

Rural Clinical School Terms & Conditions of Venue Hire

1. Conditions of Agreement

The term 'Hirer' will include the applicant's organisation. The University of Tasmania (UTAS) agrees to hire the Hirer the venue/s together with equipment in accordance with the Terms and Conditions of Hire of the Rural Clinical School (RCS) facilities and any attached additional documents eg. "Guidelines & Information for an Event Coordinator/Responsible Officer conducting an Outside of Business Hours Event at the UTAS RCS". The Hirer agrees to be bound by these Terms & Conditions and by any additional conditions which the University may notify to the Hirer prior to the commencement of hire.

2. Responsible Officer

Unless agreed to the contrary in writing, the Hirer must nominate an attendant who is aged 18 years or more and who will be present for the duration of the function and who will take responsibility for ensuring compliance with statutory safety requirement and the Terms and Conditions of Hire.

3. Charges and Deposits

There is currently no charge for hire of RCS rooms. However a fee may apply if rooms are not left in an "as found" condition.

4. Cancellations

The RCS has the right to not accept a booking or to cancel at any time. The Hirer shall notify the RCS of cancellations not less than two working days prior to commencement of hire.

5. Indemnity

The Hirer shall indemnify and keep indemnified UTAS against all losses, expenses, liabilities, claims and damages incurred as a result of, or arising out of, the hiring of the premises, whether caused by any act of omission of the Hirer, its servants, agents or invitees, or any other person.

6. Insurance

External Hirers and users of the University venues **must be covered by public liability insurance**. The Hirer **must** provide evidence of a current public liability insurance policy for no less than \$10 million.

7. Duty of Care

The Hirer should be conversant with the RCS Emergency and Evacuation Procedures displayed in all areas of the RCS and supplied when the booking is confirmed. The Hirer should ensure that all members of the group are aware of the procedures.

The Hirer must adhere to the general occupational health and safety standards. The Responsible Officer is responsible for completing an attendance sheet of all participants, as part of RCS OH&S requirements. The Hirer is responsible for leaving the premises clean and tidy at the conclusion of the period of hire. The RCS may carry out, at the expense of the Hirer, such cleaning or other works as may be required to restore the premises to a satisfactory condition. Excepting fair wear and tear, the Hirer shall be liable to the RCS for any damage to premises or to any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire. The Hirer must immediately notify Security of any damage or loss on (6324) 3336

At the end of each session the Hirer is responsible for switching off all lights, turning off appliances such as urns and closing all doors.

8. Distinguished Guests

The Hirer shall give the RCS advance notice of attendance of any Regal, Vice Regal or Government representatives or any other dignitaries to enable UTAS to ensure observance of appropriate protocols.

9. Publicity

The Hirer shall not issue any advance publicity of the use of the premises before receiving written acceptance of the booking by the RCS.

The Hirer shall not make any statement in any advertisement which directly or indirectly implies that the event for which the premises are hired is conducted or promoted by UTAS. The Hirer shall not issue any tickets, posters, advertisements, programs and other literature containing any UTAS logo unless the printer's or other proof thereof has been approved in writing.

The Hirer shall not display any poster or advertisement in any part of the premises or grounds of the RCS without have first obtained written permission

10. Good Order

The Hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired. The Hirer shall comply with any instruction by a University Security Officer or any officer of UTAS relating to the maintenance of good order and compliance with these Terms and Conditions in and around the premises.

11. Alterations to Seating

By arrangement with the Venue Hire Officer, Hirers may move furniture but the venue must be left as found at the end of each hire session. Setting up and packing away is the responsibility of the Hirer. Before vacating the premises, the Hirer shall restore all furniture and equipment to the original location and configuration. Near the exit door to each room, there is a photograph depicting the standard layout of each room.

12. Liquor and Refreshments

The Hirer shall not bring, serve or sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved.

If alcohol is being served, it will be necessary for the Hirer to hold a University Liquor Permit.

http://www.utas.edu.au/ams/forms/Liquor_Permit_Application.pdf

The Hirer is responsible for any catering arrangements, including the provision of refreshments such as tea, coffee, sugar and milk. The RCS Venue Hire Officer can provide details of suitable local caterers if external catering is required. **NO food or beverage** is permitted in lecture rooms.

There is also a supply of cleaning materials including cloths, paper towelling and rubbish bags for this purpose available.

13. Disputes

Any disputes between the Hirer and UTAS arising from, or in relation to, any hiring of the premises or from the terms of Conditions of Hire, shall be submitted to arbitration by a person appointed by the Vice Chancellor of the University, and the decision of the arbitrator shall be binding on the Hirer and the University.

14. Room Allocations and Relocation

The RCS reserves the right to relocate a booking to a suitable venue if circumstances demand.

Teaching requirements and official RCS events take precedence over external booking requirements. During teaching semesters, teaching areas are allocated accordingly to the following priority.

1) Medical Students, 2) Nursing Students, 3) Allied Health Students

Meeting areas are allocated to Hirers according to the following order of priority:

1) RCS functions, 2) Other UTAS functions, 3) DHHS functions, 4) NW Private Hospital functions, 5) Other health service functions

15. Noise Levels

Within the RCS, there are student's learning/studying/completing exams. When you are within the RCS please respect other users of the facility and maintain noise levels to a minimum, as you would in a library facility.