



VENUE HIRE APPLICATION & AGREEMENT

This venue hire agreement is made between Bluebird Foundation Inc. (**Bluebird**) and the party named below as the Hirer, for the hire of the designated area(s) at Bluebird House, 51 Carr St, South Geelong (**Premises**).

This agreement comprises this document and the attached 'Conditions of Hire' and 'Code of Conduct'. The parties agree to be bound by the terms and conditions of this agreement (**Agreement**).

Hirer - Organisation: _____

Hirer - Contact Name: _____

ABN (if applicable): _____

Contact Number: _____

Email: _____

Address: _____

Suburb: _____ Postcode: _____

Purpose of Hire: _____

Type of Organisation: Not-for-profit Business

Public Liability Insurance: Yes No Copy Provided: Yes No

Booking Details

Room(s) required: (please tick)

<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Studio 1 (Piano Room)	<input type="checkbox"/> Studio 2
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Garage & Carport (Sink & BBQ)	<input type="checkbox"/> Laundry

Include 15min set up as your start time and 15 min pack up time as your finish time if needed.

Booking date/s

Booking Date	Booking Times	
	Start	Finish



Regular Booking

Day and Dates			Booking Times	
			Start	Finish
Day:	Start date:	End date:		
Day:	Start date:	End date:		
Day:	Start date:	End date:		
Day:	Start date:	End date:		

Do you require the venue during school holidays: Yes No

Do you require the venue during public holidays: Yes No

Venue Fees & Charges

Hire Fees: _____

Security Bond: _____

Key Bond: \$20 added to first invoice if key to Bluebird House is provided for ease of access

Total: _____

Signed on behalf of the Hirer, by its authorised representative

Name of authorised representative (please use block letters)

I agree to abide by this Agreement including the 'Conditions of Hire' and 'Code of Conduct'.

Signature: _____ Date: _____

Signed on behalf of Bluebird, by its authorised representative

Name of authorised representative (please use block letters)

Signature: _____ Date: _____

CONDITIONS OF HIRE

BOOKING PROCESS

Bookings will be confirmed via written communication from the venue coordinator and the internal booking system Skedda, if a booking confirmation is not received by the Hirer, please contact the venue coordinator to ensure your booking is confirmed.

PUBLIC HOLIDAYS

Please ensure when booking for a Term block that you advise any public holidays you may not want to hire, if these are not advised it will be assumed that you require the room on the public holiday and your invoice will reflect this.

CANCELLATION OF BOOKINGS

Cancellation Terms: From confirmation of the booking up until 7 days prior to the booking date, a fee of 20% of the total hire charge fee will apply. If you cancel within 7 days of the booking date the full amount is payable/or non-refundable.

PAYMENT:

Payment (including security bond or key bond as stated on the application form) must be received by Bluebird by the date stated on the invoice. Bookings will be invoiced at the time of booking.

SECURITY BOND:

The bond will be held by Bluebird for the duration of the Hire Period as security for any loss or damage to the Premises or to the building caused by the Hirer or their representatives, agents, guests or clients (Guests). The total bond will be refunded to the Hirer within 7 days after the event/function, provided the Hirer has complied with all aspects of this Agreement and removed all fittings and furnishings and cleaned the premises to Bluebird's satisfaction. Should the cost of repairing damage to the property exceed the bond, the Hirer must pay the additional costs. An account for the additional costs will be sent to the Hirer within 30 days from the end of the Hire Period and must be paid within 7 business days.

KEY BOND:

The key bond is fully refundable when the keys have been returned to Bluebird at the conclusion of the Hire Period.

COMMENCEMENT/CONCLUDING TIMES:

Times booked and paid for must include time for setting up and taking down the equipment and clean up of the Premises and must be strictly adhered to.

PERSONAL PROPERTY:

Bluebird Foundation accepts no responsibility for any loss of or damage to any property owned by any person using the premises during the Hire Period. Property shall be brought on to the Premises at the sole risk of the Hirer or their Guests. No responsibility for safeguarding such items will be taken by Bluebird.

LIABILITY:

The Hirer must – (a) remain on the Premises whilst Guests are in the building; (b) keep the Premises locked when unoccupied; (c) be responsible for orderly conduct and safety of Guests; (d) maintain the Premises in a clean and safe condition for the duration of the Hire Period.

To the extent permitted by the law, Bluebird is not liable to the Hirer or their Guests for any loss or damage caused in connection with or in relation to this Agreement or otherwise in respect of the hire of the Premises.

KITCHEN:

The Hirer must leave the kitchen in a tidy condition and remove all of the Hirer's or their Guests' rubbish and food waste at the end of the Hire Period or more frequently if the Hire Period is ongoing.

SETTING UP/PACK UP:

The Hirer has the responsibility for setting up and clearing away all furniture/equipment to its original location.

REMOVAL OF RUBBISH:

The Hirer is responsible for the removal of excessive amounts of rubbish at the end of their Hire Period. If hosting a catered event, ensure food waste items are removed from all bins and placed in the council bin located outside the kitchen door.

BLUEBIRD FOUNDATION ACCESS/LIMIT OF HIRE:

Bluebird artists and volunteers are entitled access to the Premises at any time regardless of bookings. Bluebird also reserves the right to hire any portion of the building other than the area(s) stated on the application form.

BREACHES:

Bluebird reserves the right to expel person(s) (including the Hirer or their Guests) or terminate this Agreement due to any breach of this Agreement and/or misconduct by the Hirer or their Guests.

TERMINATION

Either party may terminate this Agreement by providing 4 weeks' written notice to the other party.

PROPERTY OF BLUEBIRD

Hirers are welcome to utilize all items located inside the room as long as care is taken and they are returned to their original location.

ELECTRICAL EQUIPMENT

Due to limitations of the power grid at Bluebird House only the heaters located in rooms are to be used and plugged into the labeled powerpoints. No extra heating or cooling may be brought onto the premises and used during venue hire.

If you are using other equipment, please advise the venue coordinator for permission to use no later than 7 days prior to the booking date

Code of Conduct

Bluebird Foundation is a community arts organisation creating and delivering quality arts programs that make a real difference in people's lives. We recognise the power of the arts to effect cultural change within communities resulting in improved social, emotional and health outcomes.

Our programs promote a culture where everyone is treated with respect and dignity. This Code of Conduct sets out to ensure all members of the Bluebird community are aware of their rights and responsibilities and that they act with kindness, respect and in the best interests of Bluebird Foundation and one another.

Our core values form the foundation of the Code of Conduct. They guide each and every decision we make.

All Bluebird Foundation community members

Including participants, staff, volunteers, support workers, contractors, facilitators, visitors, venue hirers and Committee of Management members

JOY	INCLUSION	INTEGRITY
Discovering fulfilment through positive, meaningful experiences.	Creating community by supporting collaboration and celebrating differences.	Achieving tangible outcomes with professionalism, authenticity and transparency.
<ul style="list-style-type: none"> Act with care and kindness. 	<ul style="list-style-type: none"> Treat everyone with respect and courtesy; Value each person's unique contributions. 	<ul style="list-style-type: none"> Respect the rights, privacy, confidentiality and personal boundaries of all community members; Take care of facilities and property, promptly reporting any unsafe situations or incidents; Comply with all applicable Australian laws.

Staff, volunteers, Committee of Management, contractors and facilitators

In addition to the responsibilities above

- Be committed to the mission and values of Bluebird Foundation
- Lead by example
- Behave in a way that upholds the integrity and reputation of Bluebird Foundation at all times
- Disclose and take reasonable steps to avoid any conflict of interest
- Work in a safe and competent manner with care and skill
- Respond promptly and appropriately to any complaints or incidents to ensure a safe environment for all
- Maintain confidentiality
- Act in accordance with the Statement of Purpose and Rules and all policies and procedures
- Carry out duties enthusiastically and competently

In the event of a breach of the Bluebird Foundation Code of Conduct an Incident Report form will need to be completed by a Bluebird community member who was witness to the breach. Incidents will be reviewed by the Committee of Management with recommendations given. Bluebird Foundation takes these matters seriously. In the event of a severe breach of the Code of Conduct, or repeated breaches, Bluebird Foundation holds the right to cease engagement with the party involved.