



Noosa Heads Surf Life Saving Club - Event Application Form
Peregian Beach Club House, Kingfisher Drive Peregian Beach QLD 4573

1. Applicant Details

The applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.

Applicant name		ABN		
Postal address				
Email address				
Business phone			Mobile	
Contact name			Mobile	
Organisation type	Not for profit	Private/public company	Government body	Other:

2. Public Liability Insurance

The Certificate of Currency must be registered in the name of the Applicant with the minimum level of cover of \$20,000,000. Noosa Heads Surf Life Saving Club must be listed as an interested party on the Certificate and which must cover the scope of the event.

Has a copy of the Certificate of Currency been attached to the application?	Yes	* Date certificate will be provided:
	No*	

3. Event Details

Event name				
Event day & date/s				
Start time		Finish time		Anticipated attendance
Setup date and time			Cleanup date and time	
Is this a fundraising event?	Yes*	No	* purpose of funds raised:	

4. Description of Event

Briefly describe the event and its purpose including schedule of activities: *attach a separate sheet if necessary*

5. Food

Will food be served or sold at event?	<input type="checkbox"/> Yes – complete Item below.	
	<input type="checkbox"/> No	
Will food be served or sold at event?	<input type="checkbox"/> Served <input type="checkbox"/> Sold*	Provide details:



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6. Alcohol		
Will alcohol be served or sold at event?	<input type="checkbox"/> Yes it will be served or sold - complete Item below and a liquor licence application must be lodged with Office of Liquor and Gaming Regulation.	
	<input type="checkbox"/> No	
Liquor Licence holder name	Phone	
Address	Fax	
Provide number of dispensing and consumption areas to be available	Dispensing: Consumption:	List operating hours during event
How will boundaries of the dispensing and consumption areas be defined?		

7. Risk Management
Briefly detail the risk management plan for the event and/or attach a copy of your risk management strategy

8. Application attachments	
Ensure you have completed all sections of application – the following documents must be attached to the application as required	
<input type="checkbox"/> Certificate of Currency (Public Liability insurance)	<input type="checkbox"/> Event Management plan for major events
<input type="checkbox"/> Risk Management Strategy	<input type="checkbox"/> Liquor Licence Application (if applicable)
<input type="checkbox"/> Other relevant information	

9. Declaration	
I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company and agree to the Conditions of Hire, as outlined.	
Name	Position
Signature	Date
Original signature must be provided	

10. Fees	
Fees are not payable at time of application lodgement; if applicable an invoice will be forwarded under separate cover.	
Fee payment prior to commencement of the event is a condition of event approval.	
All fees are GST inclusive	
1) Local community groups/community individuals/nipper families	\$50 per event / \$100 per day
2) Other Not for Profit groups	\$100 per event / \$200 per day
3) Business/For profit groups	\$300 per event / \$1000 per day
4) Special Rates may be applied for specific groups approved by the Board	Upon enquiry



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Terms & Conditions:

- a) Events – up to four hours otherwise a full day applies
- b) A security bond – A security deposit must be paid prior to the event (subject to agreement of T & C's will apply - \$500.00 (Bond will be returned after full inspection of the premises has been conducted and subject to no damage recorded). Hirers should allow 14 days post event for their bond to be returned.
- c) Where security is required, the event organiser/hirer will engage approved security at own costs. Hirers are to provide security firm details to NHSLSC one week prior to the event.
- d) The permit holder will ensure the premises are left in a clean and orderly state.
A Pre & Post event COVID clean will take place – organised by NHSLSC with the appropriate fee to be charged. Fee is subject to specific area being hired/used and cost is included in the Event Hire quotation.
- e) Access to the facility will be arranged by the Director of Peregian, including the use of key access. Loss of key/s are the responsibility of the hirer and will attract a loss fee of \$500 if not returned within 48 hours.

Exemptions: Hire is only available at times when not in use by NHSLSC members.

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp



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CONDITIONS OF HIRE

DEFINITIONS:

- **Events**- means organised gatherings of people for functions, meetings, celebrations, sporting competitions, fundraising activities.
- **Community Event** – means events organised by a Not for Profit group.
- **Tourism Event** - an event within the Noosa Shire and endorsed by Tourism Noosa
- **Corporate Event** – means an event staged by a business, corporation or not-for-profit organisation for invited guests, for example with purpose of inspiring or rewarding their employees, or else to promote a brand, service or product. Specific examples include corporate dinners, promotional lunches and team building activities.
- **Peregian Beach Precinct** – means the area including Peregian Village.

1 PROVISION OF SERVICE

Bookings

- 1.1 Bookings are made by completing a Venue Hire Application Form. All hire fees must be paid in full fourteen (14) days prior to your event date.
- 1.2 Tentative Bookings: A booking is tentative until confirmed. Tentative bookings will be held for fourteen (14) days from the date the tentative booking was made.
- 1.3 Confirmed Bookings: A booking is confirmed once the completed Venue Hire Application Form and a copy of the Public Liability Insurance have been submitted and the 25 % non - refundable deposit has been paid.

Deposit

- 1.4 A 25% nonrefundable deposit must be paid within ten (10) working days of receiving your Event Sheet which outlines costs associated with the booking.

Limit of Hire

- 1.5 Where the entire facility is not booked, NHSLSC reserves the right to permit other events to take place within the Venue at the same time.
- 1.6 NHSLSC reserves the right to allocate alternative spaces for regular hirers.
- 1.7 Events must conclude by midnight.
- 1.8 No refunds will be given to those hirers who finish their event prior to the scheduled completion time.
- 1.9 The hirer is required to remain on site until the conclusion of the event to ensure all responsibilities are undertaken including cleaning and securing the venue.

Cancellation of Bookings

- 1.10 NHSLSC may cancel the booking with two (2) weeks' notice if:
 - The venue is required for Shire, State or Federal elections
 - Repairs or alterations to the venue are required:
- 1.11 NHSLSC may cancel a booking with minimal notice if:
 - In the event of an emergency ie: natural disaster.
 - The hire fees and/or bond have not been paid within the allocated timeframe
 - The hirer has not provided evidence of \$20 Million Public Liability Insurance
 - NHSLSC becomes aware that the event, goods or services proposed to be held/ used/ provided by the hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to NHSLSC
- 1.12 The hirer agrees, under the Conditions of Hire, to accept cancellations as detailed in Section 1.14, 1.15, & 1.19 and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof.
- 1.13 The hirer must give NHSLSC at least two (2) weeks' written notice should the hirer need to cancel a booking otherwise charges will apply. A fee equivalent to 50% of the total venue hire fee will be charged.
- 1.14 If a hirer cancels a booking within seven (7) days of their event date, the full venue hire fee, plus any expenses incurred by the Venue, will be charged.
- 1.15 Regular Hirers should note that NHSLSC reserves the right to cancel a booking by giving three (3) weeks' notice in advance, on up to six (6) occasions per calendar year.

Sub-Letting

- 1.16 No spaces hired within the building shall be sub-let or any tenancy transferred.



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2 FEES & CHARGES

- 2.1 Fees and charges are costs for the use of the venue and its facilities and equipment.
- 2.2 Incorporated associations and other not-for-profit groups will be asked to provide supporting documentation to qualify for community rates.

Security Bond

- 2.3 A security bond is required as security against loss, theft and damage to the building and/or any fittings or furniture within the building, and penalty cleaning charges.
- 2.4 The payment of a security bond amount as determined in the scheduled fees and charges is required fourteen (14) days prior to the event date.

3 CONDITIONS

Alcohol

- 3.1 The hirer must comply with the legislation under the jurisdiction of the State Government's Liquor Licensing Division. This can be arranged by contacting that department on 13 13 04 or by visiting its website: www.liquor.qld.gov.au . A copy of any liquor licence/permit issued for an event must be provided to the venue prior to event date.
- 3.2 Commercial entities supplying complimentary alcohol must contact Liquor Licensing for details.
- 3.3 Security personnel will be required at events where alcohol is served, at the discretion of the NHLSC and/or in accordance with the licence/permit obtained.
- 3.4 Under no circumstances is alcohol allowed to be consumed outside the designated area or carried off the premises.

Animals

- 3.5 Animals are not permitted in the venue, with the exception of guide dogs for visually impaired persons. (non specific service dogs)

Catering/Kitchen Use

- 3.6 Use of the kitchen is inclusive to all hirers.
- 3.7 The kitchen, including all surfaces and appliances, must be thoroughly cleaned and restored to its proper condition at the completion of the hire. NHLSC will engage professional cleaners where required and costs will be charged to the hirer.
- 3.8 Implement the use of sustainable packaging, food and beverage products in the interest of supporting recycled, compostable and environmentally viable products.

Child Protection Requirements

- 3.9 Hirers whose activities include children under the age of 18 years must comply with current legislation with regard to Working with Children. This includes having undertaken appropriate risk assessments and holding a current blue card (unless the child's parents/guardians are on the premises. For more information refer to www.bluecard.qld.gov.au

Cleaning

- 3.10 The hirer of the venue will be responsible for all cleaning / charges including the return of all furniture to appropriate storage areas, sweeping and mopping, and collection of any litter from the Venue and surrounds. All outdoor bins must be lined before use and emptied when necessary during events. All indoor bins must be lined before use, cleaned and returned to the appropriate location after use. No rubbish of any kind will be left within the Venue, courtyards or surrounds.

Room Hire Requirements

- 3.11 At the commencement of the hire period, the hirer will notify NHLSC of any obvious defects at the venue. The hirer otherwise agrees to acknowledge that the Venue is in suitable repair and clean condition at the commencement of the hire period.
- 3.12 The hirer must not mark, damage or make alteration to any part of the Venue or erect or install any fixtures, fittings or other attachments.
- 3.13 Decorations may not be placed or affixed in any way that may cause damage to any part of the Venue (eg. interior/exterior floors, walls or other surfaces).
- 3.14 The hirer must remove all decorations and will be responsible for all costs associated with any damage to the Venue caused by the decoration.
- 3.15 Decorations will only be permitted at the discretion of the Venue Manager.

Damage and Breakages

- 3.16 The hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings and contents.
- 3.17 All breakages must be reported to the caretaker and/or venue staff.

Disputes

- 3.18 Any dispute or difference arising from the hire of the Venue will be dealt with by the Board of Directors.

Electrical Equipment



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- 3.19 All electrical leads must have current service test tags displayed at all times. Electrical leads must not be used where current tags are not displayed.
- 3.20 Any equipment installed by a hirer under a separate agreement with the venue is exempt from any and all venue maintenance agreements.

Fire Exits / Fire Fighting Equipment

- 3.21 Fire exits must be kept unlocked and clear of obstacles for a distance of two (2) metres at all times. The hirer shall keep each corridor, passage and exit in the venue clear of obstructions and ready for use in an emergency. It is the responsibility of the hirer to observe all venue signage relating to fire and safety precautions. The hirer must not interfere with the fire doors and doors fitted with automatic closures.
- 3.22 Emergency equipment including fire extinguishers and hoses is located throughout the venue. A two (2) metre square area must be left clear around these safety items at all times. These are to be used only in the event of an actual emergency. Any use of these devices resulting in a false alarm and subsequent callout by the Qld Fire & Rescue Service will result in a fine of \$1,000 which will be charged to the hirer.
- 3.23 The hirer must advise if the fire extinguishers have been used in any way. If NHSLSC considers that the fire equipment is or has been used in an irresponsible manner the cost of inspection and replenishing will be charged to the hirer.

First Aid Supplies / Information

- 3.24 It is the responsibility of the hirer to provide first aid supplies and administer any first aid they feel necessary during an event.

Noise

- 3.25 The maximum volume permissible inside the venue is 90 decibels unless otherwise specified by the venue.
- 3.26 It is expected that the surrounding businesses and residents are respected. The hirer is responsible for the preservation of good order during and following the hire of the venue. Use of all amplifying equipment must cease at 10.00pm, unless approved otherwise by the Venue manager.
- 3.27 Liquor Licensing noise restrictions must be adhered to on licensed premises.

Notices / Advertising / Media Releases

- 3.28 Notices or announcements of any event or function shall only be displayed in the venue or the grounds with the approval of venue staff. Community notice boards provided by the venue are to be used by venue hirers only, and only with the prior permission of venue staff. All media and promotional information involving or naming the venue shall be provided to venue staff for approval prior to release. Outdoor signage may be displayed on site on the day of the event only.

Parking

- 3.29 Carparks are strictly not available for the purpose of the event. Access/use of surrounding areas for the purpose of parking, including parklands, require approval from Noosa Shire Council directly.

Public Liability Insurance

- 3.30 Hirers may need to provide evidence of Public Liability Insurance cover for the hire period, and where relevant, a copy of the Certificate of Currency is to be submitted with the completed Venue Hire Application Form, prior to the event date. The hirer can discuss Public Liability requirements with the NHSLSC Venue Manager.
- 3.31 The hirer shall be liable for, and will indemnify NHSLSC against, any claim, loss, damage or injury to any person or property arising from the hire of the Venue.

Risk Management

- 3.32 The hirer agrees to carry out any instruction or direction given by NHSLSC with regard to complying with Workplace Health and Safety legislation including participating in an Induction Session prior to the commencement of the event or for regular hirers, once per year.
- 3.33 At no time does NHSLSC accept any responsibility for the security or safety of the hirer's property.
- 3.34 It is the responsibility of the hirer to ensure that children attending an event are supervised by adults at all times.
- 3.35 The Hirer agrees to abide by the selected Venue's maximum capacity guidelines, at all times, as set by the Fire Safety Authority and NHSLSC. NHSLSC will not be held responsible for any criminal charges or repercussions that could arise where the hirer has failed to comply with these guidelines.

Smoking

- 3.36 Smoking is prohibited in the Venue and surrounds at all times

Security

- 3.37 Security Guards are a requirement for all events where alcohol is consumed and for all events where there are minors (under 18 years) in attendance.



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- 3.38 The hirer must engage a security firm who, in turn, must send written confirmation of their engagement at the event. Confirmation must list the number of Security Guards employed and the duration of their service.
- 3.39 A Party Safe Information Pack is available from the local police station or by visiting www.police.qld.gov.au
- 3.40 Please ensure a signed copy of a Party Safe Registration Form is forwarded to NHLSC.