



QUAD HIRE FORM

Please fill out this form to lodge your enquiry to hold an event in the Quadrangle.
The Placemaking Officer will endeavour to get back to you within 1 week.

Contact Name

Contact Email

Contact Phone

Organisation

Are you a not for profit or community organisation?

ABOUT THE EVENT

Name of event

Event date

Event time

Description of event

Number of people expected

Alcohol to be served?

Do you require a PA?

Do you require event crew?

Public Liability Insurance held?

Do you require technical assistance?

Do you require access to electricity?

Do you require access to the gallery event space or kitchen?

I accept the Hire Terms and Conditions listed below

Signed

Date

QUADRANGLE HIRE TERMS AND CONDITIONS:

The Quadrangle is available for hire subject to the following:

1. Insurance: All hirers must have Public Liability insurance which needs to be sighted by Quadrangle Management to confirm your booking.
2. Event Crew: If event crew are required they will need to be booked in advance through a third party supplier. The Placemaking officer is your venue liaison contact, and can't unfortunately be responsible for running your event.
3. Liquor License: Slate café has a liquor license and can serve alcohol during your event if previously arranged. If you require alcohol to be served for major event in the Quadrangle precinct then event organizers are responsible for arranging their own liquor license and managing all associated risk.
4. The grounds of the Conservatorium of Music are not part of the Quadrangle and aren't to be used for Quad events unless permission has been previously granted from Conservatorium management.
5. Noise Curfew: Slow down music at 10:30pm turn off music at 11pm.
6. Slate Café: The tables and chairs of Slate café are for patrons of the café only not for quad patrons or general public use.
7. Rubbish: Permanent bins are available but they are limited. All rubbish must be removed from The Quadrangle after your event. If event bins are required then they will need to be hired at an additional cost. The Quadrangle must be left in the same state as it was upon your arrival.
8. Toilets: The Gallery toilets are open during 10am -5pm Tuesday - Sunday. However if your event is over 50 people or held outside these hours you will need to hire in additional toilets.
9. Booking: This form must be filled out and 1 month prior to the event date unless otherwise previously agreed upon in writing. The Placemaking officer will endeavor to get back to within 2 weeks of receiving the form at which point a dually signed form will be emailed to you to confirm your booking.
10. Event cancellation and wet weather: The Quadrangle is an outdoor event space and there is no wet weather option. Booking fees can be refunded only if the cancellation is within two weeks of the booking, unless it is an extreme weather event.
11. Rates & Availability: Are subject to change unless an approved booking form has been received. All funds must be paid 2 weeks prior to the event occurring. Rates are listed here.
12. Unforeseen Changes: If the premises becomes unavailable due to unforeseen circumstances, you will be notified in writing and full monies paid will be refunded.
13. Bond: A \$500 bond is required to hold your booking via providing a credit card. This is required to be held until an inspection of the venue has been carried out at the conclusion of the event.
14. Driving on the grass is only allowed if agreed prior with the Placemaking officer.
15. All events must provide their own event crew and technical equipment unless agreed prior with the Placemaking officer.
16. The information provided on advertising material, website, over the phone or in person is up to date at the time of compilation; however, as this information is subject to change, we cannot take responsibility for any inaccuracy or misrepresentation contained in separate publications. We endeavor to provide you accurate information about The Quadrangle.
17. Pets: Are allowed only after approval by Quadrangle Management.
18. Photography: The Quadrangle requests 5 images of your choice from your event, to be used for updates on the website / advertising.

The Quadrangle Management has the absolute right to refuse a booking and/or refund and payment made at their discretion.

Disclaimer: The Quadrangle does not accept liability in contract for any injury, damage, loss, delay, additional expenses or inconvenience caused directly or indirectly or other events, which are beyond our control.