

1. APPROVAL OF FUNCTIONS

1.1 All functions are subject to the final approval of The University of Queensland Art Museum (UQ Art Museum).

2. RELEASE

2.1 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.

3. INDEMNITY

3.1 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.
- 3.2 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.

4 VENUE HIRE FEES

4.1 Functions must not exceed the approved finish time without prior arrangement. Should this happen the hirer will be charged an additional fee.

4.2 Functions held on weekends attract an additional surcharge.

4.3 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.

5. PAYMENT AND BOOKING

5.1 Final booking confirmation is required from the Hirer seven days prior to the function to secure venue hire.

5.2 Guest numbers must be finalised at least seven days prior to the function. UQ Art Museum reserves the right to restrict the number of guests attending a function if they exceed the prearranged total.

5.3 Bookings of over 80 guests must be negotiated with the Visitor Services Officer.

6. SMOKING

6.1 Smoking is not permitted within UQ Art Museum.

8. SET-UP & PACK DOWN

8.1 Set up in UQ Art Museum is not permitted until 4.00pm on the day of the function. Bump out must be completed on the same night before 9.30pm.

8.2 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 of items.

8.3 The placement of any freestanding equipment, including signage, banners and structures, must not compromise the security and/or safety of any art work.

8.4 The use of open flames within UQ Art Museum is prohibited.

8.5 Should the Hirer wish to bring large-scale equipment into UQ Art Museum, special permission is required.

8.6 All electrical equipment, including leads, must be installed and maintained according to Workplace Health and Safety requirements.

8.7 Please note that exhibitions held at UQ Art Museum change on a regular basis, the configuration of gallery spaces and exhibition objects displayed within them varies from time to time.

8.8 A UQ Art Museum representative reserves the right to be present at all meetings held at the Gallery between the client and external suppliers.

9. PHOTOGRAPHY

9.1 Photography is not permitted within UQ Art Museum without the prior consent of UQ Art Museum staff.

10. EXHIBITION TOURS

10.1 Provision of guided tours is subject to availability of staff.

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.

12. MEDIA

12.1 The Visitor Services Officer must be notified of possible media presence at the function as certain guidelines apply and must be adhered to in terms of reproducing images and operating within UQ Art Museum.

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 art works and UQ Art Museum's property, their instructions are to be adhered to at all times.

13.2 The University of Queensland Security Officers are the only security personnel authorised to operate within UQ Art Museum. The Visitor Services Officer must be contacted if you have additional security needs for your function.

14. CATERING & RESPONSIBLE SERVICE OF ALCOHOL

14.1 Please allow a minimum of 30 minutes from the conclusion of catering service to when guests depart the UQ Art Museum. For example, if your function is advertised as running from 6.00pm to 9.00pm, catering must cease at 8.30pm.

14.2 If the Hirer intends to serve alcohol at the function they must obtain approval by completing and lodging an Application for Permission to Keep or Consume Intoxicating Liquor on Site form.

14.3 The hirer is responsible for the organisation and cost of catering.

14.4 Food and drink must not be taken into gallery spaces.

14.5 UQ Art Museum has a responsibility to ensure the safety of patrons and artworks within the building at all times. Should a guest be restricted alcohol service due to unruly behaviour, UQ Security personnel have the right to remove these guests from the premises.

15. CANCELLATION OF FUNCTION

If your event is cancelled or moved to an alternative venue you must contact the UQ Art Museum immediately so that your booking can be cancelled and that time slot made available..

16. PUBLIC LIABILITY INSURANCE

UQ Art Museum 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.

17. ACKNOWLEDGMENT AND ACCEPTANCE OF CONDITIONS OF HIRE

I,.....,
(print full name) on behalf of

.....
(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

**The University of Queensland
Art Museum**

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Opening hours

Free entry
Mon, Tues, Thurs, Fri, Sat 10am – 4pm | Open till 8pm on Wed
Closed Sundays & Public Holidays