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 6 Washington Street, South Hobart, 7004

Application for hire - 6 Washington St, South Hobart

In making this venue request, the user agrees to comply with all the Terms and Conditions of Hire

Section A: Contact Details

Organisation or business	
ABN	
Billing address	
Name of Applicant (the applicant must be over 18 years and in attendance throughout the hire)	
Phone number	
email	
Public Liability Insurer (please include a copy of the certificate of currency if you hold public liability insurance.) If you do not have the capacity to take out public liability insurance please leave this blank.	

Section B: Venue information

Venue/s required:	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Office <input type="checkbox"/> Micro cinema <input type="checkbox"/> Kitchen <input type="checkbox"/> Foyer <input type="checkbox"/> Screening Hall
Expected number of people attending	
The hirer has undertaken a familiarization session	<input type="checkbox"/> yes <input type="checkbox"/> no
Venue required from (Date and time)	
Venue required until (Date and time)	
Event start time	
Event finish time	
Do you require access outside these times?	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please provide details of access times	
Please outline the purpose of the hire	
Ticket cost (if applicable)	

Section C: Catering and Alcohol

If alcohol is to be served you will be required to complete an additional form for WAT. If you intend to sell alcohol you will also need to obtain a Liquor license from the Tasmanian government.

Will catering be used for the event?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Will alcohol be served at the event?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Will alcohol be sold at the event?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is alcohol included as part of the ticket, or are drinks pre-sold?	<input type="checkbox"/> yes	<input type="checkbox"/> no

Section D: Additional services required for your event

Will you require internet access	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you require AV equipment?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please list the AV needs		
Do you require an AV familiarization session?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Please list any other services or equipment that you require, eg. cleaning, security, AV technician, room set-up, pack-down, glassware etc. Additional charges may apply.		

Section E: Fees/additional arrangements

Fee for hire (gst inclusive)	
Special conditions	

I have read and agree to comply with and be bound by the Terms & Conditions of the Contract for Hire of 6 Washington Street from Wide Angle Tasmania Inc. I agree to pay all applicable fees and charges.

Terms and Conditions of hire

1. Bookings

Make a booking by contacting Wide Angle Tasmania by phone (0362 238 344) or email. Your booking will be confirmed once an invoice has been emailed to you.

2. Payment

Payment must be made in full before the hire date.

3. Cancellation of Booking

If you cancel the booking less than 7 days before the date of the hire, WAT will charge you a fee equal to 25% of the invoice.

If you cancel the booking less than 24 hours before the date of the hire, WAT will charge you a fee equal to 50% of the invoice.

4. Security Bond

The hirer will pay \$100 security bond at least one week before the hire. This bond will be refunded provided that all the hire conditions are met.

The bond serves as security against damage to the building or contents, additional cleaning that results from the hire, security call outs and/or failure to return keys.

The hirer is responsible for any additional costs (over the bond amount) to meet the costs of any damage, security call outs and/or cleaning required.

5. Safety and Security

The hirer must attend a familiarization session at the venue to be shown how to manage the venue (opening up, closing, rubbish, storage and alarm system). The hirer is responsible for locking up at the end of the hire. If a security call out is required due to hirer error, the hirer will be charged the call out fee.

It is the responsibility of the hirer to be in attendance at the venue and ensure the safety and well-being of their guests, and maintain good order of guests in the facility.

6. Insurances

It is the responsibility of the hirer to hold a current public liability insurance policy to cover the use of the facility and the hirer will need to provide a copy of the certificate of currency.

Wide Angle Tasmania is not liable for any loss, damage or theft sustained by the hirer – or to any third party providing equipment to the hirer.

Wide Angle Tasmania may provide public liability insurance for a hirer who does not have the capacity to take out their own public liability insurance. This will only apply if the contract includes this arrangement at Section A and Section E.

7. Alcohol

If you wish to serve alcohol at your event you will need to apply for a permit from Wide Angle Tasmania.

If you wish to serve and sell alcohol at your event you will need to apply for a liquor permit form WAT and also seek permission from the Commissioner of Licensing (Licensing Board of Tasmania)

8. Set-up, set-down and cleaning

The venue needs to be returned to how it was before the hire, including:

Cleaning – sweeping, mopping and vacuuming as required. All rubbish/recyclables to be emptied to bins at rear.

Additional cleaning will be charged out at \$50 per hour.

All kitchenware, tables, chairs and equipment to be returned to their storage places

Anything brought onto the premises needs to be removed at the end of the hire

9. Smoking

No smoking within the premises

10. Right to refuse hire

WAT has the right to refuse to grant the hire of the facility.

11. Acts and regulations

The hirer shall comply with all relevant Acts and Regulations and shall be liable for any breaches.

12. Occupancy

The hirer shall use only those parts of the facility as agreed. The hirer shall only be on premises within the period of hire as agreed.

13. Assignment/Transfer

Hirers shall not assign or transfer the right to use of the facility to any other person or organization. The hirer shall not pass the keys to any other person.

14. Maximum number of people

The premises is licensed for a maximum of 70 people. The hirer shall ensure that no more than 70 people are within the facility.

15. Performing Rights

The hirer shall not reproduce any performances that are subject to copyright or performance rights. The hirer agrees to indemnify Wide Angle Tasmania against any claim for breach of copyright or any other action.

Signed by Applicant

Signed by

On behalf of Wide Angle Tasmania Inc.

Date