

APPLICATION FOR HIRE OF LECTURE ROOMS**PLEASE ALLOW AT LEAST 48 HOURS FOR YOUR REQUEST TO BE PROCESSED**

Name of Organisation _____

Address: _____ Telephone: _____

_____ Facsimile: _____

Name of person acting for hirer: _____

Address: _____ Telephone: _____

_____ Facsimile: _____

ABN: _____ Person to contact regarding invoice: _____

Email of person to contact regarding invoice: _____

(Invoice will be sent to address of Organisation - unless otherwise specified)Have you previously booked teaching rooms at The University of Queensland Yes No

Name of event or program: _____

Date(s) required: _____ Time(s): _____ to _____

Type of program (e.g. conference, lecture etc.): _____

Estimated attendance: What is the charge for registration or admission?

As stated in the Terms and Conditions of hire, please provide the name of insurance company and policy number which provides hirer with public liability insurance.

Name of Insurance Company:**Certificate of Currency from Insurance Provider Attached?**Yes **Policy No:**No

Which room/s is to be used: _____

*A range of audio-visual services can be provided to support this hiring. To discuss your requirements, contact Audio-Visual Services, at Information Technology Services on 3365 4128.***NO FOOD OR DRINK IS ALLOWED INSIDE ANY OF THE LECTURE ROOMS
A SYSTEM OF PAID PARKING OPERATES, MONDAY TO FRIDAY, 7.00am – 9.00pm*****Please return to:** Academic Facilities, The University of Queensland QLD, 4072

Telephone: 3365 3285 Fax: 3365 7559

Email: roombookings@uq.edu.au Website: www.uq.edu.au/facilities**Privacy Policy:** The University of Queensland Privacy Policy is located at: <http://www.uq.edu.au/privacy>. The information provided by you to the University will be dealt with only in accordance with that Policy.

APPLICATION FOR HIRE OF LECTURE ROOMS

THIS SECTION MUST BE READ AND SIGNED BY THE HIRER

1. Hirers must ensure that persons under the hirer's control consume no food or drink in any of the rooms at any time.
2. Where the hirer consists of two or more persons those persons shall be bound by these conditions jointly and severally and shall be jointly and severally liable for any liability arising from these conditions or otherwise arising in respect of the hiring.
3. The hirer shall, in addition to the agreed hire charge, meet the cost of any additional labour including security and/or cleaning which may be necessary to prepare the facilities before use or to place the facilities in a proper order after use.
4. Removal of property from room without prior permission is prohibited. If permission is granted to re-arrange loose furniture, the hirer must return the furniture to its original configurations.

I have read and agree to the conditions set out and hereby agree to occupy, use and keep these rooms at the risk of the Hirer and hereby release to the full extent permitted by law the University and its servants, officers and agents from all claims and demands of every kind resulting from any accident, damage, loss, death or injury occurring therein or in any other part of the building or outside the building except to the extent that the same is caused by negligence on the part of the University or its servants, officers or agents, **AND I FURTHER AGREE** to pay the cost of any repairs to the said facilities, furniture and equipment which is, in the opinion of the Manager or any authorised person, rendered necessary as a consequence of any misuse or neglect while on hire to me.

Signature of Hirer (or on behalf of Organisation)

Date

OFFICE USE ONLY

Approval: _____ Signed _____ Date: _____
Manager, Academic Programs

Total Cost/s: _____

Database: ../2