

Conditions of Hire 2021

Morayfield Sport and Events Centre



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Morayfield Sport and Events Centre
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Definition of Terms Used:

Under these Conditions of Hire, the following terms will apply:

- **“Bond”** is the amount that the Hirer must pay to Council, which is held in trust, and returned in full upon satisfactory completion of the Hirer’s responsibilities.
- **“Booking Date”** is the date the booking is made.
- **“Booking Confirmation Date”**, is the date all bookings are confirmed in writing by Council.
- **“Booking Amendment”**, is when changes need to be made to the confirmed booking.
- **“Council”** is the Moreton Bay Regional Council.
- **“Event”** is the ‘Purpose of Hire’, what you are booking the centre for.
- **“Event Date”** is the date the event occurs.
- **“Function”** is any event excluding meetings, training sessions or classes.
- **“Hire Fees”** is the amount of money required to be paid to hire the venue.
- **“Hire Period”** is the timeframe for which the booking is made including set up, pack up and cleaning.
- **“Hirer”** is the person signing the Indemnity Form, who must be at least 18 years of age. If signing on behalf of an organisation / club the name of the organisation / club must be stated on the Booking Application Form.
- **“MSEC”** means the Morayfield Sport and Events Centre at 298 Morayfield Road, Morayfield QLD 4506.
- **“Private Event”** An Event where no members of the public are in attendance.
- **“Venue”** the facility in which you want to hold your event or booking.

Indemnity and Disclaimer:

I/We

Confirm I/we are an authorised representative and have authority to sign and incur charges on behalf of

Club/Organisation:

I/We herby acknowledge having read and understood the terms and conditions of hire, and agree to be bound by and comply with all these conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the terms and conditions of hire. I/We agree to indemnify the Morayfield Sport and Events Centre and the Moreton Bay Regional Council from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility owned by Moreton Bay Regional Council in respect of any activities undertaken by us, or any other party involved.

Signature: Date:

Please note: Signatory must be over 18 years of age.

Please return your signed Conditions of Hire form with your Booking Application Form via mail or email.

Terms and Conditions of Hire:

Access:

- Council staff will ensure that the venue is open and will remain on site for the hire period.
- Access to the facility will be available from the booked time outlined in the Booking Confirmation letter.
- Council may refuse to admit and/or have removed from the venue any person who is, in their opinion, not conducting themselves in a proper, orderly or lawful manner. This includes any person whom refuses to obey a direction that contravenes the above.
- Council may close the centre (if necessary) after all attempts by the Council and the Hirer to resolve an issue have been exhausted. In the event of a closure by the council, the Hirer's booking may be rescheduled or refunded at Council discretion.
- The Hirer agrees to abide by the 'Conditions of Entry' and these 'Conditions of Hire'.
- The Hirer agrees to ensure all organisation representatives and participants abide by the 'Conditions of Entry' and these 'Conditions of Hire'.

Accident, Injury or Incidents: (Refer to First Aid)

- A designated first aid officer is required for all bookings. The first aid officer is responsible for all accidents and injuries.
- All accidents, injuries or incidents must be reported to Centre staff at the time of the incident and an incident report is to be provided to Centre staff before the end of the booking.
- In the event of an ambulance being called to the venue, the MSEC Duty Manager must be informed immediately. It is the Hirers responsibility to ensure emergency services are met by an organisation representative and directed to ramp and venue access areas.

Advertisements:

- No advertising material is to be erected, displayed or distributed on or within the venue and surrounds for room hire or court hire bookings. Regular hirers may be permitted to display a brochure in the MSEC brochure rack at management discretion.
- No advertising material is to be erected, displayed or distributed on or within the venue and surrounds for event hire without the prior written consent from Council.
- Such consent will not be unreasonably withheld and may be granted subject to conditions.

Alcohol:

- The Morayfield Sport and Events Centre is a licenced venue and must adhere to the terms and conditions of our licence and must comply with the legislation defined by the State Government's Liquor Licensing Division.
- No alcohol is permitted to be brought into the venue at any time by an external hirer or attendees to the booking.
- Council will engage crowd control staff to manage the function and surrounding areas for the hire period at the cost of the hirer as required and at Council discretion.
- The Hirer agrees to the MSEC House policy and will ensure all attendees adhere to the House Policy.
- MSEC is a 'glass-free' venue. Exceptions may be made for major event bookings at management discretion.
- Alcohol will be served from the MSEC kiosk or Event VIP areas at management discretion.
- Consumption areas during court hire and room hire is in the café area only.
- Consumption areas during an event will be determined by centre management.
- Council may require appropriate flooring to protect the wooden courts where alcohol may be served in stadium areas during event hire. This is at the cost to the hirer.

Animals:

- Animals are not permitted into the venue without prior written consent from Council, with the exception of a certified guide, hearing or assistance dogs under the control of their care.
- Spectators are not permitted to bring domestic pets and animals into the venue.
- A bio-security plan may be required at management discretion for events with animals.

Bonds:

- Bonds will be applied at Council's discretion.
- Must be paid in full no later than the invoice due date or as indicated in your booking confirmation letter.
- It should be noted that Council may without notice, apply the bond towards any claim Council has against the hirer in accordance with these Conditions of Hire. Therefore, an amount may be withheld to satisfy any damages/claims that result from the hire period.
- Council will return to the Hirer within relation to the above.thirty (30) days at the end of the hire period, any part of the bond that has not been, or will not be required, to be applied in

Amendments of Bookings by Hirer:

- Booking Amendments will be considered at the discretion of Centre Management and are subject to management approval.
- CANCELLATION - written notice thirty (30) days prior to the Booking Date must be given for a cancellation to a booking (via a Booking Amendment Form).
- REDUCTION - written notice thirty (30) days prior to the Booking Date must be given for a reduction to a booking (via a Booking Amendment Form).
- ADDITIONS - to an existing booking will be subject to availability and at management discretion.
- Less than the minimum notice periods Council may apply a cancellation fee and/or retain the full amount of the hire fees.

Balls:

- If a ball becomes stuck in the wall area or in the roof - the Hirer must inform MSEC staff onsite. The ball will be retrieved by MSEC staff at a suitable time. Hirers and participants are not permitted to try to remove the ball themselves. In some instances, balls will not be able to be retrieved until a later date.

Booking Applications:

- A pre-booking meeting is required onsite with Centre Management prior to all bookings.
- For a booking application to be considered, the hirer must complete and submit all relevant documentation as outlined on the Court Hire Application Form or Event Hire Booking Application Form.
- The hirer must provide copies of Public Liability Insurance Certificates to the value of \$20,000,000 AUD as part of the Booking Application documentation.
- The hirer must provide a written Risk Assessment specific to the activity or sporting activity to be undertaken to Council, outlining any possible risks and the appropriate control measures that will be put in place for the activity/event considering participants, spectators and staff or volunteers.
- The hirer must submit a signed copy of the Conditions of Hire document as part of the Booking Application documentation.
- The hirer must provide a written event-specific Safety Management Plan as part of the Event Booking Application documentation.
- The hirer must provide copies of the designated first aid officers current first aid and CPR qualifications.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges
All fees must be paid 30 days prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- The person completing the 'Booking Application' form, and whose signature appears on the form, is listed as the organisations 'Responsible Person' and is subject to these Conditions of Hire, and must be over 18 years of age. If this person changes, new documentation is to be signed by the new 'Responsible Person'.
- Council reserves the right to accept, refuse or cancel any booking.

Booking Allocations:

- The Centre is a community use facility and is therefore not for the exclusive use of any one hirer.
- The hirer will be allocated a specific court at the discretion of Council. Council may re-allocate courts from time to time if required.
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- The hirer must provide copies of Public Liability Insurance Certificates to the value of \$20,000,000 when returning the 'application to hire' forms.
- The hirer must provide a written Risk Assessment specific to the activity or sporting activity to be undertaken to Council prior to the event, outlining any possible risks and the appropriate control measures that will be put in place for the event.
- The person completing the 'Booking Application' form, and whose signature appears on the form, is subject to these Conditions of Hire, and must be over 18 years of age.
- Council reserves the right to accept, refuse or cancel any booking.
- **Confirmed Bookings:** A booking is confirmed when all fees are paid and all of the necessary forms are completed and returned to Council.
- **Tentative Bookings:** Council do not offer tentative bookings.
- **Amendments to Bookings:** A Booking Amendment form must be completed.

Booking Limit of Hire:

- The hirer shall be entitled to use the part (or parts) of the venue specified on the 'application to hire' form.
- Where the entire Venue is not booked, Council reserves the right to permit any other portion of the venue to be hired for any other purpose at the same time.
- Whilst Council and the centre management encourage long term hire of the facility, Council will not accept permanent bookings by way of lease or licence for venue. Only regular or casual bookings are available to ensure that the venue is available to the wider community and/or for major and significant events.
- These Conditions of Hire do not assign the regular hirer exclusive use of the venue. From time to time a regular hirers booking may be cancelled to allow other groups or significant 'one off' events access to the venue. As much notice will be given as possible, should cancellation of a regular booking need to be made.
- Hirers that are granted permission to use the venue shall not assign the right of use to any other person or organisation.

Bookings - Court Hire:

- Court Hire allows use of the hired court space only as allocated by Centre Management.
- Court Hire is inclusive of the standard set up of the nominated sport as per the MSEC Court Layout Guidelines.
- Court Hire is inclusive of the standard allocated seating configuration as per the MSEC Court Layout Guidelines.
- Court hire does not permit signage, fundraising, ticket sales, merchandise sales, use of PA systems or personal music devices (unless a pre-approved dance group), use of entrance. Foyer or café areas, additional equipment or changes to standard court configuration/set up.

Bookings - Event Hire:

Event Hire allows exclusive access to the hired Stadium space and includes:

- Use of PA system and microphone (subject to application and approval)
- Merchandise and ticket sales (subject to application and approval)
- External vendors (subject to application and approval)
- Advertising and marketing assistance if applicable
- Equipment and seating configuration to suit the needs of the event (subject to application and approval)
- Fundraising activities (subject to application and approval)
- Access to first aid room

Stadium 1 Event Hire includes:

- Exclusive use of 2 indoor sports courts, and the multipurpose space;
- Exclusive facility access for set up and pack down;
- Exclusive access to Stadium 1 changerooms/locker rooms (1 x female & 1 x male)

Stadium 2 Event Hire includes:

- Exclusive use of 3 indoor sports courts;
- Exclusive facility access for set up and pack down;
- Exclusive access to Stadium 2 changerooms/locker rooms (1 x female & 1 x male)
- Exclusive use of 2 x VIP areas/viewing areas

Bookings - Courtside Office Hire:

- Applications must be made in writing via the room Hire Booking Application form.
- Hire of our courtside office includes capacity for a maximum of 2 persons.
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- Storage of equipment is not permitted in room hire.
- Signage is permitted inside the room. Signage is not permitted around the venue or surrounds.
- Merchandise stands may be permitted in this room at management discretion.
- Organisations must leave the room in a clean and tidy manner after use. The hirer is to remove all rubbish from the office space at the end of the hire period.

Bookings - Meeting Room Hire:

- Room Hire allows the use of the hired room (room 1 or room 2)
- Meeting room hire is inclusive a tea and coffee station, kitchenette and fridge facilities.
- Applications must be made in writing via the Room Hire Booking Application form.
- Hire of our meeting rooms includes capacity for 20 persons (Room 1) and 10 persons (Room 2).
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- Storage of equipment is not permitted in room hire.
- Signage is permitted inside the room. Signage is not permitted around the venue or surrounds.
- Merchandise stands may be permitted in this room at management discretion.
- Organisations must leave the room in a clean and tidy manner after use. The hirer is to remove all rubbish from the office space at the end of the hire period.

Bookings - Officials Room Hire (Officials Room 1):

- Applications must be made in writing via the Room Hire Booking Application form.
- Hire of our officials room 1 includes capacity for 6-8 persons.
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- Storage of equipment is not permitted in room hire.
- Signage is permitted inside the room. Signage is not permitted around the venue or surrounds.
- Merchandise stands may be permitted in this room at management discretion.
- Organisations must leave the room in a clean and tidy manner after use. The hirer is to remove all rubbish from the office space at the end of the hire period.

Bookings - Officials Room Hire (Officials Room 2):

- Applications must be made in writing via the Room Hire Booking Application form.
- Officials room 2 hire is inclusive of shower facilities, lockers, table and whiteboard.
- Hire of our Officials Room 2 includes capacity for a maximum of 2 persons.
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- Storage of equipment is not permitted in room hire.
- Signage is permitted inside the room. Signage is not permitted around the venue or surrounds.
- Organisations must leave the room in a clean and tidy manner after use. The hirer is to remove all rubbish from the office space at the end of the hire period.

Bookings - Outdoor Terrace:

- Applications must be made in writing via the room Hire Booking Application form.
- Hire of our Outdoor Terrace includes capacity up to 100 persons.
- All fees must be paid prior to booking and no later than the invoice due date or as advised in your booking confirmation letter otherwise the booking will be cancelled without notice.
- Fees for hire are non-negotiable and charged as listed under Councils Fees and Charges.
- Signage is permitted on the terrace area. Signage is not permitted around the venue or surrounds.
- Organisations must leave the terrace in a clean and tidy manner after use. The hirer is to remove all rubbish from the terrace at the end of the hire period.

Bookings - Outside Standard Business Hours:

- Standard business hours apply for all booking types.
- Bookings outside of standard business hours may be available at Council discretion.
- Bookings outside of standard business hours are not able to be modified or amended once confirmed by Council. Bookings outside of standard business hours are not refundable and incur additional fees.

Booking Time Over-runs:

- Hirers are to ensure adequate time is booked for the activity they are to undertake during their booking. Should extenuating circumstances occur, booking time over-runs will be considered at the discretion of centre management.
- Additional fees are applicable for time over-runs inclusive of hire fees and staffing fees.

Carpark Areas and Parking:

- Hirers are responsible for ensuring that all persons comply with all parking signage at all times throughout the duration of the booking.
- Vehicles must not be allowed to obstruct access to the facility or any neighbouring facilities.
- Vehicles are not to be parked in pedestrian access ways, emergency bays, delivery access points or staff parking areas.
- An Event Safety Management Plan is required for major event bookings and is to include parking management and traffic control.
- Alcohol is not permitted to be consumed in carpark area or venue surrounds.

Catering:

- Council holds sole catering rights to the venue and all catering requirements are to be arranged at the time of booking utilising Council's onsite café or catering menu options.
- Self-catering is prohibited.
- Food from commercial food outlets is not permitted to be brought into MSEC.
- Food vans and external catering may be arranged at the discretion of management utilising Council approved suppliers only.
- The Hirer must provide final catering requirements 14 days prior to the booking date/event date.

Cancellations: (of Bookings by Hirer):

- Thirty (30) days written notice from the Booking Date must be given to cancel a booking.
- Less than the minimum notice periods Council may apply a cancellation fee and/or retain the full amount of the hire fees.
- The bond will be refunded.
- Refunds of cancellation require Council's approval.

Cancellations: (of Bookings by Council):

Council may cancel the booking by written notice to the hirer if:

- Council becomes aware that the event, goods or services proposed to be held, or provided by the hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to Council.
- The venue is required for Council, State or Federal elections.
- The venue is required for a one-off event. In this instance an alternate date will be offered where possible. As much notice will be given as possible, should cancellation of a regular booking need to be made.
- The venue is required for a Council event.
- Repairs or alterations to the venue are required.
- The hire fees and/or bond have not been paid within the allocated timeframe.
- In the event of an emergency, Council may cancel the booking without notice.
- The hirer agrees, under the Conditions of Hire, to accept cancellations as above, and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof. If Council cancels the booking without fault of the hirer, then Council will credit or refund any amounts paid by the hirer.

Centre Rules:

The Hirer is responsible for ensuring all persons attending the centre abide by the Centre Rules:

- The centre rules include but are not limited to:
- Patrons must act in a proper, orderly and lawful manner.
- Alcohol is not permitted to be bought into the venue.
- Smoking is only permitted in the Designated Smoking Area (DOSA).
- Consumption of prohibited drugs in or surrounding the venue is prohibited.
- Intoxicated persons will not be admitted into the venue.
- No acts of vandalism in or surrounding the venue.
- Glass and/or glass bottles are not permitted in or surrounding the venue.
- Chewing gum is not permitted in any areas of the venue.
- Bouncing, kicking or throwing balls in the passageway and foyer is not permitted.
- Running in the passageway and foyer is not permitted.
- Hanging from the court rings/hoops is not permitted.
- Skateboarding, skating and scooters are not permitted in or surrounding the venue.
- Wheelie shoes are not permitted on the courts or in the venue.
- High heel shoes are not permitted on the courts.
- Court access is only permitted during the hirers booking time and allocated court space after the first aid officer has signed in on the first aid register.

Changeroom Access:

- COURT HIRE - Changeroom access is shared to all user groups and cannot be locked off from other user groups. Exclusive access is not permitted. This is a shared space.
- EVENT HIRE - Allows for exclusive access to changeroom facilities per stadium. 2 x changerooms are available per stadium.

Children at Facilities:

- All children/minors attending the Morayfield Sport and Events Centre are the responsibility of the hirer/parent/guardian/appointed carer at all times. Children under 16 years of age must be accompanied by a responsible adult at all times.

Child Protection Requirements:

- The Commission for Children and Young People and Child Guardian Act 2000 requires employees of people in regulated employment, and people carrying on regulated businesses to develop and implement an annual written risk management strategy to promote the well-being of children and protect them from harm.
- Hirers whose activities include children less than 18 years of age must comply with current legislation regarding Working with Children, including blue card requirements and risk assessments, unless the child's parents are on the premises. See www.cypcg.qld.gov.au for more information.
- The hirer, if carrying out activities for children, must develop and maintain their own risk management strategy.

Cleaning:

The hirer is responsible for ensuring the hired spaced is cleaned before departing:

- All rubbish and foreign matter is removed from court areas, grandstand area's, viewing towers, seating areas and rooms, and placed in the bins provided.
- Stadium floor, including grandstand area is cleaned of any spillages (inc Blood) in line with Queensland Health requirements.
- Cleaning fees will apply for any spaces left untidy.

Closing Time/End of Hire:

- The hirer shall ensure that they include sufficient time on their 'application to hire' form to set-up and pack-up, any additional time will be charged for as per Councils fees and charges.
- The centre is to be vacated of all patrons and the event must be finalised within the hire period stated on your application to hire form.
- The hirer is required to remain on site until the end of the event, to ensure all responsibilities are undertaken, including cleaning of the venue.
- The hirer will be charged for any additional usage required that has not been approved by centre management (in writing) prior to the event.
- Additional fees including hire fees and staffing fees will apply to any booking time overruns.

Conditions of the Venue:

- At the commencement of the hire period, the hirer agrees to notify Council of any obvious defect at the venue that would prevent the event from occurring.
- The hirer otherwise agrees and acknowledges that the venue is in suitable repair and clean condition.
- The venue must be returned to Council in suitable repair and a clean condition at the end of the hire period.
- Council retains the right to determine the cost of any repairs or cleaning required, including damage to courts/floors.

Contents Insurance:

- The hirer must maintain contents insurance for the hire period/s for all their equipment, goods, appurtenances and other items in the venue against such risks including loss or damage to by theft, fire, wind, storm, flood, impact, tempest, fusion, malicious acts, explosion and earthquake for their full replacement value.
- The Hirer shall be liable for, and will indemnify Council for any claim, loss, damage or injury to equipment or property arising from the use of the centre.
- The hirer should ensure they have sufficient Contents Insurance for items being brought into the centre.

Damages:

- The hirer agrees to pay the cost of repairing or making good any damage to the centre and/or equipment or part thereof arising from their event or caused by the hirers participants or attendees.

Decorations / Foreign Substances:

- Decorations may not be placed or affixed in any way that may cause damage to any part of the venue (e.g. interior/exterior floors, walls, windows or other surfaces).
- Decorations including but not limited to items such as glitter, rice, confetti, rose petals and sand are prohibited.
- Foreign substances including but not limited to items such as chalk, resin or talcum powder are prohibited.
- Use of open flames including but not limited to candles and lanterns are prohibited.
- The hirer will be responsible for all costs associated with any damage to the venue caused by the placement or removal of a decoration.

Disputes:

- All disputes, complaints or constructive feedback is to be directed in writing to the Council.
- Any dispute or difference arising as a result of the interpretation of these Conditions of Hire will be resolved in accordance with Council's Complaints Management Policy.

Direction of Venue Management

- The Hirer is responsible for ensuring all organisation representatives, participants and attendees follow any directions or instructions given by the MSEC Manager or any MBRC staff at MSEC and must also follow any directions displayed at MSEC.

Equipment:

- Hirers must use MSEC's onsite equipment only and shall not bring or permit any other persons to bring into the venue or place in the immediate vicinity of the venue any vehicle, stall/stand, equipment, furniture, fittings or construction equipment without prior written consent from Council.
- Special equipment items that are not available onsite at MSEC can be arranged through MSEC's Bookings Team at cost to the hirer and utilising an approved Council supplier.
- Council reserves the right to inspect and restrict the use of any equipment at anytime, which is deemed to be dangerous and/or unsafe to the venue and its customers.
- Council will ensure that, as far as practical, all Council equipment and resources are maintained in good working order.
- Council shall take no responsibility for any loss or damage caused to the hirer for an unforeseen fault or failure of equipment during a period of hire. (Inc. electricity supply, lighting, scoreboards etc). Council will negotiate with the hirer the use of the courts affected in this instance.
- Council may apply the bond towards damage caused to equipment as a result of the hirer's event.
- Hirers are not permitted to bring refrigerators or freezers into the facility.
- Storage facilities for equipment is not available at MSEC.
- Furniture must be carried and not dragged. Protective matting must be placed under all furniture placed on timber floors.
- Tables, chairs and equipment must be returned to their allocated area and/or be stored in a neat and orderly fashion.
- No fixings, fittings or furnishings of the venue may be altered and/or moved.

Equipment - Electronic:

- The hirer will only be permitted to use the electronic equipment subject to prior arrangement and Council consent.
- All electrical equipment must have a current TAG and TEST certificate.
- Council shall ensure, as far as practical, that all Council electronic equipment is maintained in good working order.
- All electronic equipment is to be returned to the designated area at the end of the hire period.

Equipment - Marquees, Banners, Signage:

- No marquee, stall or similar structure shall be erected in or in the immediate vicinity of the venue without prior written consent from Council and will only be considered for Event Hire.
- No banners or shall be erected in or in the immediate vicinity of the venue without prior written consent from Council and will only be considered for Event Hire on the event day.

Eskies and Bags:

- Council reserves the right to inspect and restrict the use of eskies and bags.
- The Hirer is responsible for ensuring no alcohol or glass is brought in to the venue and is responsible for ensuring bags and eskies are checked for prohibited items on entrance to the facility.
- Food from commercial food outlets is not permitted to be brought into MSEC.

Event Plan:

- The Hirer must prepare and provide MSEC Management a detailed Event Plan 30-days prior to the Event Date.
- MSEC Management shall notify the Hirer of any changes which must be made to the Event Plan as soon as possible after receipt of the document. The Hirer agrees to make these changes to the Event Plan and resubmit as required.
- The Hirer must comply with the Event Plan as agreed to by MSEC management.
- All changes or variations to details of the Event Plan may only be implemented with the prior written permission of the MSEC Manager.
- **The Event Plan must include;**
 - Bump-In - a detailed run sheet outlining the bump-in/set up activities, equipment requirements, special access needs (heavy vehicles, ramp access etc) and power/water requirements.
 - Event - a detailed run sheet outlining the event schedule/timetable, an entertainment line-up, a competition draw or program for each day of competition (sporting), guest speakers, and VIP attendees.
 - Bump-Out - a detailed run sheet for pack down activities.
 - A Mud Map - a detailed map of where equipment will be set up, electrical requirements, including measurements if specific to event requirements, clearance of fire exits, entry and exits. It is the Hirers responsibility to ensure mud-maps are accurate and include all equipment requirements, including quantity and location.
 - A Risk Assessment - specific to the event, the event activities, the participants, attendees and spectators.

Fees and Payment of Invoices:

- Fees and charges are determined by MBRC and are available for viewing on Council's website: www.moretonbay.qld.gov.au .
- Cost estimates are based on the current Approved Fees and Charges for MSEC. Councils Fees and Charges may rise on 1 July and the final invoice will reflect the Approved Fees and Charges at the time of the event.

Invoices:

- Fees are due in full 30 days prior to your booking hire date/s. Fees must be paid in full no later than the invoice due date or as advised.
- Non-payment of fees within required payment timeframes will result in the cancellation of your booking.
- Payment of invoices is to be made online as outlined on the invoice or at a Council Customer Service Centre located at Caboolture, Redcliffe or Strathpine.

Invoices - Regular Hirers:

- For hirers with regular room hire or court hire bookings, the hirer will be invoiced in advance at the beginning of the month with payments being made to the Moreton Bay Regional Council.
- If there are any adjustments and/or disputes relating to the invoiced hire for the month, the hirer shall inform the Council in writing as soon as possible so adjustments can be made.
- Failure to pay invoices by the required due date will result in cancellation of all current and future room or court hire bookings until full payment is received and/or as negotiated with Council.

Fire Safety:

- The hirer is responsible for ensure all staff and volunteers are briefed in MSEC's emergency evacuation procedures.
- The hirer must ensure all fire exits and exit pathways are kept clear at all times. Fire exit doors and egress must have a minimum 2m clear path at all times throughout the hire period.

First Aid:

- The hirer is responsible for providing qualified first aid officer at all times throughout the booking. Access to the facility will not be permitted until the designated first aid officer has signed in.
- The designated First Aid Officer must remain onsite at Morayfield Sport and Event Centre at all times throughout the duration of your booking.
- The designated First Aid Officer must not hold any other position/role during their time at the centre that could make them unavailable to act as the First Aid Officer, this includes participating in the sport/activity.
- The hirer is responsible for supplying the name of their first aid officer(s) and a copy of their current first aid certificate(s) to Council as part of the Booking Application.
- The designated first aid officer is to sign the first aid register upon entry and exit of venue and should not leave the facility until all participants have left the venue.
- The Hirer is responsible for providing suitable first aid equipment for the booking. Council do not provide first aid equipment.
- All first aid incidents must be recorded on an Incident Report form and a copy of the form must be provided to MSEC Staff before the end of the booking.
- A first aid room is available for first aid purposes only. The Hirer is to ensure the first aid room is not to be utilised for any activity other than first aid.
- The Hirer must ensure the first aid room is left in a clean and tidy condition at the end of the days booking.

Floor Surfaces:

- The Hirer is responsible for the protection of the timber court flooring throughout the duration of the booking.
- Appropriate footwear is to be worn at all times.
- High heel shoes are not permitted on the timber floors. Floor protection will be required in these areas.
- Wheelie shoes are not permitted on the timber floors.
- The Hirer is to ensure protective matting is placed on timber floors prior to setting up any equipment in stadium area as per Centre Management guidelines.
- No equipment is permitted to be bought into the venue or placed on floor areas without prior written consent from Council.

Food and Refreshments:

- A hirer must not bring or permit any person to bring into the venue and/or within the immediate vicinity of the centre any machine, structure or vehicle selling, offering or exposing for sale any food and/or refreshment items or other goods.

Food Vendors/Vans:

- In the instance that an external food vendor may be required for an Event, this will be determined by MSEC management. Prior written consent from Council is required. All food vendors must be an approved Council supplier and will be engaged by MSEC management. Hirers are not permitted to engage their own suppliers.

Fundraising:

- Fundraising activities are permitted in Event Hire only.
- No fundraising activities shall be undertaken in or surrounding the immediate vicinity of the venue without the prior written consent from Council.
- No game of chance or skill, sweepstakes or any lottery shall be conducted in or surrounding the venue without the prior written consent from Council.
- Alcohol and meat trays are not permitted to be brought into the venue for fundraising activities. A photo only will be permitted.

Hire Period:

- Adequate time must be booked for the set-up of events and bookings and pack down after the event/booking. Access to the facility and storage of items outside of the booked times will not be permitted.
- The hire period should start at the time you would like to gain access to the facility and include time for set up of your hired space.
- The hire period should finish at the time you would like to exit the facility and include sufficient time to pack down and clean up before after your booking.

Kiosk/Kitchen Areas:

- The kiosk kitchen areas are strictly Council staff access only. Kiosk microwaves, refrigerators, freezers and equipment are not available for use by hirers.

Media Cover/Commercial Filming and Photography

- Commercial filming or photography is only permitted if specified in the Event Hire Application Form and the Hirer receives the written consent of MBRC.
- Photographic devices are not permitted in toilet and changeroom facilities.

Money and ATM Facilities:

- Hirers are not permitted to store money onsite.
- MSEC does not offer onsite money exchange or EFTPOS money out services.
- Bookings and events requiring ATM facilities must pre-arrange this service as part of the Booking Application. MSEC will engage a contractor for this service and costs will be charged to the hirer. Hirers are not permitted to arrange their own ATM facilities.

Music, Performers and DJ's:

- Music and DJ services are only permitted during Event Hire.
- Events requiring music or DJ facilities must pre-arrange this service as part of the Booking Application. MSEC will engage a contractor for this service and costs will be charged to the hirer. A vendor application must be made for all DJ and performers for MSEC approval a minimum 30 days prior to the proposed event date.

Music Performing Rights:

- You may require an Australasian Performing Rights Association (APRA) license if you intend to play, communicate or reproduce music. The hirer must comply with the legislation defined by the Australasian Performing Rights Association. This can be arranged by contacting that department, licensing on 1300 852 388 or by visiting their website at www.amcos.com.au.
- A copy of the performers/organisations APRA license must be submitted with the Booking Application.

Noise:

- The Morayfield Sport and Events Centre is a licenced venue and must adhere to the terms and conditions of our liquor licence and must comply with the legislation defined by the State Government's Liquor Licensing Division.
- The Hirer is responsible for compliance with all legislative requirements including ensuring no nuisance is caused by any event or activity and that such do not unduly impact on adjoining residents, for example excessive noise.
- Noise levels must not exceed the legislative requirements for MSEC's Liquor Licence.
- Large events with amplified sound must submit a noise management plan.
- Failure to comply with any Council request to reduce noise will result in immediate cessation of the hire.

Passageways and Thoroughfares:

- The Hirer must not permit any person to sit or stand or obstruct any walkways or passageways within the venue.
- This includes at the ends of each court area during games and the repositioning of pre-set seating.
- It is the Hirers responsibility to ensure fire evacuation routes are kept clear and free from obstructions at all times.

Public Liability Insurance:

- The hirer must provide evidence of a minimum of \$20,000,000 million Public Liability Insurance cover for the hire period, and a copy is to be submitted with the completed 'Booking Application' form prior to the event date.
- Individuals hiring the venue for a private event are strongly advised to arrange Public Liability Insurance. Hirers should contact their home insurance provider to determine whether their insurance cover includes public liability for their event.
- Alternatively the Local Community Insurance Services (LCIS) provide a range of insurance covers to not-for-profit community groups. To find out more about the available covers and to obtain a quote, visit the LCIS website at www.localcommunityinsurance.com.au or phone 1300 853 800.
- The Hirer shall be liable for, and will indemnify Council for any claim, loss, damage or injury to any person or property arising from the use of the venue.

Retractable Grandstand Seating:

- For patron safety, the use of the retractable grandstands must be strictly monitored by the hirer and the following rules enforced;
- Participants are not to access behind or underneath the grandstand units.
- Participants are not to climb or hang from the handrails.
- Running up or down the grandstands are not permitted.

Safety and Responsibility (Risk Management):

- Council's primary workplace health and safety objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to workplace health and safety in order to provide an injury/incident free facility. We understand by making obligatory a safe environment for all users and visitors is consistent with our overall responsibilities, and that all user groups are accountable for the safety of their members, participants and visitors.
- All hirer's are expected to follow safe work practices as prescribed under the legislation, and are to make every effort to reduce the risk of injury and potential incidents. It is required that the hirer maintain their own emergency and evacuation procedures in the event of an emergency when the hiring the venue.
- The hirer should provide Council with a copy of their risk management plan and risk assessment, including appropriate control measures that will be put in place for the hire period.
- The hirer should ensure that all main walkways, doorways, and exits are kept clear of any rubbish, stores, stands, equipment and furniture or similar.
- All emergency services representatives and relevant Council employees, with identification have the right to access any or all parts of the venue at any time.
- The hirer is to determine the suitability of the venue for their proposed event prior to the hire period.
- The signing of the 'Booking Application' form is on the basis that the hirer accepts full responsibility for activities undertaken at the event, and for ensuring acceptable risk management techniques are practised.
- At all times, the hirer is to observe and practise general safety so as not to cause injury or damage to guests, attendees or own workers.
- At no time does Council accept any responsibility for the security/control or safety of the hirer's property. Hirers must secure their own property to all foreseeable risks. This includes damage and loss of their property.
- All electrical leads must have current service test tags displayed on the lead at all times. Electrical leads must not be used if they do not have current tags.
- The hirer will comply in every respect with the regulations relating to public buildings and overcrowding, and obstruction of passages, corridors and emergency entry/exit points. Any person causing an offence against such regulations shall be at risk of being removed from the venue.
- Hirers are responsible to familiarise themselves with the Evacuation Plans and Procedures and to identify them to event participants.
- Hirers are responsible to familiarise themselves with the location of fire fighting equipment and to identify them to event participants.

Security:

- For any event that may be deemed 'high risk', or where the event numbers exceed 300 people, or where alcohol will be consumed the hirer may be required to provide hired security.
- Security will be charged to the hirer at cost.
- MBRC has a contracted company which has the sole right to security operations at MSEC. All security arrangements will be booked by MSEC relevant to requirements.

Smoking:

- Smoking is only permitted in the Designated Smoking Area (DOSA). This is located at the front of the venue.
- The hirer must ensure that all persons at the venue comply with this condition.

Storage of Equipment:

- There is no storage facilities available at the Morayfield Sport and Events Centre for hirer use. Hirers are not permitted to store equipment or items onsite.
- Venue storage areas are permitted to be accessed by MSEC staff only.

Supervision:

- The hirer is responsible during the hire period for the supervision and control of all persons, vehicles and equipment pertaining to the event
- The hirer must ensure that the facilities, such as change rooms, toilets and showers are used in an orderly manner and left in a clean and tidy condition.
- The Council may apply the bond towards any associated costs such as additional cleaning as a result of the hire.

Ticketing:

- The Hirer must use the Ticketing Service provided by MBRC unless otherwise agreed in writing with the MSEC Manager. An approval given under this clause may be subject to conditions.
- The Hirer must pay an Administration Fee to MBRC for use of the Ticketing Service.
- All Administration Fees will be included in the Fee Proposal and the Event Fee.

Covid-19:

- MSEC will operate as per the current Queensland Government guidelines for Covid-19.
- Hirers will be required to submit a copy of MSEC Covid-Safe Plan For Hirers document as part of the booking application.
- Hirers will be required to adhere to all MSEC directives and ensure attendees and participants adhere to Covid requirements as outlined by MSEC Staff.