**SOUTH AUSTRALIA DRILL CORE REFERENCE LIBRARY**5 Tonsley Boulevard, CLOVELLY PARK, SA 5042
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Venue hire agreement

It is preferred that this application form be completed and submitted 20 working days prior to the proposed event/activity.

Hiree details (Applications for hire must be made by persons over 18 years of age)

**Hiree:**

**ABN:**

**Organisation type:**

[ ] Government Agency / Division

Specify

[ ] Mining / Energy Industry related

[ ] Tertiary education

[ ] Private company

[ ] Community group

[ ] Other

**Address:**

**State:** **Postcode:**

**Contact name / Facilitator:**

**Email:**

**Telephone:** **Mobile:**

Booking details

**Date of event:**

**Time of event:** **to**

*Hours of operation are between 7:30 am – 4:00 pm unless other arrangements have been made.*

**Room capacity:**

|  |  |
| --- | --- |
| **Room** | **Size** |
| Auditorium (first floor) | 80m2 |
| Boardroom  | 60m2 |
| 3D room | 60m2 |
| Exhibition space (ground floor) | 100m2 |
| Viewing area | Social distancing |
| Complete facility | Social distancing |

**Area/s required:**

**Note**: discounted rates apply to Government Departments, Mining Industry or Tonsley Precinct Business Groups.

[ ] Complete facility – half day (3.5 hrs) - $1,000 [ ] discounted $750

[ ] Complete facility – full day (7 hrs) - $2,000 [ ] discounted $1,500

[ ] Auditorium first floor - $160 per hour [ ] discounted $120 per hour

[ ] Boardroom - $100 per hour [ ] discounted $75 per hour

[ ] Boardroom half day - $350 [ ] discounted $260

[ ] Boardroom full day - $600 [ ] discounted $450

[ ] 3D room - $240 per hour [ ] discounted $180 per hour

[ ] 3D room half day - $800 [ ] discounted $600

[ ] 3D full day - $1,400 [ ] discounted $1,000

[ ] Exhibition space ground floor - $160 per hour [ ] discounted $120 per hour

[ ] Viewing area – if drill cores are required please also complete an [inspectional request](https://www.energymining.sa.gov.au/industry/geological-survey/drill-core-reference-library/accessing-samples) on SARIG.

*\*pricing excludes GST.*

**Department for Energy and Mining (DEM) support in kind:**

[ ] Yes [ ] No

**Number of guests (90 maximum):**

**Purpose of hire / brief description of event:**

**Will catering be required?** *Details of local caterers can be provided if needed.*

[ ] Yes [ ] No

**Details (time of delivery):**

**Will alcoholic beverages be supplied?**

[ ] Yes [ ] No

If yes, you mustprovide your own supplies and equipment and a copy of the appropriate liquor licence to cover the event.

**Will projectors / AV / lectern / microphone be required?**

[ ] Yes [ ] No

If yes, please discuss your requirements with Core Library Management.

**Will signage structure be required?**

[ ] Yes [ ] No

If yes, please advise the type of structure, size and its location:

**Do you have any other requirements?**

Core Library events attendee list

Please provide a list of all attendees on the day of your event for WHS purposes. This list is to be maintained throughout the day by the facilitator to show accurate attendance and will be kept secure and confidential.

[Core Library events attendee list](https://www.energymining.sa.gov.au/__data/assets/excel_doc/0003/679503/Attendee_list_-_Core_Library_Events.xlsx)

Tonsley event risk assessment

The Tonsley event risk assessment must be completed and submitted, along with the venue hire agreement, 20 working days prior to the proposed event/activity.

[Tonsley event risk assessment](https://www.energymining.sa.gov.au/__data/assets/word_doc/0005/952970/Tonsley-Event-Risk-Assessment-Oct2023.docx)

Public liability insurance

Please attach a copy of your current public liability insurance policy which covers the event to the minimum level of $20 million per claim. This is a compulsory requirement.

Venue hire agreement – terms and conditions

1. The hiree must sign the venue hire agreement and comply with the conditions of hire.
2. All facility bookings are to be made in advance through the booking officer / appropriate officer from the Department for Mining and Energy.
3. All hiring fees will be invoiced to your organisation and payment made prior to the event.
4. The hiree agrees to use only that part of the facility nominated in the venue hire agreement form for which a fee was invoiced.
5. Sub-rental by hirees, which have been allocated the use of the facility, is prohibited. A hiree may not assign the venue hire agreement or part with possession of the facility under any circumstances.
6. The hiree is required to give 10 days’ notice of cancellation to seek full reimbursement. Less notice of cancellation requires full payment.
	1. If the event is cancelled with less than 10 days’ notice, due to COVID-19 circumstances, refunds can be negotiated.
7. Any unsafe facilities/equipment must not be used and should be reported to Core Library Management immediately.
8. Any electrical equipment that the user brings to the facility must be appropriately tested and tagged by a certified person to comply with all WHS requirements.
9. The person signing the venue hire agreement shall be held responsible for the cleanliness of the facility. Failure to leave the facility in a clean and safe condition will result in hiree/users paying for a cost of cleaning the facility.
10. Should the facility not be left clean (inside and out) and in a safe condition at the completion of hire of the facility, DEM is entitled to recover the costs of any damages from the hiree and may in appropriate cases result in the termination of the venue hire agreement.
11. DEM will not be liable for the damage or loss of equipment brought and/or left on the premises. Each hiree must have their own contents insurance if cover for this item is required.
12. The hiree must obtain DEM’s approval for the erection of any signs within or outside the facility.
13. Nails, screws or any other fastening device are not to be driven in or attached in any way to the walls, floors, timberwork, ceilings, furniture or fittings.
14. The set/pack up of the tables and chairs is the responsibility of the hiree. Please return all chairs and tables to the allocated storage areas in a safe and neat fashion.
15. The emergency exits and walkways must be always kept clean.
16. **NO SMOKING** in **ANY** Government building or in the vicinity of any opening door or windows that allows exposure to passive smoking.
17. When leaving the facility please ensure that you secure the building windows, doors etc.
18. DEM or any of its officers may refuse any booking or cancel a booking without providing any reason to the hiree and shall in no way be liable for any loss or damage suffered by the hiree or any firm or corporation supplying any article or service to the hiree.
19. All rubbish must be removed from the premises after the activity.

Induction for hirees

Hirees must familiarise themselves with the items listed below when arranging your event at this facility and advise those attending the event of the following:

* Safe access and egress points
* Emergency exits, evacuation plan and external assembly point
* Fire extinguishers and fire protection equipment (e.g. hose reels and fire blankets)
* Fire wardens and Building Emergency Evacuation systems are in place at the facility.

**Note**: An attendance list is to be provided to Core Library Management prior to the event and a copy to be maintained by the facilitator on the day at all times to be presented to the Fire wardens should an emergency occur. Acceptance of Hire

I/We will be responsible for the payment of the fees and charges for the hire of the facilities in accordance with the conditions of hire.

I/we have received, read and understood the standard conditions of hire and provided guidelines and agree to convey the standard conditions of hire to members of our group.

**Signed by hiree**

**Name:** **Date:**

**Position:** **Signature:**

**Signed by DEM**

**Name:** **Date:**

**Position:** **Signature:**

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | Date received: Event number: |
| Application received by:Insurance attached? Yes / No Event approved? Yes / NoSigned: Date: |

**Payment options**

Credit Card -- ANZ email will be sent on the return of this form.
**Note**: Booking is confirmed once payment is received.