



EVENT BOOKING FORM

Seaworks 82 Nelson Place Williamstown

Contact: Pauline Hobbs

P: 0417 292 021

seaworks.williamstown@gmail.com

PO Box 769, Williamstown, 3016

www.seaworks.com.au

Event Summary:

Event Name:

Requested Date(s):

Type of Event /Requested Space

Big Shed

Nelson Room

Outdoor

Piers

Education Centre

All

Contact Details:

Primary Contact for Event

Name:

Phone (BH): **Fax:** **Mobile:**

Mailing Address:

Email:

Organisation (if applicable):

ABN Number (if applicable):

Secondary Contact for Event

Name:

Phone (BH): **Fax:** **Mobile:**

Address:

Email:

Event Details:

Detailed Description of the Proposed Event:

.....

.....

.....

.....

Proposed Event Dates:

	Date	Start Time	Finish Time	Approx. Vehicle Requirements
Example:	Fri 30 th May	1000	1200	2x car & 1x small truck
Set Up Date(s):				
Event Date(s):				
Pack Down/ Date(s):				

Event Requirements:

Expected number of Attendees:

Expected Number of Vehicles: (on event days)

NB: Cars are not permitted beyond the car parking area. Two Bridal cars/one stretched Limousine will be permitted inside; musicians/caterers will be allowed to unpack close to the venue.

Number of Marshals/Organisers:

Please provide details of entry fees for participants and /or spectators:

Free Donation Ticketed

If ticketed, proposed fee.....

Event Suppliers:

Catering

Will food be available at your event?

No Yes → Professional Food Vendor(s)

Self Catered

Professional Catering Company

Service Club (e.g. Rotary BBQ)

Please provide name(s) of external food providers/suppliers below

Additional Information:

.....

.....

Alcohol

Do you propose for alcohol to be served at your event?

- No Yes

This could be provided through The Pirates Tavern.

If **yes**, please attach with this application a site plan showing proposed service areas and liquor license, unless using the Pirates Tavern.

Infrastructure/ Facilities

Do you propose using any of the following infrastructure items for your event?

If **yes**, please attach site plan showing proposed location(s) and if applicable programme showing set up, pack down and operation times.

	Yes	No	<i>(Please provide details including size and number if YES).</i>
Temporary Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Barriers	<input type="checkbox"/>	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	<input type="checkbox"/>
Stages	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Seating	<input type="checkbox"/>	<input type="checkbox"/>
Portable Flooring <input type="checkbox"/>	<input type="checkbox"/>	
Hydration Stations	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Toilets	<input type="checkbox"/>	<input type="checkbox"/>

Dependent on estimated crowd these may be compulsory

Additional Information:

.....

.....

.....

.....

.....

Additional Vendors and Entertainment

Do you propose having any of the following items for your event?

If **yes**, please attach site plan showing proposed location(s) and program showing set up, pack down and operation times.

Yes **No** *(Please provide details; number, times etc. below)*

- Amusement Rides
- Music (Recorded or Live)
- Amplified Noise
- Merchandising

Additional Information:

.....

.....

.....

Site Services:

Traffic Management

Could your event impact on the normal use of roads in and around your event site?

- Yes – see below No Unsure

(If you are proposing to close a road or change normal traffic conditions, you will be required to provide a traffic management plan that is developed by a qualified traffic management company. Additional permits will also be required through the Hobson’s Bay City Council).

Rubbish Collection

Event Organisers are responsible for all litter removal both during and following the event; please detail arrangements that will be put in place.

.....

.....

Signage

All signage, including banners, is subject to the approval of Seaworks. Please provide details on size, number, type, message, proposed sites and set up/ pack down details.

.....

.....

.....

Please detail any other event arrangements that you would like to advise Seaworks of:

.....

.....

.....
.....
.....
.....

Additional Information:

Public Indemnity Insurance

For most events Seaworks will require a Certificate of Currency for not less than \$20 million and noting Seaworks as an interested party. Please attach if currently available. If not currently available, upon confirmation you event application has been approved, please take necessary steps to obtain and forward to Seaworks.

Access may be refused if evidence of your policy is not received.

Applicant Signature:

Date:/...../.....

Terms and Conditions of Hire

APPLICATIONS

Applications for use of all the facilities at Seaworks must be made to the Executive Officer using the form supplied. The form is to be signed by the applicant stating the purpose of hire and hours/days required. Where application is made on behalf of an organisation or body of persons, the applicant must state the name of the organisation and the authority of the applicant making such application.

Applications for permanent bookings may be submitted to the Executive Officer, but the right is retained for all or any permanent booking(s) to be withdrawn provided a minimum of thirty (30) days' notice is given to the hirer by the Executive Officer.

In the case of a permanent booking a deposit may not apply, however the hirer must make arrangements with the Executive Officer for advance payment of hiring charges. Under the conditions of permanent hire the hirer agrees to accept the financial conditions applicable to cancellation of bookings.

Seaworks reserves the right refuse any booking.

FEES

Fees are in accordance with the schedule approved by the Board from time to time. Hirers should be aware that the charges may increase between the time of booking and the function and if not paid in full that they are then liable to pay the increase rate.

DEPOSITS (Casual Hire)

A deposit of \$500 or 30% of the negotiated rate, whichever is greater, will apply to your booking and must be paid within fourteen (14) days of the booking. The deposit will be credited against the hiring charges.

BOND

A bond of \$500 is payable to Seaworks prior to the event. The bond is security for any damage to Seaworks property, and/or breach of conditions of hire. The cost of extra cleaning as a

result of the function will be deducted from the bond. A Seaworks staff member will inspect the sites(s) after the event. The total bond will be refunded to the hirer provided the hirer has complied with all aspects of the conditions of hire, and that damage has not been incurred. Should the cost of repairing damage to the property exceed the bond, the hirer shall pay the additional costs.

PAYMENTS

The balance of hiring charges must be paid prior to the event/function date(s).

CONFIRMATION

A booking is confirmed once the completed application form has been returned to the Seaworks Executive Officer along with a signed copy of the conditions of hire and payment of the deposit. This must be completed within fourteen (14) days of booking.

CANCELLATION

By The Hirer

Where the hirer withdraws the booking more than thirty (30) days prior to the event/function date Seaworks will refund any monies paid less the deposit. Where the hirer withdraws the booking less than thirty (30) days prior to the event/function Seaworks will retain 50% of the agreed fee.

By Seaworks

(a) The Executive Officer may cancel any booking without notice for which the required deposit has not been paid.

(b) In the event that the Site cannot be made available to the hirer on the date(s) for which it has been hired by reason of fire, flood, damage, industrial dispute, emergency requirement by Seaworks, or other like reason, Seaworks shall not be liable for any loss, damage, or injury whatsoever suffered by the hirer by reason of the facility being unavailable, with the exception of refunding in full to the hirer any deposit(s) and hiring to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage.

DAMAGE

The event organiser will ensure their patrons will not cause damage or defacement to Seaworks, including (but not limited to) its piers, buildings, tenants property, berthed vessels and waterways. Failure to adhere to the above may result in loss in compensation.

PERMITS

All permits must be obtained by the hirer and copies to be given to the Seaworks Executive Officer to be kept on file. These include, but are not limited to, the Indemnity Insurance (no less than \$20 million), Liquor Licenses, food permits and Occupancy Permit

SUPPLIERS

Seaworks will provide you with a list of preferred suppliers, and it is preferred that you use suppliers from the list. If you chose to use your own suppliers the information must be presented to and approved by the Seaworks Executive officer. Seaworks has the right to refuse certain suppliers.

VEHICLES

There is parking on-site and on Ann Street. All parking during the event/function must be marshalled by the event's security company. To provide a safe environment to all visitors to Seaworks, please ensure that a traffic management plan is presented to Seaworks prior to the event.

LIMIT OF HIRING

The hirer shall be entitled to make use of such portions of the site as specified in the Event Application Form, such use shall not be exclusive and the right of possession of the site shall remain with Seaworks and this agreement shall not in any way create a tenancy between Seaworks and the hirer nor shall the hirer without the prior written consent of Seaworks be entitled to assign the benefits of this agreement or the rights thereby granted to any other person, firm, corporation or organisation.

In the event the Licensee shall not be entitled to use that part of the site used or occupied by the existing tenants of the Seaworks site, or their successors, or occupied by Seaworks as offices, for any purpose. During the event the existing site users and tenants will require access to the

site and amenities. The event manager will need to factor this into the event plans.

The hirer shall only be entitled to the use of the particular part or parts of the site hired, and shall vacate the same punctually at the time specified. Seaworks reserves the right to let any other portion of the site for any other purposes at the same time. If the venue is not vacated, including removal of all equipment, waste, properties and items which are in the care of the hirer, by the specified time, the hirer shall continue to pay the hourly hire rate of the area hired. In addition, consideration will be given to withholding of security bond.

INDEMNITY

The Hirer agrees to indemnify and keep indemnified and to hold harmless Seaworks, its employees and board and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it by any of them arising out of or in any way related to the granting the use of the site. Seaworks is not responsible for any theft, loss, damage or injury suffered by the hirer or any person coming onto the premises during the period of hire, and the hirer indemnifies Seaworks in respect of all claims for loss, damage or injury caused by any person or property during the period of hire, or as a result of the use by the hirer of the premises.

EMERGENCY PROCEDURE

The hirer must acquaint themselves with the location of fire extinguishers and the position or emergency exits in all buildings/areas hired. In the event of an emergency evacuation, hirers must follow the directions of the event/function appointed emergency wardens and event function appointed fire wardens.

In the event of a fire alarm or security alarm sounding, the hirer and their party must vacate the building/site immediately. Any failure to comply with requests by the event/function appointed wardens or Emergency Services Officers shall be liable to pay any penalty imposed.

ACCESS

Keys, if required, are available on request from the Executive Officer.

EMERGENCY NUMBER

The emergency services contact number is 000. Out of hours contact numbers for Seaworks will be provided to the hirer with booking materials.

CONFIRMATION OF RECEIPT

Confirm receipt and understanding of this document by signing below. By signing you comply with the terms and conditions of hire.

Return the signed document to the Seaworks Executive Officer along with the completed application form. Please retain a signed copy of both the application form and Conditions of Hire for your own records.

Name of Hirer:

Applicant Signature:

Date: __/__/__

Internal Use Only

Event Application Received	
Name:	
Date:	
Approved Yes..... No.....	
Payment	
Deposit Received	Date:
Final payment Received	Date: