



QUAD HIRE FORM

Please complete the form below to lodge an enquiry about holding an event in the Quadrangle. The Placemaking Officer will endeavour to get back to you within one week.

Contact Name

Contact Email

Contact Phone

Organisation

Are you a not for profit or community organisation?

ABOUT THE EVENT

Name of event

Event date

Event time

Description of event

Number of people expected

Alcohol to be served?

Do you require a PA?

Do you require event crew?

Public Liability Insurance?

Do you require technical assistance?

Do you require access to electricity?

Do you require access to the Lismore Regional Gallery event space or kitchen?

I accept the Hire Terms and Conditions listed below.

Signed

Date

QUADRANGLE HIRE TERMS AND CONDITIONS:

The Quadrangle is available for hire subject to the following:

1. Insurance: All hirers must have public liability insurance which needs to be sighted by Quadrangle management to confirm your booking.
2. Event crew: If event crew are required they will need to be booked in advance through a third party supplier. The Placemaking Officer is your venue liaison contact, but is not responsible for running your event.
3. Liquor licence: Slate café has a liquor licence and can serve alcohol during your event in the licensed area if previously arranged. If you require alcohol to be served for a major event in the Quadrangle precinct then event organisers are responsible for arranging their own liquor licence and managing all associated risk.
4. The grounds of the Northern Rivers Conservatorium are not part of the Quadrangle and are not to be used for Quadrangle events unless permission has been previously granted from Conservatorium management.
5. Noise curfew: Slow down music at 10.30pm; turn off music at 11pm.
6. Slate café: The tables and chairs of Slate café are for patrons of the café only and not for Quadrangle patrons or general public use.
7. Rubbish: Permanent bins are available but they are limited. All rubbish must be removed from the Quadrangle after your event. If event bins are required then they will need to be hired at an additional cost. The Quadrangle must be left in the same state as it was upon your arrival.
8. Toilets: The Lismore Regional Gallery toilets are open from 10am to 5pm, Tuesday to Sunday. However if your event is for more than 50 people or held outside these hours you will need to hire additional toilets.
9. Booking: This form must be filled out one month prior to the event date unless otherwise previously agreed upon in writing. The Placemaking Officer will endeavour to get back to you within two weeks of receiving the form at which point, if accepted a dually signed form will be emailed to you to confirm your booking.
10. Event cancellation and wet weather: The Quadrangle is an outdoor event space and there is no wet weather option. Booking fees can only be refunded if the cancellation is within two weeks of the booking, or if there is an extreme weather event.
11. Rates and availability: These are subject to change unless an approved booking form has been received. All funds must be paid two weeks prior to the event occurring.
12. Unforeseen changes: If the premises becomes unavailable due to unforeseen circumstances, you will be notified in writing and fees will be refunded.
13. Bond: A \$500 bond is required to hold your booking via credit card. This is required to be held until an inspection of the venue has been carried out at the conclusion of the event.
14. Driving on the grass is only allowed if agreed prior with the Placemaking Officer.
15. All event organisers must provide their own event crew and technical equipment unless agreed prior with the Placemaking Officer.
16. The information provided on advertising material, the website, over the phone or in person is up-to-date at the time of compilation, however, as this information is subject to change, we cannot take responsibility for any inaccuracy or misrepresentation contained in separate publications. We endeavour to provide you with accurate information about the Quadrangle.
17. Pets: Are allowed only after approval by Quadrangle management.
18. Photography: The Quadrangle requests five images of your choice from your event to be used for updates on the website and advertising.
19. Temporary structures: Are the responsibility of the hirer and will need to meet compliance and Australian standards. It is the responsibility of the hirer to ensure all temporary structures are weighted and tethered appropriately.

Quadrangle management has the absolute right to refuse a booking and/or refund fees paid at their discretion.

Disclaimer: The Quadrangle does not accept liability in contract for any injury, damage, loss, delay, additional expenses, inconvenience or other events caused directly or indirectly, which are beyond our control.