

Great Barrier Reef Marine Park Authority Reef HQ Venue Hire Agreement



To confirm your Booking, print this Agreement, fill in your details below and return to Reef HQ Reception, or Fax to (07) 4772 5281

The Client: Insert name(s) of Individual(s) or Entity (e.g. if trading name, include company name, ACN)	ACN: _____ ABN: _____
Contact Person:	
Contact Tel.: Business and Mobile	
Postal Address:	
Date of Event:	First, make a tentative booking with the Marketing Coordinator to confirm availability on date.
Type of Event Describe your function here:	
Times of Hire: Tick box Note: 'Reef HQ by Twilight' functions are limited to a maximum of 2 hours, finishing prior to 8:00 pm.	<input type="checkbox"/> 5.30 pm to 7.30 pm <input type="checkbox"/> 6.00 pm to 8.00 pm <input type="checkbox"/> 5.30 pm to mid-night – (not for Reef HQ by Twilight functions) <input type="checkbox"/> Other _____
No. of Attendees To be confirmed with Reef HQ 48 hrs prior to Function Date.	
Venue hire rate: Final fee is calculated on confirmed guest numbers, or actual guests attended, whichever is the greater. Standard Rates apply unless prior agreement with Reef HQ. Fees valid to 1 April 2006	'Reef HQ by Twilight' – (2 hours max, finish by 8:00 pm.) <input type="checkbox"/> \$9.50 per person (Groups <60 guests, fee is \$570 inc gst) 'Reef HQ Cocktail Event' or 'Reef HQ Dinner Event' <input type="checkbox"/> \$15.00 per person (Groups <60 guests, fee is \$900 inc gst) <input type="checkbox"/> Other _____
Extras	'Reef HQ Diver in Tank' <input type="checkbox"/> Diver available in Coral Reef Exhibit or Predator Tank (for 1 hour max) - additional \$805 fee. Other extras <input type="checkbox"/> _____ <input type="checkbox"/> _____
Additional Requirements? Please discuss with Reef HQ Marketing Coordinator	

Terms and Conditions for Hire of Reef HQ Venue Facilities

1. Reef HQ - Venue Hire

- 1.1) The Great Barrier Reef Marine Park Authority, trading as Reef HQ, works to accepted high standards of care for the marine aquarium exhibits displayed within its premises.
- 1.2) For safety and security purposes, any directions given by the Reef HQ Marketing Coordinator regarding The Event must be followed by the Client.
- 1.3) If Reef HQ Staff regard something that is going on as a potential risk (including to safety or any display/exhibit), they will act accordingly, and their requests must be adhered to, otherwise it may result in The Event being closed down, with the Client liable to pay the full hire fee.

2. Interpretation:

- 2.1) These terms and conditions apply to the hire of the GBRMPA's Reef HQ venue facilities by you, the 'Client'.
- 2.2) 'Facilities' means the Reef HQ premises and includes the 'Designated Function Areas' – refer condition 4.1) below.
- 2.3) 'The Event' means the function or event that the Client intends to conduct at the Facilities on the date set out on the preceding page.
- 2.4) 'Marketing Coordinator' means the Reef HQ Marketing Coordinator, or their representative as notified to the Client.
- 2.5) 'GBRMPA' means the Great Barrier Reef Marine Park Authority, including authorised staff of its trading entity, Reef HQ.

3. Booking the Reef HQ venue Facilities for The Event

- 3.1) The hire of the Facilities (including services and equipment) for The Event is subject to the following conditions:
 - a) Tentative bookings should be arranged with the Marketing Coordinator to confirm the availability of dates;
 - b) Bookings are only confirmed after receipt of a signed Agreement (this document), and payment of the non-refundable deposit of \$100 has been acknowledged by the Marketing Coordinator; and
 - c) Payment for the venue hire fees for The Event must be received in full at 3 days hours prior to The Event taking place.
- 3.2) The Executive Management of GBRMPA reserves the right to refuse to accept booking(s) that may be inconsistent with the Authority's policies, or may affect public perception.
- 3.3) The utmost care is taken to ensure that the Facilities will be available as booked. However, the Client agrees not to hold the GBRMPA or its officers responsible for any losses that may occur because of the Facilities being unavailable for The Event, or other changes that may affect how the Facilities are offered for hire.
- 3.4) In the event of unforeseen circumstances, which may affect lighting, power or access, the GBRMPA and its officers will not be liable for any claims or compensation.

4. Facilities for Hire

- 4.1) The Facilities for hire for Dinner Events, Cocktail Events and Reef HQ by Twilight events are all the public viewing areas of the aquarium (the Designated Function Areas), including the viewing areas adjacent to the:
 - a) Coral Reef Exhibit;
 - b) Predator Exhibit;
 - c) Viewing tunnels between the Predator and Coral Reef Exhibits;
 - d) and the other various smaller marine exhibits; and
 - e) but does not include the kitchen or other areas unless expressly approved by the Marketing Coordinator.
- 4.2) Guests are permitted only in the Designated Function Areas, which are viewing areas accessible to the public during normal Reef HQ opening hours.
- 4.3) Hire includes provisions of background music via Reef HQ's stereo system. Alternative arrangements for music may be made with the Marketing Coordinator, however noise must be kept below levels likely to disturb any of the marine animals in the exhibits.

- 4.4) Hire includes the use of a selection of audio-visual equipment, as previously arranged with the Marketing Coordinator prior to The Event.
- 4.5) A Reef HQ Diver is available for hire for the additional fee set out below at condition 6.3)a) below.
- 4.6) The venue hire fee for The Event will also be adjusted to reflect any additional services provided for, or costs incurred by, the Client (refer condition 6 below).

5. Periods and Times of Hire

- 5.1) Reef HQ is primarily an after-hours function venue as it is open to the public from 9.30 am to 5.00 pm every day, except Christmas Day.
- 5.2) Access to Reef HQ during public opening hours for function organisers to set up, dismantle or move displays and equipment is available by prior special arrangement with the Marketing Coordinator.
- 5.3) Depending on the type of event/function, the Reef HQ venue Facilities are available for booking during the following periods:
 - a) For Cocktail Events and Dinner Events, 5:30 pm to midnight or such shorter period between these two times;
 - b) For Reef HQ by Twilight, a 2 hour period commencing after 5:30 pm, and finishing prior to 8:00 pm on that day;
 - c) Other as may be approved in advance by the Marketing Coordinator.
- 5.4) If catering is offered, the caterer must cease offering food to guests prior to half an hour (30 minutes) before the quoted finishing time for The Event.
- 5.5) The Client agrees to commence, conclude and vacate the Reef HQ venue Facilities by the times quoted. Should the Event continue past the agreed and quoted time, additional charges to meet resulting Reef HQ overheads may apply.

6. Venue Hire Fees

- 6.1) The venue hire fee is calculated on a per-person basis unless otherwise negotiated, at the rates set out herein.
- 6.2) Confirmation of the number of guests attending the function for venue hire purposes is required two working days (48 hours) prior to the event. Charges will be based on the confirmed numbers, or actual numbers attended if greater.
- 6.3) Extra services and equipment can be provided at the rates listed below:
 - a) Reef HQ Diver in tank for a maximum of one hour – additional \$805.00 fee (incl GST); and
 - b) Any other charge for a service as may be previously agreed with the Marketing Coordinator.
- 6.4) The venue hire fee may be adjusted as per condition 5.5).

7. No smoking

- 7.1) All Reef HQ venue Facilities are designated non-smoking areas, as required by law.
- 7.2) It is a legal requirement in Queensland that persons must not smoke when standing within 4 metres of an entrance to a non-residential building, including the Reef HQ Facilities.
- 7.3) The Client is responsible for ensuring that persons at The Event comply with the requirement not to smoke either inside or outside the Reef HQ Facilities.

8. Additional access for setting up for The Event

- 8.1) If necessary, special arrangements for accessing the Facilities for the purposes of setting up The Event may be made with the Marketing Coordinator in advance, including access for the Client's caterers (refer condition 10) and entertainers (refer condition 11).
- 8.2) Permission of the Marketing Coordinator must be obtained before signage or posters are attached to walls or fittings, or other decorations are to be used within the Facilities.

9. Consumption of Liquor and Liquor Licensing

- 9.1) Where alcohol is to be offered for sale at The Event, the caterer (or other agent of the Client) must hold a relevant Liquor Licence under the *Liquor Act 1992* that authorises the service or supply of alcohol at The Event.

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10. Catering

- 10.1) The Client is responsible for arranging any catering that is to occur at The Event. Approval must be obtained to use caterers other than those listed on the Reef HQ website.
- 10.2) If the caterer requires use of the Reef HQ kitchen, permission must be obtained from the Marketing Coordinator no less than ten (10) days prior to The Event.
- 10.3) It is the responsibility of the caterer to leave any kitchen and/or workplace area used for the preparation of any catering clean and tidy at the end of each function.
- 10.4) Following approval to use external caterer, the contact details of caterers must be supplied to the Marketing Coordinator no less than ten (10) days prior to The Event.

11. Entertainment

- 11.1) Any entertainment for The Event that has been privately arranged must be approved by Marketing Coordinator prior to confirmation of the booking for The Event. Noise restrictions may apply, and the GBRMPA retains the right to control volume levels as deemed necessary.
- 11.2) Where entertainers are to perform at The Event, they must be informed of condition 11.1).
- 11.3) Where entertainers are to perform at The Event, the contact details for the entertainers must be supplied to the Marketing Coordinator at least ten (10) days prior to The Event.

12. Client liable for Damage to Facilities

- 12.1) Activities of the Client, or its agents (including caterers and entertainers), must not unduly inconvenience other visitors to Reef HQ during the public opening hours, or cause damage to the GBRMPA, its exhibits and equipment, walls or fittings.
- 12.2) The Client will be held responsible for any damage sustained to GBRMPA property, including the Facilities, arising from The Event, irrespective of whether damage was caused by guests or by agents. The costs of damage and any associated replacement costs will be charged to, and be payable by, the Client.
- 12.3) GBRMPA reserves the right to request provision of a bond by The Client (which is fully refundable on the successful completion of The Event).

13. Insurance

- 13.1) GBRMPA will exercise due care and caution whilst handling function attendees and their property, but cannot take responsibility for the damage or loss of items before, during or after a function. It is advisable for the Client to arrange its own insurance cover for property damage and public liability where appropriate.

You, as the Client, acknowledge that by signing this Agreement, you have read, understood and accepted, the above-listed terms and conditions for hire of the Reef HQ venue:

Client:

Full Name

Position Title

Of:

Organisation (and ACN)

Signature

Date

**Received by,
for and on
behalf of the
Great Barrier
Reef Marine
Park Authority
(GBRMPA),
trading as
Reef HQ:**

Full Name

Position Title

Signature

Date