

Venue Hire Application & Agreement Form

South West Music Regional Conservatorium (SWMRC) offers studio and performance spaces for hire to individuals, organisations, and community groups for a variety of purposes—including meetings, workshops, performances, and events. Whether for musical activities or general use, our facilities provide a flexible and welcoming environment in support of community engagement and creativity.

Hirer Details

Name of Hirer / Organisation: _____

Status (non-profit, private): _____

ABN (if applicable): _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Event Details

Event Purpose: _____

Room(s) required: ☐ Main Auditorium ☐ Studio(s) ☐ Other: _____

Event Date(s): _____

Start Time: _____ . End Time: _____

Estimated Attendance: _____

Facilities/Equipment Required

Please tick all that apply:

- ☐ Chairs – number requested _____
- ☐ Grand Piano
- ☐ Stage
- ☐ Music Stands
- ☐ Kitchenette Access
- ☐ Other (please specify): _____

Insurance and Compliance

Do you have public liability insurance? _____

A copy of the Certificate of Currency for Public Liability Insurance will need to be provided no later than 1 week prior to the event date

Will children be present at the event? _____

*If children are present, the hirer must ensure that adequate supervision is provided at all times and that **Working With Children Checks** are held by relevant personnel, in accordance with NSW law.*

Terms & Conditions of Hire

By submitting this form, the hirer agrees to the following terms:

1. Fees

Venue hire fees are charged in accordance with the South West Music Regional Conservatorium Fees Schedule. A booking is not confirmed until all applicable fees are paid, unless otherwise agreed in writing.

2. Condition of Venue

The venue must be left clean, tidy, and in the same condition as it was found. All rubbish must be removed or placed in designated bins, and any furniture or equipment used must be returned to its original position.

3. Damages & Issues

Any damage to the premises, equipment, or facilities, as well as issues with access or changes to intended usage, must be reported immediately to South West Music Ltd (SWML).

4. Access & Security

The hirer is responsible for ensuring the venue is secure upon departure. Access arrangements will be confirmed upon booking.

5. Supervision of Children

If children are present, the hirer must ensure that adequate supervision is provided at all times and that Working With Children Checks (WWCC) are held by relevant personnel, in accordance with NSW law.

6. Insurance

Hirers must hold appropriate Public Liability Insurance, or acknowledge that they accept full responsibility for any incidents that occur during their use of the venue.

7. Cancellations

Cancellations must be made in writing with reasonable notice. SWML reserves the right to charge cancellation fees or retain part of the hire fee where insufficient notice is given.

8. Right of Refusal

SWML reserves the right to refuse or cancel any booking that it deems inappropriate or in conflict with its values, operations, or availability.

9. Alcohol

No alcohol is to be consumed or allowed on premises.

Declaration

I, the undersigned, have read and agree to the Terms & Conditions of the Venue Hire and confirm that the information provided is true and correct.

Name: _____ Signature: _____

Date: ____/____/____