

IHBI Seminar Room & Atrium Booking Agreement Form— NON QUT Users

Please submit to IHBI Reception, Q Block Level 4, Kelvin Grove Campus or Fax 31386030 or email

ihbiroombooking@qut.edu.au. Queries can be referred to phone 3138 6000

A: HIRER'S DETAILS

Business/Individuals name:					
Postal Address:				State:	Pcode:
Email:	Phone		Hirer's ABN		
Fax:	Mobile		Hirer's ACN		

B. QUOTE

	Minimum Hire Charge (4 hrs)	Hourly Rate	Cleaning Fee	QUT Security Fee	Booking & Cancel Fees
IHBI Facilities	\$250 (Q430 Seminar Room only) \$280 (Q430 Seminar Room, Q433 Atrium Q433a (Kitchen). \$300 (Q430 Seminar Room,Q433 Atrium, Q433a Kitchen, Q432 Secretarial/Meeting Room \$50 Booking Fee (set rate) \$50 Q432 Secretarial/Meeting Room only				

ALL MONIES ARE DUE ON RECEIPT OF IHBI TAX INVOICE

C. BOOKING DETAILS

Require:	<input type="checkbox"/> Seminar Room	<input type="checkbox"/> Atrium Area	<input type="checkbox"/> Kitchen (level4)	<input type="checkbox"/> Entry Balcony (Level4)
Title of Event:				
Event Start Date:		Event End Date:		
Start Time: <i>(Please include set up Time)</i>		End Time: <i>(Please include cleaning / resetting time)</i>		
Approx. Number of Attendees	Note Seminar Room Capacity is 100 people	Do you intend to serve alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
You are required to provide a list of attendees to IHBI not less than 24 hours prior		Do you intend to serve catering?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
		Are you self-catering?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
No cooking on premises allowed - No refrigeration facilities available				
Caterer's Name & Company				
Caterer's Contact Details			Mobile:	
Do you require Cleaning Services after the Event?	Yes <input type="checkbox"/>	If YES - IHBI will book cleaning services through QUT Facilities Management on the Hirer's behalf. Please note that a separate tax invoice will be issued for cleaning services after the event. If NO - penalty fee will apply if IHBI is required to return the facilities to an acceptable condition following the hire.		
	No <input type="checkbox"/>			

D. HIRE AGREEMENT

This is an application only. Your booking is not confirmed until the Hirer receives written endorsement by the IHBI Research Services Manager. I wish to apply to hire IHBI facilities and understand my responsibilities and obligations under QUT regulations and as contained in the IHBI External Hire Conditions of Use and the After Event checklist. Please select one of the following Public Liability Insurance:

I have attached a copy of my Public Liability Insurance Certificate of Currency of at least \$5m.

Signature of User: _____ **Date:** _____

Tour of Facility—contact IHBI room Bookings on ext. 86000 or email ihbiroombooking@qut.edu.au to arrange a time to view the facilities prior to the event taking place.

E: Hire Endorsement & Fee Waiver Approval - to be completed by IHBI Domain Leader

Eligible Hirer's (hirer and/or event relevant to IHBI core business strategic partners) may be considered for a fee waiver by the relevant IHBI Domain Leader.

Account Code (for QUT Security/cleaning Waiver ONLY)	- 6405 -	-2-	-
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Name of Authorised Account Holder		Signature of Account Holder	
QUT security fee will be charged to this account Cleaning/setup fee may be charged to this account if the facility is not used as per this agreement and as detailed in the bookings information sheet. No venue hire fee will be charged to this account.			
<input type="checkbox"/> Eligibility for full hire charge fee waiver by Theme including other costs waiver (no fee charged; security and cleaning fee, if applicable, charged to <i>Theme account</i>): Not-for-Profit community organisations with strategic alliance to IHBI; Professional organisations with actual/potential strategic alliance to IHBI; events related to IHBI core business; IHBI developmental activities events; Philanthropic or charitable purpose events; Events that promote the Institute/University.			
<input type="checkbox"/> Eligibility for full hire charge fee waiver by Theme, other costs to be charged to the Hirer (<i>no hire fee charged; security and cleaning fee, if applicable, charged to the Hirer</i>); Not-for-profit or charitable organisations; Events not related to IHBI core business and/or not strategically aligned with IHBI			
<input type="checkbox"/> Not eligible for waiver of hire fee and other costs , (<i>full hire fee, security and cleaning, if applicable, charged to the Hirer</i>); Organisations charging an attendance fee and/or making profit from the event; Events not related to IHBI core business and/or not strategically aligned with IHBI.			
Theme Leader Signature:		Date:	
F: OFFICE USE ONLY			
Date Received:		Date Approved:	
Fee to be charged and break down of costs: <input type="checkbox"/> Booking endorsed/fee waiver <input type="checkbox"/> Booking confirmed IHBI Research Services Manager Signature Date:			

IHBI SEMINAR ROOM AND ATRIUM External Conditions of Hire Agreement

Q Block at the Kelvin Grove Campus of QUT is home to the IHBI headquarters and is a high security building with access via proximity card.

- Use of facilities:** The Hirer may only use the IHBI Seminar Room (Q.430), Atrium (Q.433) and the kitchen located on level 4, Secretariat/Meeting Room (Q.432) and may only use them for the purpose for which they were intended, or for which hire was approved. The Hirer will comply with instructions given by authorised personnel regarding parking on QUT grounds.
- Visitor parking:** Parking in the IHBI building is not available. Hirer is advised to utilise pay & display parking, taxi and/or public transport. Brisbane City Council street parking (2 hours limit) is available.
- Public nuisance:** The use of the facilities is not to create or contribute to any public nuisance and the IHBI Research Services Manager is able to specify a time at which the level of any live or pre-recorded sound is to be reduced in consideration of the Institute community and local residents.
- Services provided by the Institute:** The Institute will provide electricity for light and power and water and toilets for the duration of the hire period, provided the supply is available from public utilities.
- Responsibility for damage to Institute property:** The facilities hired will be left clean and undamaged. All damage to Institute property which, in the opinion of the IHBI Research Services Manager arises from either abuse or negligence or both by the Hirer or persons under the control of the Hirer, or attending the Hirer's event, will be the responsibility of the Hirer. If, in the opinion of the IHBI Research Services Manager extra cleaning is required to return the facilities to an acceptable condition following the hire, the cleaning will be undertaken by contractors on a cost recovery basis or Institute Staff at overtime rates. The IHBI Research Services Manager's decision as to the cost of cleaning or rectification of damages to facilities will be final. All money expended will become a charge to the Hirer, payable within twenty one (21) days or receipt of the Institute's invoice.
- Advertising or directional material:** The display of advertising or directional material of any kind is not permitted within the IHBI building except with permission of the IHBI Research Services Manager. The Hirer shall not display, publish or broadcast advertising material which infers that the event for which the facilities are being used is in any way connected to the Institute.
- Changes to the Hire Agreement:** Any changes, by either the Institute or the Hirer, to either the time of hire or the facilities hired will be seen as cancellations and the provisions of clause 8 will apply. QUT Security personnel are not authorised to make changes to the Hire Agreement at the request of the Hirer or invitees. If the premises are not vacated by the time specified on the Hire Agreement, an additional charge may be payable at the discretion of the IHBI Research Services Manager.
- Cancellation:** Cancellation of the Hire Agreement by the Hirer will be advised in writing to the Institute. Provided that the written cancellation is received at the Institute no less than four (4) weeks prior to the first date of hire, all of the hire charge will be waived except for a non refundable booking fee of \$50. If advice of cancellation is received less than four (4) weeks prior to the first day of hire, the Hirer may still be liable for 50% of the hire charge or \$50 (whichever is the greater). If Hirer fails to advise IHBI of cancellation, the Hirer will be liable for 100% including the non-refundable booking fee.

The Institute may prohibit, or halt any activity which in its opinion is objectionable, dangerous, unlawful, or infringes the intellectual property rights of third parties and may close the venues accordingly. **In the event of circumstances arising which could potentially be detrimental to the Institute, the Institute reserves the right to cancel the Hire Agreement at any time.**

- Smoking:** Smoking is prohibited in all QUT Buildings. The Hirer will ensure that this prohibition is observed at all time.
- Consumption of alcoholic beverages:** Alcoholic beverages may not be sold for consumption on QUT property unless an appropriate liquor license is obtained. A copy of the licence must be lodged with the IHBI Research Services Manager not less than 24 hours before the commencement of the hire. The Hirer will ensure that all alcoholic beverages are consumed only within the facilities and times nominated in the Hire Agreement and only within the terms of the license. The Hirer is required to comply with the University Regulations Concerning the use of Alcohol at Functions (copy provided on request).
- Security:** The Institute will arrange for QUT Security to be present for the duration of hire (including post-event cleaning until the Hirer has vacated the building) and the security cost will be met by the Hirer. Only QUT Security staff will provide access to the facilities listed on the Hire Agreement. Hire of the Institute facilities for functions where alcohol will be available is on the condition that the Hirer provides adequate security measures to ensure the safety of Institute property and staff. The Hirer will not engage paid security staff to carry out duties in the Institute building without the approval of the IHBI Research Services Manager.
- Indemnity:** The Hirer will indemnify the University against all actions, claims, demands, losses, damages, costs and expenses for which the University may become liable in respect of loss, damage, or injury to persons or property as a result of the Hirer's use of the facilities. The Hirer's liability for any claim arising from personal injury or death of any person or loss or damage to property will be reduced to the extent that such a claim is a direct result of a breach of this Hire Agreement on the part of the University, or any negligent act or omission of the University, its employees, agents, contractors or sub-contractors.
- Insurance:** The Hirer is required to provide evidence (Certificate of Currency) of Public Liability insurance of at least \$5m. If unable to provide, the Hirer will be required to contribute an amount of \$100 plus GST to be covered under the QUT's insurance policy to the extent of \$5m for any occurrences and in aggregate.
- Evacuation procedures:** In the event of an emergency the Hirer is responsible for the orderly evacuation of the facilities specified on the laminated instructions near the lectern in the IHBI Seminar Room. QUT Security Officer will act as a fire warden. The Hirer is required to advise attendees of the evacuation procedure at the beginning of the event.
- Changes of conditions of hire:** Conditions of hire may be waived wholly or in part by the IHBI Research Services Manager provided that application is made in writing by the Hirer and approved by the Institute prior to the date of hire.
- Booking endorsement:** The Institute reserves the right to refuse a booking if the booking has not been endorsed by the relevant Institute Domain Leader.
- Goods and Services Tax (GST):** Prices quoted are inclusive of GST. Where a tax invoice is to be supplied by the Institute this document will be GST compliant and shall provide the recipient of the supply, or where different the payer, with the necessary documentation as shall enable or assist that party in claiming or verifying any input tax credit, rebate or refund in relation to the GST payable under these arrangements.

I agree to the above conditions of hire for IHBI facilities and understand my responsibilities and obligations under QUT regulations and as contained in the IHBI External Hire Conditions of Use. I understand that IHBI will assess the condition of the Facility with the Hirer after the event and will charge the Hirer a Cleaning/Set up Fee if required.

Signature (Hirer): _____ Date: _____