

Contract for hire of University Venues and Stalls



Before booking or as part of organising your event, please see our [FAQs and Permits page](#) for detailed information.



Paperless Digital Process
Fill out, e-sign and attach.

In making this venue/stall request, the user agrees to comply with all **Terms and Conditions of Hire** as described in the University of Tasmania **Venue Hire Policy** and will comply with any additional conditions specified to the user by Venue Hire prior to the commencement of the venue/event booking date/period.

SECTION A | Contact Details

Organisation, Club or Society

ABN

Postal Address

Billing Address

Name of Applicant/User (contact person)

Position

Mobile

Email

Name of Responsible Delegate


Position

Mobile

Email

The responsible delegate must be 18 years or older and must be in attendance throughout the function

SECTION B | Venue/Stall and Event Details


Available Venues

Date(s) required

Access time

Event start time

Event finish time

Event Title

To allow for set-up

Briefly explain your venue/stall requirements

So we can ensure we are offering you the best space to suit your needs

Venue(s) required OR Outdoor space(s) required

If known or if you have booked this space previously

Number of attendees

Do any attendees use a mobility aid or have special care requirements?

NO

YES

If **YES**, you are accepting responsibility for ensuring an adequate number of support staff/carers to assist with evacuation of all attendees in the case of an emergency.

Venue capacity must not be exceeded

Venue/Stall accessibility varies depending on type and location

Admission charge

VIP Guests/Attendees

Will Media be attending?

If free enter \$0

Names(s) of regal, vice-regal or government representatives or other dignitaries

SECTION C | Required Forms and Permits

Public Liability Insurance

YES	NO
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Evidence of public liability must be attached (see clause 6)

Emergency Management Plan

YES	NO
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Please attach (outdoor spaces only)

University Venue Safety Induction

YES	NO
-----	----

(see clause 7)

 Safety Induction

Risk Assessment

YES	NO
-----	----

Please attach

 Risk Assessment

SECTION D | Food and Alcohol Please attach as applicable (see clause 12 and 13)

Will food be provided/sold as part of the event?

YES	NO
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Do you hold a food license?

YES	NO	N/A
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Are you using a caterer? If so, please provide details

ABN

Will alcohol be provided/sold as part of the event or included in admission?

YES	NO
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If YES, you are required to obtain a liquor permit. Visit the 'You need a permit to serve or sell alcohol' drop down section on our FAQs and Permits page to apply for the permit(s) applicable to your event.

SECTION E | AV and Technology

Please tick your requirements

DIGITAL DISPLAY SCREEN	
LIVE STREAMING CAPABILITY	
VIDEO CONFERENCING CAPABILITY (ZOOM)	
MICROPHONE	
SPEAKERS/PORTABLE PA (OUTDOOR EVENT ONLY)	

Other requirements

Do you require tech support on the day of your event?

YES	NO
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(see clause 5)

We offer a complimentary 20-minute familiarisation session for use of AV equipment prior to your event.

Do you require a technical site familiarisation session?

YES	NO
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(see clause 5)

If YES, please indicate date and time below

Date (Monday – Friday only)

Time (Between 8.30am – 4.30pm only)

SECTION F | Agreement on behalf of the Hirer

I the undersigned, in the Contract referred to as the Applicant/User, have read and agree to comply with and be bound by the Terms and Conditions of the Contract for Hire of University Venues and with the University of Tasmania's Venue Hire Policy. In consideration of the use of venue(s) and services in accordance with this Contract, the Hirer agrees to pay all applicable fees and charges.

Name of Applicant/User

Date

Signature of Applicant/User (e-signature accepted)

On completion attach and send this form along with other required documents to venuehire.office@utas.edu.au via email.