



295 Numurkah Road, Shepparton
 T 5821 8632 E billabongnursery@connectgv.com.au

Venue Hire form

The Billabong Learning Centre offers a vibrant and inclusive space for meetings, training, courses, activity groups, schools, private dining and for social gatherings.

The new centre is ConnectGV's latest community offering that has a dual purpose in that it provides meaningful work experience and employment for people with a disability via room set up and booking preparation.

Billabong Garden Complex is a social enterprise therefore your hire of this facility supports your business's social procurement and community partnership requirements.

Venue Hirer Contact Details	
Your Name	Driver's License No.
Organisation: (for business hire only)	
ABN (for business hire only)	
Address	
Email	
Mobile	
Do you have Public Liability Insurance (PLI) in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> Is your PLI certification attached <input type="checkbox"/>



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Details of Event	
Event Date	
Hire Duration	1 Hour \$40 <input type="checkbox"/> ½ Day (9am – 12pm) \$100 <input type="checkbox"/> ½ Day (1pm – 4pm) \$100 <input type="checkbox"/> Full Day (9am – 5pm) \$150 <input type="checkbox"/> Event start time: _____ Event finish time: _____
Catering Requirements Please note, no BYO food is permitted	Tea / coffee station \$30 <input type="checkbox"/> Barista Coffee (payment on day or invoice (business only) depending on qty) <input type="checkbox"/> Catering (POA - the café will call you to discuss your requirements) <input type="checkbox"/>
Event Description: ie meeting, conference, activity group, training, social gathering etc	
Expected attendance: Maximum capacity is 30 people seated at tables, or 60 standing/theatre style	
Requirements	Seats around tables (6 per table) <input type="checkbox"/> Theatre/lecture style seating <input type="checkbox"/> Tables in a 'U' shape <input type="checkbox"/> Board room style seating <input type="checkbox"/>



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	Interactive TV <input type="checkbox"/>		
	Outdoor workshop space <input type="checkbox"/>		
Alcohol and Food			
Food	<ul style="list-style-type: none"> No BYO food or beverage is permitted. Please discuss your catering requirements with our Ruby Saltbush Café. 		
APPLICANT			
<p><i>I acknowledge and make application for the premise set out in this application for the day and times specified. I acknowledge and agree to adhere and comply with the conditions detailed in this application and undertake to be responsible for ensuring all individuals or groups using Billabong Garden Complex premises, in association with this application, shall comply and be held accountable to the said conditions of this application.</i></p>			
Name:			
Signature:			
Date:			
Deposit Received			
Deposit	\$	Date Received	
Your deposit will be deducted from your hire fee			
Name & Signature of Billabong Delegate	Name:	Signature:	



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Conditions of Use

Billabong Garden Complex grants the hire of the facility subject to the following conditions:

1. Application:

The right to use the venue is subject to Billabong Garden Complex receiving an application in the required form and signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, the application must include the personal undertaking by the president and secretary of the club.

1. Hire Fees

Hire fees shall be in accordance with the application made to Billabong Garden Complex and a 50% deposit shall be payable upon booking. The balance and any catering expenses incurred will be payable on the day or via invoice for businesses with an approved credit application.

2. Use of facility /venue after the engaged time.

Unless pre-arranged the venue is only permitted to be accessed as per the times indicated on the hire form.

3. Preparation for functions

The function room will be prepared to your specifications as indicated above. Access 30 minutes prior to your hire time is permitted to enable your set up.

4. Cancellation of booking

Any cancellations shall be made at least two (2) days prior to the date of the hire. Cancellations after this will forfeit their deposit.

5. Insurance

The facility owner, ConnectGV, will provide a blanket public liability cover for casual hirers who hire the facility for meetings or functions, subject to an the Application For Hire document being completed and approved.

6. Permission to occupy

The hirer shall only be entitled to the use of the venue on the date set out in the Venue Hire Application form.





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7. Assignment

Hirers that are granted permission to use the facility shall not assign the right of use to any other person, organization or body.

8. Adult Supervision

Patrons under the age of 18 years must have nominated adults supervising the event. The person completing the application form and whose signature appears on the same is subject to these terms and conditions.

9. Seating

The hirer may with consent of a Billabong Garden Complex representative, vary the arrangement of the seats within the venue, provided that they are arranged in conformity with the Public Health Regulations.

10. Gambling

No game of chance, at which either indirectly or directly money is passed as a prize, shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer using the premises for games of Bingo or equivalent, providing relevant permits have been obtained.

11. Determination

If the hirer commits, permits or allows any breach or default in the performance and observance of any these conditions Billabong Garden Complex may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to Billabong Garden Complex.

12. Theft

Billabong Garden Complex shall not be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies Billabong Garden Complex and its staff against any claim by any such person, firm or corporation in respect of such article or thing.





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13. Refusal to Grant hire

It shall be at the discretion of Billabong Garden Complex to refuse to grant the hire, notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, Billabong Garden Complex delegates shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellations and to have no claim at law or in equity for any loss or damage in consequence thereof.

14. Good Order

The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the building through the duration of the period of use. No obscene or insulting language or disorderly behavior or damage to property shall be permitted in any part of the venue or property.

15. Cleanliness

The hirer is responsible for leaving the venue in a clean and tidy manner. All waste must be placed in the bins provided.

16. Damages

The floors, walls, curtains/blinds or any other part of the venue or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged. The hirer shall accept full financial responsibility for damage to Billabong Garden Complex property except for normal wear and tear.

17. Signage

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent from a Billabong Garden Complex delegate.

18. Decorations

No stage property, decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without the consent of a Billabong Garden Complex delegate. All such articles and property shall be removed by the hirer at the end of the function.

19. Smoking

Smoking is not permitted on site at Billabong Garden Complex.





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20. Opening and Closing Venue

Billabong Garden Complex staff shall open and close the venue in accordance with the hire times in your application form.

21. Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein the decision of Billabong Garden Complex shall be final and conclusive.

22. Safety Regulations

Upon arrival, all user groups must take note of all Fire Exits, Fire Extinguishers and Emergency Procedures provided within the venue so that they are fully informed in the event of an emergency.



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