

## Conditions of hire

### 1. *COVID Safe information*

- 1.1 The Hirer is responsible for ensuring guests, caterers, and staff follow COVID Safe guidelines during the event, this includes not exceeding the agreed upon attendees.
  - 1.2 The Hirer is responsible for sending [UQ Art Museum's COVID Safe Visitor Guidelines](#) to guests 7 days prior to event.
  - 1.3 The University of Queensland Art Museum (UQ Art Museum) has the right to alter or cancel your event at any time to meet any changes made to the [Queensland Government COVID Safe guidelines and restrictions](#) and [UQ COVID-19 requirements](#). This includes maximum guest capacity.
  - 1.4 UQ Art Museum staff will only admit the agreed number of guests into the building.
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### 2. *Approval of functions*

- 2.1 All functions are subject to the final approval of UQ Art Museum.
  - 2.2 UQ Art Museum has the right to determine the number of UQ Art Museum staff required to be present for your event. Staffing fees are outlined in the 'Museum Hire Fees' document.
  - 2.3 Events outside of the standard Art Museum opening hours (10am-4pm) require a minimum of 2 UQ Art Museum staff. See Hire Fees for indicative staff costs. The primary duty of UQ Art Museum's staff is to ensure the safety of artworks during your event. The Hirer is responsible for the management of all other aspects of the event, including booking and liaising with catering.
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### 3. *Artworks*

- 3.1 UQ Art Museum is not able to change, alter, or move, any artworks exhibited in our Gallery spaces for your event.
  - 3.2 UQ Art Museum is unable to hang artworks on request.
  - 3.3 UQ Art Museum may have artworks featuring audio in the exhibitions. UQ Art Museum is unable to turn artwork audio down or off for your event unless it takes place outside of UQ Art Museum's opening hours.
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### 4. *Release*

- 4.1 To the extent permitted by law, the Hirer releases UQ Art Museum from all liability, losses and costs that may be suffered in connection with hiring the venue.
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### 5. *Indemnity*

- 5.1 The Hirer indemnifies UQ Art Museum against all losses and costs excluding indirect and consequential losses and costs that are suffered as a direct result of or directly in connection with:
  - a) Hiring the venue;
  - b) By a breach of the conditions by the Hirer;
  - c) Any claims made by members of the public, arising directly through the hiring of the venue, including, claims for personal injury, property damage, or death. It is not necessary for UQ Art Museum to incur expense or make payment before enforcing a right of indemnity conferred by this agreement. Each indemnity given by the Hirer in this agreement is a continuing obligation,

separate and independent from the Hirer's other obligations and survives the termination of this agreement.

- 5.2 The Hirer hires the venue at their own risk. UQ Art Museum takes no responsibility for any damage to equipment placed in the venue by the Hirer.

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## 6. *Venue hire fees*

- 6.1 Functions must not exceed the approved finish time. Should this happen, the Hirer may be charged additional staff fees.
- 6.2 Functions held on weekends may attract an additional surcharge.
- 6.3 Functions which extend beyond our standard opening hours will incur staff fees.
- 6.4 Quotes vary depending on the scale and nature of each individual function and the resources required by UQ Art Museum staff to implement the function.

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## 7. *Payment and booking*

- 7.1 To secure a booking the Hirer must complete an Enquiry Form through the Art Museum website, sign and return the Conditions of Hire and sign their provided quote.
- 7.2 The Hirer is required to provide a [PF100 Form \(Permission to Consume Intoxicating Liquor on Site\)](#) (if required), floor plan and run sheet 14 days prior to event.
- 7.3 Guest numbers must be finalised at least seven days prior to the function.
- 7.4 If the number of guests attending the function exceeds the maximum number for the space, the Hirer will undertake all reasonable efforts to work with UQ Art Museum staff to ensure the health and safety of all

people and objects in the space, this may include reconfiguration of space or limiting guests. This is a University requirement.

- 7.5 If your event takes place outside of museum opening hours, prior approval from UQ Art Museum is required before booking confirmation.
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## 8. *Smoking*

- 8.1 Smoking is not permitted on the University of Queensland grounds. This includes inside UQ Art Museum.
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## 9. *Set-up and pack-down*

- 9.1 Bump in and bump out times for your event must be discussed and approved by the UQ Art Museum Engagement team. Bump out must be completed on the same day of the function.
  - 9.2 The affixing of any items onto the walls of UQ Art Museum is not permitted unless otherwise approved. This includes the pinning, gluing, taping, or sticking items to surfaces.
  - 9.3 The placement of any freestanding equipment, including signage, banners, and structures, must not compromise the security and/or safety of any artwork or people.
  - 9.4 Should the Hirer wish to bring large-scale equipment into UQ Art Museum, special permission must be granted.
  - 9.5 All electrical equipment, including leads, must be installed, and maintained according to Workplace Health and Safety requirements.
  - 9.6 A UQ Art Museum representative reserves the right to be present at all meetings held at UQ Art Museum between the Hirer and external suppliers.
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## 10. *Photography*

- 10.1 Photography is not permitted within UQ Art Museum without prior consent from UQ Art Museum staff. For more information contact the Engagement Team: [artmuseumbookings@uq.edu.au](mailto:artmuseumbookings@uq.edu.au).
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## 11. *Parking and transport*

- 11.1 Parking and transport arrangements are the responsibility of the Hirer. A range of parking and transport options are available and further information is available on the UQ Art Museum website.
- 11.2 Please contact UQ Security ([seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)) if you need to organise parking permits for your event.
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## 12. *Media*

- 12.1 The UQ Art Museum Engagement Team must be notified of any possible media presence at the function prior to the event day. Certain guidelines apply and must be adhered to in terms of reproducing images taken within UQ Art Museum.
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## 13. *Security*

- 13.1 The UQ Art Museum staff are the representatives of UQ Art Museum and responsible for the security and safety of The University of Queensland Art Collection, displayed artworks and UQ Art Museum's property. Their instructions are to be adhered to by patrons at all times.
- 13.2 The University of Queensland Security Officers are the only security personnel authorised to operate within UQ Art Museum. If you have additional security needs for your function, contact the UQ Art Museum Engagement team: [uqartmuseumbookings@uq.edu.au](mailto:uqartmuseumbookings@uq.edu.au).

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## 14. *Catering and responsible service of alcohol*

- 14.1 The bump in (i.e., set up) and bump out (i.e., pack up) times of caterers must be discussed and approved by the UQ Art Museum Engagement team.
- 14.2 If the Hirer intends to serve alcohol at the function they must obtain approval from UQ Security by completing and lodging a [PF100 Form \(Permission to Consume Intoxicating Liquor on Site\)](#)
- 14.3 The Hirer is responsible for the organisation and cost of catering.
- 14.4 Food and drink must not be taken into the gallery spaces.
- 14.5 The use of open flames within UQ Art Museum is strictly prohibited. The Hirer must advise caterer/s of this at the time of booking. UQ Art Museum is equipped with a VESDA (Very Early Smoke Detection Alarm) system. Any open flames, excessive smoke or heat will trigger these alarms.
- 14.6 UQ Art Museum has a responsibility to ensure the safety of patrons and artworks within the building at all times. Should any guests exhibit unruly behaviour, UQ Security personnel have the right to remove these guests from the premises.

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## 15. *Cancellation & postponement*

- 15.1 Please notify UQ Art Museum at least one week prior if your event is cancelled or rescheduled.

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## *Public liability insurance*

The University has Public Liability Insurance that covers any incident that may lead to a damages claim and for which the UQ Art Museum and its staff are deemed responsible. This insurance does not extend to venue hirers for incidents that may be attributed to actions/ arrangements taken/made by the hirer. Accordingly, it is

strongly recommended that the hirer have in place insurance to meet this risk exposure.

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***Acknowledgment and acceptance of conditions of hire***

I, .....,

(print full name) on behalf of

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(print full name of organisation making venue hire application)

acknowledge that by signing this 'Conditions of Hire' form that I have read, understood, and accepted, on behalf of the above-named venue hire applicant, the conditions set out therein.

.....

***Signature***

.....

***Date***

UQ Art Museum

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