

BARKLY SQUARE

An initiative of BGT Jobs + Training Ballarat

ROOM HIRE INFORMATION PACKAGE

Package contains

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Welcome to Barkly Square

Situated only minutes from the centre of Ballarat, *Barkly Square* is the perfect location for all your functions and events. Boasting a flexible, diverse, and accessible space, *Barkly Square* can cater to a unique range of function styles and requirements - from intimate & casual, to larger formal affairs. With attention to detail, our dedicated team delivers excellence in professionalism and efficiency, ensuring that all your personalised needs are met, and your event is a complete success. From planning through to execution, the *Barkly Square* team can tailor your events - assisting with audio visual equipment, catering packages, entertainment, service requirements and more.

Barkly Square can accommodate events from 20 up to 250 guests, in both indoor & outdoor spaces, perfect for training, workshops, corporate events, exhibitions, conferences, team meetings, business luncheons, award ceremonies & presentations, celebrations...and more!

Facilities & Services

- On-site car parking
- Heating & cooling in all rooms
- Accessible ground floor entry for guests, at front & side of building
- Accessible ground floor toilets and elevator
- Complimentary Wi-Fi access
- Whiteboard & Smart TV with HDMI compatibility
- No Smoking building - a dedicated outdoor smoking space is available
- Hearing loops & magnifiers

A comprehensive plan will be discussed and confirmed with the Booking Officer prior to the booking. Should a request arise on the day of the event, any additional costs will be advised and confirmed before proceeding. Additional costs may include security, room/space decorations, temporary staging, lectern, extra TV screens.

Room Hire Rates (during business hours)

ROOM	CAPACITY (maximum)	TENANT RATES/NFP INCLUSIVE OF GST		EXTERNAL RATES INCLUSIVE OF GST		MINIMUM BOOKING
		HOURLY	DAILY (7hrs +)	HOURLY	DAILY (7hrs +)	
Training Rooms (1 & 5)	25 persons	\$35	\$210	\$45	\$270	2 hours
Computer Lab / Training Room 4 (If needing use of computers)	20 persons	\$35	\$210	\$45	\$270	2 hours
The Atrium	50 persons	\$40	N/A	\$50	N/A	2 hours
Courtyard	60 persons	\$35	N/A	\$45	N/A	2 hours
The Atrium & Courtyard combined	110 persons	\$45	N/A	\$55	N/A	2 hours
Theatre	110 persons	\$40	\$240	\$50	\$300	3 hours
Meeting rooms (3 available)	3 Persons	\$20	\$120	\$30	\$180	2 hours
Art Wall Space		FOC	FOC	FOC	FOC	Min - 1 week Max - 1 month

*NFP = not for profit *FOC = free of charge

Barkly Square Additional Fees and Charges

ITEM	INDICATIVE PRICE INCLUSIVE OF GST	DETAILS
Tea & coffee provisions	\$2.50 per expected guest	Includes urn, cups, tea/coffee, sugar and milk
Out of Hours booking	Additional \$20 per hour	For bookings after 5.30pm
Admin & cleaning	\$50 (flat fee)	This may vary depending on room set up and potential cleaning required after the event.
Call-out fee	\$80 (minimum flat fee)	Out of hours emergency call out
Marketing services	Price on application	Creation of marketing material for your event
TV hire	\$20 (flat fee)	Use of TV screen to connect with client's USB or laptop
Security Bond	\$100 (flat fee)	For some events, a bond will be requested and is payable upon signing of agreement prior to the event. The bond will be returned in full if there are no damages to facility.

Barkly Square Terms and Conditions of Hire

CONDITIONS BETWEEN:

BGT Jobs + Training Ballarat (management of *Barkly Square*) and the person and/or organisation who has made an application to hire a space (the Hirer). The Hirer agrees to abide by the terms and conditions as specified below:

1. APPLICATION

- a. Applications for room hire are made by completing the Booking Form.
- b. A signed Booking Form is conclusive evidence that the Hirer accepts these Conditions of Hire.
- c. Charges for use of the facility **must be paid upfront** to secure the booking.
- d. The right to accept or refuse the application is at the discretion of the Booking Officer.
- e. In the event that an application is rejected, all monies paid will be refunded immediately.

2. CANCELLATION

- a. If a cancellation request is received less than 14 days ahead of the function, the Booking Officer may withhold the fee and/or bond.
- b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less a 10% administration fee, if a cancellation request is received earlier than 14 days ahead of the function.
- c. The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire, if the Booking Officer becomes aware that the event, goods or services proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise detrimental to the organisation.

3. HIRER'S LIABILITY

- a. The Hirer may be asked to pay a bond at the discretion of the Booking Officer upon acceptance of the Hirer's application. The bond will be refunded in full, provided no damage is incurred, and the facility is left clean and tidy.
- b. The Hirer must not damage any part of the building, including its installations, fittings and/or fixtures.
- c. Nothing is to be attached to the walls, floors, curtains, or any part of the buildings without the express permission of the Booking Officer.
- d. Permittance into the hired space should be no more than the expected number of guests specified on the application form.
- e. The Hirer may not allow guests and/or staff to enter private areas of the building other than the specified hired space (and communal areas of *Barkly Square*).
- f. The Hirer is not permitted to bring into *Barkly Square* any flammable materials or lighters, or maintain a naked flame, unless written permission has previously been provided by the Booking Officer.
- g. The Hirer may only use the hired space/s for the purpose described in the application form.
- h. Should any damage occur, liability for this cost will rest with the Hirer.
- i. The Booking Officer's assessment of the condition of the premises at the conclusion of the period of hire shall be final.
- j. Prices are subject to change without notice.
- k. Any changes made to billing information/contacts after an invoice has been sent will incur a \$50 administration fee.

4. DISPUTES

- a. In the case of any disputes arising, the decision of *BGT Jobs + Training Ballarat* will be final.

5. THE HIRER'S OBLIGATIONS

- a. **Event organisers must provide full event details and risk assessments for high-risk activities.**
- b. The Hirer must ensure adult supervision is in place at all times for groups with children aged 16 years and younger. The Hirer must comply with the Working with Children Act 2005.
- c. The Hirer must ensure the stairways and lifts are used only for the purpose of accessing space/s and ensure guests do not run on stairways and in corridors.
- d. The Hirer acknowledges they have inspected the facility and warrants that it is suitable for the Hirer's purpose.
- e. The condition of the hired space/s should be left in the same condition as the Hirer found it and a nominated security person, shall ensure the building is left secure and safe at the end of an event which is outside *Barkly Square* office hours (see Building/Room Hire Checklist).
- f. The Hirer must not breach any of these Conditions of Hire.
- g. Use of the facility by the Hirer is at the risk of the Hirer at all times.
- h. No sales of any kind are permitted without prior approval.
- i. The Hirer acknowledges awareness that the facility is in a residential area, and that all persons attending the facility must refrain from any behaviour which could be reasonably construed as disturbing the neighbours, or infringing on a person's property and/or rights.
- j. Noise must be contained in accordance with the requirements of the City of Ballarat Council.
- k. The Hirer agrees to park in designated parking spots only.
- l. BGT accepts no responsibility for private property left in the facility.
- m. Should the Hirer lose their provided swipe card, liability for this cost will rest with the Hirer.
- n. Additional charges may occur for damage, call out fees, or excess cleaning.
- o. The Hirer must ensure all staff and clients are aware of the Terms & Conditions of Hire.

6. LIMITS OF USE

- a. The Hirer shall be entitled to use the specific room hired (per booking agreement) at Barkly Square only. BGT maintains the right to hire out or let any other portion(s) of the Barkly Square facility for any other purpose at the same time.
- b. BGT reserves the right to refuse booking applications for the room/space e.g., where we are unable to viably meet the requirements of the applicant.
- c. No portion of the booked facility may be sub-let, or any booking transferred without the written prior consent of BGT.

7. KITCHENETTE FACILITY

- a. If kitchen facilities are to be used, benches and appliances must be left in a clean and tidy condition.
- b. No food or drink is to be left in the facility.
- c. All rubbish must be removed from the facility and placed in the appropriate bins.

8. ALCOHOL & DRUGS

- a. Approval for the consumption of alcohol is at the discretion of the booking officer.
- b. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the swipe card key to the facility, and payment of the bond.
- c. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
- d. No drugs or illegal substances are to be consumed or brought into the facility.
- e. BYO alcohol – hirers wishing to consume alcohol on the premises must apply directly to the Police Licensing Sergeant at the local police station. A party register form must be completed and returned with these forms, or directly to police station.

9. SMOKING/VAPING

- a. Smoking and vaping is not permitted in the facility; users of the facility may only use the designated smoking area near Carpark 1, under the pergola.

10. SECURITY

- a. The booking officer reserves the right to demand security be employed at an event. Security charges will be the responsibility of the Hirer.

11. INSURANCES

- a. The Hirer warrants that they hold Public Liability Insurance for a cover of at least \$20 million dollars (\$20,000,000) for any one event, and the policy shall be current at the date of hiring.
- b. The Hirer shall have WorkCover Insurance for all its employees, and for those to whom it has responsibility while such persons are in the building or the hired space/s.

12. WORKPLACE HEALTH AND SAFETY

- a. The Hirer must comply with all laws, regulations, by-laws, Government, or regulatory orders applying to the hired space/s and the building, and ensure that its employees comply with all Occupational Health & Safety Laws including, but not limited to, the Occupational Health & Safety Act 2004.

13. ELECTRICAL APPLIANCES

- a. The Hirer must ensure all appliances and electrical cabling brought into the hired space/s are Tested & Tagged in accordance with AS/NZS 3760:2010 before using them within the building.

14. PROHIBITED ITEMS

- a. Flammable materials and items (i.e. bales of straw/hay)
- b. Smoke machines
- c. Helium balloons
- d. Candles, kerosene lamps

15. SECURITY BOND

There may be a Bond applied to the booking, this will at the booking officer's discretion. The bond is to cover:

- a. Damage to, or loss, of property.
- b. The cost of any additional cleaning required as a result of the function.

The hirer will be liable for any further costs in excess of the bond, to meet the full cost of any repairs to, and replacement of, either the property, equipment, and/or additional cleaning costs.

16. INDEMNITY

- a. The Hirer hereby indemnifies *BGT Jobs + Training Ballarat* from all liability caused directly or indirectly from the Hirers use of the space/s, or access to any part of the building; and any breach of this agreement by the Hirer.

17. CONFIRMATION OF ACCEPTANCE

- a. By completing the Online Application Form, you hereby agree to and accept the above Terms & Conditions of Hire without change.

Checklist

The condition of the hired space/s should be left in the same condition as the Hirer found it:

- Return chairs & tables to their original positions
- Remove rubbish and leave space(s) tidy
- Wash dishes and wipe down benches and appliances (if kitchenette facilities used)
- Turn off heaters (Theatre heating controls are in the cupboard near stairs in The Atrium)
- Turn off ceiling fans
- Lock windows/doors where applicable
- Return keys/swipe cards to reception (if required)
- Ensure external doors are fully closed behind you when you leave