

# PARTY BOOKING FORM

Party Details ('Party'):  
Email to: [RMOALearning@rrc.qld.gov.au](mailto:RMOALearning@rrc.qld.gov.au)



Rockhampton  
Museum of Art

<b>Hirer Name:</b>	
<b>Hirer Address:</b>	
<b>Hirer Contact Number:</b>	
<b>Hirer Email:</b>	
<b>Venue:</b>	Rockhampton Museum of Art
<b>Type of Party:</b>	
<b>Party Date &amp; Time:</b>	
<b>Hire Fee:</b>	\$490.00 Hire Fee per party (maximum of 16 children) (Additional children \$16pp (subject to availability))
<b>Additional Fees:</b>	
<b>Terms and Conditions:</b>	
<b>1. Terms of Hire</b>	
a. By signing this Party Booking Form ('Booking Form') the Hirer accepts the Party Details and these Terms and Conditions.	
b. The Party will run for 2 hours hire. Additional charges apply for each hour thereafter subject to overtime, security and associated costs.	
c. Additional costs may be incurred for cleaning and repairs required as a result of misuse of the Venue or RMOA equipment and property by the Hirer or their guests.	
d. All fees are inclusive of GST.	
e. The Party will run for 2 hours and can be booked within the following hours:	
(i) Monday to Friday 9.00am - 4.00pm; and	
(ii) Saturday/Sunday 10.00am to 4.00pm.	
f. The Hirer must promptly remove all belongings, decorations and rubbish,	

and vacate the Venue after the Party ends.

- g. The Hire Fee includes an artist educator/facilitator and an art activity for 16 children.
- h. The Party will be hosted by an artist educator engaged by RMOA, please see website for details.
- i. Parties are exclusive - you are the only party booked in your timeslot.
- j. RMOA will supply chairs for you and your guests to a capacity of 30. 1 table will be provided for your use (presents, food, etc). Additional tables will be provided if required for the RMOA art activity.
- k. RMOA will supply limited paper decorations, the Hirer can bring along additional decorations, these can be attached with blutack to whiteboard surfaces ONLY and must be removed at the end of Party.
- l. The Hirer will supply the party food and drinks. RMOA will supply plates and cups.
- m. A small bar sized refrigerator may be available on request.

## **2. Inclusions:**

The Hire Fee includes:

- a. Prepared art activity delivered by RMOA Artist Educator (if specialised art materials are requested additional fees may apply)
- b. 16 party plates
- c. 16 cups
- d. Party bags (pencil, sticker, crayons) hirer can add to the bag if desired
- e. All art materials (if specialised art materials are requested additional fees may apply)
- f. If requested by the Hirer, the Party can include a brief guided tour of the current RMOA exhibitions for the children in attendance at the Party.

## **3. Liability and Indemnity**

- a. The Hirer releases, discharges, indemnifies and must keep indemnified Rockhampton Regional Council and its employees, personnel and/or contractors against any claim, action, proceeding, damage, cost, loss, expense or liability, of any nature whatsoever, whether present, unascertained, immediate, future or contingent, which RRC or its employees, personnel and/or contractors may suffer or incur, arising out of, in any way connected with or related to (in all circumstances whether directly or indirectly) any:
  - i. personal injury, illness, death to any person or loss or damage to any property, except to the extent that the claim is due to the negligent or unlawful act or omission of RRC or its employees, personnel and/or contractors;
  - ii. breach of these Terms and Conditions, the Rockhampton Museum of Art Conditions of Entry or a law by the Hirer or guests and invitees; or
  - iii. act, omission, default, or negligence of the Hirer or its guests and invitees.

## **4. Cancellation of Party**

- a. If the Party is cancelled by the Hirer, by providing notice in writing more than 4 weeks prior to the Party Date, they will be entitled to a full refund

of the Hire Fee or other fees and charges.

- b. If the Party is cancelled by the Hirer less than 4 weeks prior to the Party Date they will not be entitled to any refund of the Hire Fee or other fees and charges.
- c. Excluding instances where the Party is cancelled under 5.c.i. – 5.c.iii., if the Party is cancelled by RMOA, the Hirer will receive a full refund of the Hire Fee.

**5. Additional Terms & Conditions:**

- a. The Hirer acknowledges that it is their responsibility to comply and ensure your guests or invitees comply at all times with the Rockhampton Museum of Art Conditions of Entry.
- b. You must comply with, and ensure that your guests or invitees comply with any reasonable directions given by Rockhampton Regional Council (RRC) or RMOA staff.
- c. Upon the Hirer's or their guests or invitee's non-compliance with the following;
  - i. the reasonable directions given by Rockhampton Regional Council or Rockhampton Museum of Art staff;
  - ii. the Rockhampton Museum of Art Conditions of Entry; or
  - iii. any of these Terms and Conditions, RMOA may, by providing written notice to the Hirer, immediately cancel the Party, and the Hirer will not be eligible for any refund or reimbursement of the Hire Fee.
- d. The Hirer is responsible for the supervision of any children in attendance at the Party which includes ensuring adequate numbers of parents or carers (subject to the number, age and abilities of the children) are in attendance at the Party at all times.
- e. The submission of this Party Booking Form does not imply that the booking is confirmed. This is a registration of interest only. The Hirer's booking is not confirmed until the Hire Fee and all other fees and charges are paid in full.
- f. If RMOA receives two or more bookings for the same timeslot, the booking for which full payment is first received will be confirmed and the timeslot will be unavailable to other prospective hirers.

<b>Payment</b>		<input type="checkbox"/> Credit Card (in person or over the phone)
Hire Fee	\$490.00	
Equipment Fee/Cleaning Fees	\$Price on application	
*Additional Children (subject to availability)	\$16.00pp	
<b>Total</b>	\$	

Hirer Acceptance:

- I agree to abide by the Party Details and Terms and Conditions as outlined above.
- I hereby agree to use the room only for the purpose listed above and to make full payment to Council for any damages, breakages or loss of equipment resulting from this hire.
- I understand that I must leave the room free of rubbish and food waste and that I will be charged a fee if RMOA staff are required to clean up rubbish and food waste that I or my guests and invitees bring into the Venue.

Hirer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

