only upon receipt of a completed Booking Form and a 50% deposit. By providing RAHS with a completed Booking Form, you are agreeing to these Terms and Conditions

RAHS reserves the right to cancel any unconfirmed function.

### ACCESS

RAHS will provide access to the venue for the times nominated by the Hirer on the Booking Form. It is the Hirer's obligation to allow sufficient time to set up and pack down an event as part of the period for which the venue is hired.

### POST-FUNCTION PAYMENT / PRICES

Invoices will be issued for cancellations and post-function costs, and the Credit Card will be charged if these invoices are not paid within 14 days.

If the Hirer has requested payment be processed by Credit Card, this will be done automatically after the function, unless the post-function costs vary from the original quote. A tax invoice marked PAID will be supplied with the Credit Card receipt.

RAHS accepts payment by Cash, Cheque or Credit Card (VISA, MasterCard), cheque or direct deposit to our nominated

bank account as specified on all tax invoices.

### CANCELLATIONS

In the event of a cancellation the following amounts will remain payable by the Hirer:

If the function is cancelled less than 7 days before the function, 100% of the total projected costs of the function plus irrevocable costs incurred by RAHS

If the function is cancelled between 8 and 14 days before the function, 50% of the total projected costs of the function plus irrevocable costs incurred by RAHS.

Cancellations or a change of date must be advised in writing and be confirmed by RAHS.

### ROOM HIRE

Hire charges are based on the quote provided at time of booking, but final post-function costs may vary if additional charges apply.

Available access times to the facility are specified within the quote. The Hirer may be charged additional room hire costs and/or staff and security costs for any function continuing beyond the confirmed conclusion time.

The Hirer is required to leave the area in a clean and tidy condition after the function. If additional staffing or cleaning is required to return the area to an acceptable condition an additional charge of \$100 + GST will be added to the final invoice.

### STAFFING

During business hours (9am - 5pm Monday - Friday excluding public holidays) a staff member will be onsite to assist for the duration of the function. Outside of these hours, security will be onsite at an additional charge of \$50 + GST/hour with an additional lock up fee of \$150 + GST. The Hirer is responsible for any additional staffing or security costs incurred by RAHS by reason of the Hirer's actions, or the actions of an attendee, which cause the staff or security to remain at History House after the scheduled finishing time of the function, or to provide a service that is not part of their standard contract.



# HIRING HISTORY HOUSE

## Terms & Conditions (continued)

### ATTENDEES

The Hirer is responsible for ensuring the amount of attendees do not exceed 60 unless another agreement has been made in writing with RAHS.

It is the responsibility of the Hirer to ensure all attendees remain in the room(s) hired, and common access areas on the ground floor.

In order to protect the heritage fabric of the building, it is the responsibility of the hirer to ensure guests are aware of the delicate period furniture. There is to be no smoking, amplified music, wearing of stiletto heels or dancing without prior written consent.

### CATERING

RAHS does not organise catering for functions.

It is the responsibility of the Hirer to engage and liaise with a caterer if needed for the function.

Any external caterer engaged for the function may have access to the kitchen facilities and must remove their own equipment and rubbish after the function.

The Hirer will be responsible for ensuring that the caterer complies with these terms and will be responsible for any additional cleaning, loss or damage costs incurred by RAHS by reason of the caterer's actions.

### ALCOHOL

It is solely the responsibility of the Hirer to ensure that its staff, contractors and participants comply with all liquor licensing laws and prevent the consumption of alcohol for any persons under the age of 18 years.

The sale of alcohol at History House is not permitted.

### EQUIPMENT HIRE & FURNITURE

All hired equipment and furniture must be removed from the specified hire area. RAHS staff will set up any RAHS equipment before the function, and will be available for assistance with operating equipment where requested prior to the function. Any additional staffing costs incurred by RAHS will be on-charged to the Hirer.

The Hirer will be held responsible for any missing items or repair costs for any damages incurred to equipment, furniture,

facilities or other goods or property.

The Hirer is responsible for restoring all furniture to its default configuration after the event.

Instructions for operating the Audio Visual equipment in the Auditorium are posted on the wall of the theatre.

RAHS accepts no responsibility for injury to the Hirer, the Hirer's representatives, or attendees incurred while lifting furniture.

### ELECTRICAL EQUIPMENT

It is assumed that any electrical equipment belonging to the Hirer has been tested and tagged in accordance with OHS regulations and Australian Standards before it is used on site.

### SECURITY, DAMAGE & LOSS OF PROPERTY

Security of the rooms and all attendee's belongings or Hirer's equipment prior, during and after functions is the responsibility of the Hirer. RAHS does not accept any responsibility for any items placed into its care by the Hirer or attendees.

RAHS, its employees, agents or servants reserve the right, without liability, at its discretion, to remove or manage attendees who breach these terms and conditions, or any policies, laws or regulations whilst at History House.

The Hirer will be responsible for any damage, breakage, defect, theft or vandalism to the property during the function, and the Hirer must report any hazard or damage to RAHS staff or security immediately or on the next business day.

### STORAGE & WASTE REMOVAL

All deliveries to RAHS are to be advised in advance, and will be accepted only on the day of the activity. RAHS will not accept responsibility for the damage or loss of such goods.

The return of any goods (including hired goods) at the conclusion of the function is the responsibility of the Hirer.

The Hirer is responsible for additional waste removal charges incurred by RAHS by reason of a Hirer's actions, or the actions of an attendee, which require waste removal above and beyond what would normally be required.

### CLEANING

The venue hire fees only cover the cost of general cleaning.

The Hirer is responsible for leaving the auditorium, reception rooms, kitchen and cupboards clean and tidy, removing



# HIRING HISTORY HOUSE

## Terms & Conditions (continued)

all rubbish, leftover food, cleaning all kitchen equipment and appliances, ensuring all crockery and cutlery is washed in the dishwasher and restacked in cupboards.

The Hirer is responsible for additional cleaning charges incurred by RAHS where the Hirer's function has caused cleaning to be above and beyond normal general cleaning.

### WORKPLACE HEALTH & SAFETY/FIRE PRECAUTIONS

Smoking is strictly not permitted at History House.

Hirers must inform event attendees of the locations of fire exit, hydrants and extinguishers.

Should emergency services personnel need to attend the building as a result of the actions of the Hirer or attendee(s), the Hirer is responsible for the full cost of such an attendance and any other associated costs.

All emergency exit doors must be left unlocked and unobstructed, and fire fighting equipment must not be touched.

### INSURANCE

RAHS can not take responsibility for damage to or loss of items before or during an event. RAHS highly recommends Hirers arrange appropriate insurance cover.

Hirer must have in effect their own public liability and property insurance to cover any personal injury, or death, arising by accident to any person whomsoever and to cover any injury, loss or damage whatsoever arising by accident to property belonging to RAHS. 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 Hirer's responsibility for insurance 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 Hirer, its employees, agents or servants.

RAHS 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 RAHS, its employees, agents or servants.

### GENERAL

No item or signage should be placed on any door, wall or other part of the building without prior permission.

Neither Bluetac or tape are permitted to be used on the walls.

Any publicity material circulated by Hirers should clearly state the name and contact details of the group running the event and give History House as the location only.

Prior approval is required to use the RAHS logo in any promotional material.

Public address systems and noise volume will remain at an acceptable level and RAHS, its employees, agents and servants reserve the right to disable or reduce any music, systems or noise at its discretion.

### FORCE MAJEURE

RAHS will not be liable for any non-performance of its obligations under this contract in the event of fire, storm, flood, explosion, accident, labour disputes, government regulations, or any other force majeure events.

If you have any queries about these Terms and Conditions, please contact:

Suzanne Holohan EO Royal Australian Historical Society, telephone 02 9247 8001.