

Broome Historical Society

Venue Hire Form



Name:	
Organisation (if applicable):	
Address:	
Phone:	
Email:	
Date of application:	

Venue & Event Details

Facility:		
<input type="checkbox"/> Sailmaker's Shed <input type="checkbox"/> BHS Grounds <input type="checkbox"/> Museum (at BHS discretion)		
Purpose of Hire:		
Approx number attending:		
Date(s) of hire:		
Event start:	Event finish:	
Setup / pack down times (must be included in hire period):		
Type of event		
<input type="checkbox"/> Not for profit (\$100 per day + GST) <input type="checkbox"/> Wedding (\$300 per day + GST) <input type="checkbox"/> Commercial / profit (\$200 per day + GST)		
Vacant hire of the Sailmaker's Shed (removal of exhibition)? <input type="checkbox"/> YES (+\$300 +GST) <input type="checkbox"/> NO		
Alcohol at event? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Alcohol for sale? <input type="checkbox"/> YES (Licence required - copy to be provided) <input type="checkbox"/> NO		
Food for sale? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Entry fee charged? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Tel: 0891922075

Email: admin@broomemuseum.org.au

Address: Town Beach Reserve, 67 Robinson St, Broome, 6725 Website: broomemuseum.org.au

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Access to the Venue

Will your event be accessed by the Town Beach gates? YES NO

Do you require use of the museum's ablutions? YES (\$60 + GST) NO

Emergency after-hour access

If BHS staff are required to attend outside office hours (e.g. emergency access, lock-up, or alarm call-out), an after-hours call out fee of \$100 + GST will apply.

Key/fob collection

Keys and security fobs must be collected from Broome Historical Museum during office hours. A refundable bond of \$100 bond is required and will be returned when the key/fob is returned and no damages or outstanding fees apply.

Agreement

By signing below, I confirm that:

I have read and agree to the Broome Historical Society Venue Hire Terms and Conditions (attached).

I accept responsibility for ensuring all conditions are met during the hire period.

I understand my contact details will be stored securely and not shared outside BHS except as required by law.

Signature

Date: _____

Name (print): _____

---Office Use Only---

Deposit Invoice # _____ Paid _____
Balance Invoice # _____ Paid _____

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Fees

Hire of Sailmaker's Shed (Sailmaker's Exhibition in place)	
Not For Profit (per day)	\$100 + GST
Weddings (per day)	\$300 + GST
Commercial Rate (per day)	\$200 + GST
Vacant Hire (bump in/out Sailmaker's Exhibition)	+ \$300 + GST
Key/Fob Bond	\$100 (refunded when keys/fob returned)
Hire of Museum (staffed)	TBD
Hire of Museum Grounds	TBD
Other Fees	
Use of ablution facilities	\$60 + GST
After-hours call-out fee	\$100 + GST
Cleaning Fee	\$60 + GST

Terms & Conditions - Venue Hire

Bookings & Confirmations

To register your booking, please return the completed and signed Venue Hire form to the Administration Officer, admin@broomemuseum.org.au or in person at the Broome Historical Museum.

To confirm your booking, a deposit of 50% is required within fourteen (14) days of the date on the Venue Hire Form. An invoice will be emailed to you with deposit payment options.

Venue Hire Fee

Payment of the Venue Hire Fee is required in full no later than fourteen (14) days prior to the date of the event.

The Broome Historical Society Inc. (BHS) reserves the right to cancel bookings where confirmation is not received within these specified timeframes. Any additional charges (cleaning fee, staff callout) are required to be settled at the completion of the event. The contract signatory is liable to pay all monies due under these Terms and Conditions.

Cancellation

If notice of cancellation is given:

- More than thirty (30) days prior to the event, a full refund of the deposit will be offered.
- Less than thirty (30) days before the event the deposit is forfeited.

BHS may without liability for loss or damage to the hirer cancel/prohibit/relocate an event being held.

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BHS may without liability cancel the booking or offer alternative dates if in BHS's reasonable opinion the facilities are unfit for use during the hiring period, or in case of emergency.

BHS may without liability cancel the booking if BHS becomes aware that any event, goods, services proposed to be held or provided by the hirer is/are objectionable, dangerous, inappropriate for the venue, prohibited by law, or would be of detriments to BHS, the community or be in contravention of any laws or the conditions stipulated by in the hire agreement.

Access & Lockup

The hirer is required to remain on the premises for the duration of the event and is responsible for the security of the venue, safety of guests and supervision of all activities during the hire period.

For events that start or finish outside office hours a security fob will be provided with access keys. It is the hirers obligation to ensure that the premises are locked, secured, and alarmed before their departure from the venue. If staff are required to attend after hours to alarm the premises an after hours call out fee will be charged.

BHS is cognisant of the requirements of the Disability Discrimination Act and endeavours to ensure access is available for all its facilities. The design of some buildings make access less suitable for people with a disability. BHS will discuss options for access with the hirer and these will be agreed in writing prior to the booking being accepted.

Conduct

The hirer is responsible for conducting the event in an orderly manner and in full compliance with all applicable laws. BHS. reserves the right to intervene if event's activity is considered illegal, excessively noisy, or offensive. The BHS reserves the right to remove patrons attending events for unruly behaviour.

As the venue is in a residential area, due consideration must be given to nearby residents. In accordance with the Environmental Protection Act 1997 all noise must be below 45 decibels up to 10pm. From 10pm-12am noise levels must not exceed 35 decibels. Premises must be vacated no later than midnight.

Capacity

The Sailmaker's Shed maximum capacity is about 100 people. This capacity can vary depending on your event, please contact us for further information.

Alcohol

It is the hirers responsibility to apply for an Occasional Liquor Licence from the Department of Racing, Gaming & Liquor.

Persons under the age of eighteen (18) years are not to be served alcohol under any circumstances.

When considered desirable by BHS, the hirer may be asked to provide a security guard at their expense for the duration of the function.

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Smoking & Fire

There is strictly no smoking, fire or open-flame candles permitted within the entire Broome Historical Museum precinct. This includes smoke machines, helium-filled balloons, pyrotechnics, or any burners or flammable materials.

The Sailmaker's Shed is fitted with fire suppressant sprinklers; if these are activated due to smoke caused by the event, the Broome Historical Society is not liable for any damages to the hirers' property, and the hirer is responsible for all damages to Broome Historical Society property and applicable fire brigade or security callout fees.

Insurance

The Broome Historical Society has public liability insurance. Personal accident insurance and event insurance are the responsibility of the hirer.

BHS accepts no responsibility or liability for loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the function. The Hirer indemnifies BHS and its employees against claim, action, loss, or damage that may arise from the hirer's negligence prior to, during or after the function.

Wi-Fi

Wi-Fi is available in the Sailmaker's Shed. A password to access the wi-fi will be provided when the key is collected.

Post Function Cleaning

The hirer shall leave the premises as found, and ensure that all equipment, decorations, rubbish, and other items are removed. Green and recycle bins are available for hirers use. A cleaning fee of \$60 + GST is applicable for the ablutions.

Decoration

Hirers must not use any of the following to secure decorations:

Nails, thumbtacks, sticky tape, double sided tape, glue, screws, or gaffer tape. Only magic tape or blu-tack may be used to attach decorations. Additional cleaning/repair fees will be charged should this request be ignored.

Damages

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The hirer remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the event. In the event of damage or loss to any part of the property, BHS reserved the right to nominate repairers/suppliers and to charge the hirer for repairs or losses incurred. BHS will not accept responsibility for any damage to or loss of property brought in by patrons before, during or after the function.

Managing Emergencies and Reporting Incidents

The hirer is responsible for determining that the facility is fit for purpose and suitable for their activities. Any identified risk or damage relating to BHS Property must be reported to BHS immediately.

The hirer should familiarise themselves with the evacuation plan provided at the time of hire.

The hirer is responsible for calling 000 and organising access for emergency vehicles in case of an emergency, serious injury or illness of anyone attending the event.

Fire equipment provided in all facilities is for emergency use only. Misuse of this equipment will incur fees and replacement costs.

The hirer must provide BHS with full details of any incident that occurs during the event that resulted in the attendance of the Police, damage to BHS property, or injury to a guest within 24 hours of the event.

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