

**Morayfield Sport & Events Centre and South Pine Indoor Sports Centre**  
**Conditions of Hire**

Criterion	Conditions
<b>'Booking Application' Requirements</b>	
<b>'Booking Application' Form</b>	<p>Hirer to provide supporting documents to accompany the 'Booking Application' form:</p> <ul style="list-style-type: none"> <li>• Current public liability insurance policy to the minimum value of \$20,000,000.</li> <li>• Risk Management Plan, prepared by a suitably qualified person which includes hirers emergency and evacuation procedures.</li> <li>• Name of first aid officer(s) and a copy of their current first aid and CPR certificate.</li> <li>• Evidence of charity or incorporated association status (if applicable).</li> <li>• Copy of the performers/organisation's APRA license (if applicable).</li> <li>• Events only: <ul style="list-style-type: none"> <li>○ Event Plan detailing requirements for bump in, event and bump out including run sheet/program, equipment, access requirements, power, water, VIPs.</li> <li>○ Mud Map detailing where equipment will be set up, electrical requirements, including measurements if specific to event requirements, clearance of fire exits, entry and exits.</li> </ul> </li> </ul> <p>Venue Management reserve the right to accept or refuse any booking.</p>
<b>Amendment</b>	Should an amendment be required, a 'Booking Amendment' form must be completed and submitted for consideration.
<b>Authorised Representative</b>	<p>The person completing the 'Booking Application' form, and whose signature appears on the form is listed as the organisations 'Authorised Representative' and they must be over 18 years of age.</p> <p>If the 'Authorised Representative' changes, new documentation is to be signed and submitted.</p>
<b>Booking Requirements</b>	The hirer is entitled to use the part (or parts) of the venue specified and approved on the 'Booking Application' form. Access to change rooms (SPISC only) or referee access must be specifically requested on the same form.
<b>Cancellation</b>	<p><b>Booking Cancellation (by Hirer)</b> - written notice of cancellation must be provided at least 30 days before the booking date. Cancellations within 30 days may result in fees or retention of the full hire amount. The bond will be refunded. Refunds require approval from Venue Management.</p> <p><b>Booking Cancellation (by Venue Management)</b> - Venue Management reserves the right to cancel a booking at any time by notifying the hirer in writing. If Venue Management cancels the booking through no fault of the hirer, any amounts paid by the hirer will be credited or refunded.</p>
<b>Confirmed booking</b>	A booking is confirmed when all fees are paid and all necessary forms including supporting documents are completed and returned to Venue Management. The booking will be confirmed by a 'Booking Confirmation' letter.
<b>Court Hire</b>	<p>Courts will be allocated at the discretion of Venue Management and may be reassigned as needed.</p> <p>Court Hire is inclusive of the standard set up of the nominated sport and seating configuration.</p>
<b>Events</b>	Venue Management reserves the right to advise of changes that must be made to the Event Plan. The hirer must always comply with the approved Event Plan and Mud Map.
<b>Fees and Charges</b>	<p><b>Regular hirers</b> - For hirers with regular room hire or court hire bookings, the hirer will be invoiced in advance at the beginning of the month with payments being made to Venue Management. Bookings will be cancelled if fees and charges have not been paid by the due date.</p> <p><b>All other hirers</b> - Payment is due in full at least 30 days prior to the booking hire date. The booking is confirmed when all fees are paid (including bond if applicable) and all necessary forms are completed and returned to Venue Management. Bookings will be cancelled if fees and charges have not been paid by the due date.</p> <p><b>Bond</b> - Venue Management reserves the right to apply and use a bond to cover any damages or claims during the hire period without prior notice. Any unused portion of the bond will be</p>

	refunded to the hirer within 30 days after the end of the hire period.
<b>Hire period</b>	<p>Adequate time must be booked to include set up, event and pack down (including cleaning time and returning furniture/equipment to original location).</p> <p>Access to the facility and storage of items outside of the booked times will not be permitted.</p> <p>Bookings outside standard business hours may be available at the discretion of Venue Management.</p>
<b>Insurance</b>	<p>The hirer must provide evidence of a current public liability insurance policy to the minimum value of \$20,000,000.</p> <p>The hirer must maintain sufficient contents insurance for the hire period/s for all their equipment, goods, appurtenances, and other items in the venue against such risks including loss or damage to by theft, fire, wind, storm, flood, impact, tempest, fusion, malicious acts, explosion and earthquake for their full replacement value.</p> <p>The hirer shall be liable for and will indemnify Venue Management and City of Moreton Bay for any claim, loss, damage or injury to equipment or property arising from the use of the venue.</p> <p>Hirers must ensure that any third party providing entertainment or activities has adequate public liability insurance and any other relevant insurances.</p>
<b>Over-runs</b>	Should extenuating circumstances occur, booking time over-runs will be considered at the discretion of Venue Management. Additional fees will be applicable, inclusive of both venue hire and staff overtime.
<b>Pre booking meeting</b>	A pre-booking meeting may be required onsite with Venue Management prior to all bookings.
<b>Tentative booking</b>	Tentative bookings are not offered.
<b>Venue use rights</b>	Hirers shall not assign the right of use to any other person or organisation.
<b>General Terms and Conditions</b>	
<b>Advertising</b>	No advertising material may be displayed or distributed at the venue or its surrounds without prior written consent from Venue Management.
<b>Alcohol</b>	<p>Alcohol brought by external hirers or attendees is strictly prohibited within the venue and its surroundings, including car park areas.</p> <p>MSEC only - MSEC is a licensed venue and must adhere to the terms and conditions of the licence and must comply with the legislation defined by the State Government's Liquor Licensing Division.</p> <p>If alcohol is served, the hirer may need to provide crowd control and cover the courts with protective flooring.</p> <p>Alcohol service requires written consent from the hirer and is only available from the Kiosk/Canteen.</p> <p>Glass is not allowed on the courts, and alcohol is prohibited at junior events or junior sporting activities.</p>
<b>Animals</b>	<p>Animals, excluding certified guide, hearing, or assistance animals under effective control, are not allowed in the venue without prior written consent from Venue Management.</p> <p>A bio-security management plan may be required at Venue Management discretion for events with animals.</p>
<b>ATM and Money Facilities</b>	Hirers cannot store money onsite. Onsite money exchange, EFTPOS money-out services, and arranging ATM facilities are not permitted.
<b>Car Parking</b>	Hirers must ensure all vehicles related to their activity comply with parking signage, avoid vehicle obstruction to facility access or neighbouring areas, and park legally without blocking pedestrian access, emergency bays, taxi zones, delivery points, or staff parking.
<b>Centre Rules</b>	The hirer agrees to ensure all organisation representatives and participants abide by the 'Centre Rules' which are displayed at the entry to the venue.
<b>Children</b>	<p>All children/minors are the responsibility of the hirer/parent/guardian/appointed carer. Children under 13 years of age must always be accompanied by a responsible adult.</p> <p>The Commission for Children and Young People and Child Guardian Act 2000 requires employees of people in regulated employment, and people carrying on regulated businesses to develop</p>

	<p>and implement an annual written risk management strategy to promote the well-being of children and protect them from harm.</p> <p>Hirers whose activities include children less than 18 years of age must comply with current legislation regarding Working with Children, including blue card requirements and risk assessments, unless the child's parents are on the premises.</p>
<b>Cleaning</b>	<p>The hirer must clean the hired space before departing (including change rooms, court, grandstand, rooms, seating areas, showers, toilets and viewing towers), including removing rubbish and foreign matter, and addressing any spillages (including blood in line with Queensland Health requirements).</p> <p>Rubbish is to be placed into bins provided. Cleaning fees will apply for any spaces left untidy.</p> <p>Additional fees will be applicable in the instance that excessive court cleaning is required to bring the facility back to competition standard.</p>
<b>Conditions of Entry</b>	The hirer agrees to ensure all organisation representatives and participants abide by the 'Conditions of Entry' which are displayed at the entry to the venue.
<b>Damage</b>	The hirer agrees to report damage to Venue Management and pay the cost of repairing or making good any damage to the Centre and/or equipment or part thereof arising from their event or caused by the hirer's participants or attendees.
<b>Electrical</b>	<p>Prior written approval from Venue Management is required for the use of electronic equipment.</p> <p>The hirer must comply with the Electrical Safety Act 2002, Review of the Electrical Safety Act 2002, The Electrical Safety Regulation 2013, and codes of practice.</p> <p>The hirer must ensure all power cables are covered by cable covers and all power cords have a current test and tag label showing.</p>
<b>Equipment</b>	<p>If a ball gets stuck in any venue fixtures, the hirer must notify Venue Management. Self-removal is prohibited. Retrieval by Venue Management may not be possible until a later date.</p> <p>Hirers must use only the Centre's onsite equipment and obtain prior approval from Venue Management before bringing any other equipment into or near the venue. Fridges/freezers are not permitted.</p> <p>Special offsite equipment can be arranged through Venue Management at the hirer's expense, using an approved supplier.</p> <p>Venue Management will ensure that, as far as practical, all Venue Management equipment including electrical items and resources are maintained in good working order.</p> <p>Venue Management shall take no responsibility for any loss or damage caused to the hirer for an unforeseen fault or failure of equipment during a period of hire (including electricity supply, lighting, scoreboards etc.).</p> <p>Storage facilities for equipment are not available. Hirers are not permitted to store equipment or items onsite or access venue storage areas.</p> <p>No fixings, fittings or furnishings of the venue may be altered and/or moved.</p>
<b>Exclusivity</b>	<p>Where the entire venue is not booked, Venue Management reserves the right to permit any other portion of the venue to be hired for any other purpose at the same time.</p> <p>Venue Management supports long-term facility hire but does not allow permanent lease or license bookings to ensure accessibility for the wider community and major events.</p>
<b>Feedback</b>	<p>MSEC - All disputes, complaints or constructive feedback is to be directed in writing to Venue Management or via a feedback form.</p> <p>SPISC - All disputes, complaints or constructive feedback is to be directed in writing to Venue Management or through the 'see through your eye's' QR code displayed throughout the venue.</p>
<b>Fire Safety</b>	The hirer is responsible for ensuring all staff and volunteers are briefed in the venue's emergency evacuation procedures and locations of firefighting equipment.

	The hirer must ensure all fire exits and fire evacuations routes are always kept clear and free from obstructions. Fire exit doors and egress must always have a minimum of 2m clear path throughout the hire period.
<b>First Aid</b>	<p>The hirer must provide a qualified first aid officer for the duration of the booking who is responsible for all accidents and incidents. The first aid officer cannot hold any other role during the booking that would prevent them from fulfilling their duties as the first aid officer, including participating in any sport or activity.</p> <p>They must sign the first aid register upon entering and leaving the venue and the hirer must leave the first aid room in a clean and tidy condition at the end of the days booking.</p> <p>The first aid room is reserved exclusively for first aid purposes. The hirer must provide appropriate first aid equipment as Venue Management does not supply any.</p> <p>All first aid incidents must be promptly reported to Venue Management, documented on an Incident Report form, with a copy provided to Venue Management before the booking concludes.</p> <p>In case of an ambulance being called, immediate notification to Venue Management Duty Manager is required. The hirer is responsible for ensuring that emergency services are met by an organisation representative and directed to ramp and venue access areas.</p>
<b>Floor Surfaces</b>	<p>Prior written approval from Venue Management is required for anything placed on timber floors. The hirer may be required to install protective matting on timber floors at the cost of the hirer.</p> <p>The Hirer must protect the timber court flooring throughout the booking, ensuring that appropriate footwear is worn and that high heel shoes are not permitted.</p>
<b>Food and Beverage</b>	<p>Venue Management has exclusive rights to all catering requirements.</p> <p>Catering should be arranged at the time of booking utilising the onsite café or catering menu options. Final catering requirements are due 14 days prior to the booking date.</p> <p>Self-catering and food from commercial food outlets both inside and outside of the centre is prohibited.</p> <p>Food vans and external catering may be arranged at the discretion of Venue Management utilising Venue Management's approved suppliers only.</p>
<b>Fundraising</b>	MSEC only - No fundraising activities shall be undertaken in or surrounding the immediate vicinity of the venue without the prior written consent from Venue Management. No game of chance or skill, sweepstakes or any lottery shall be conducted in or surrounding the venue without the prior written consent from Venue Management.
<b>Media</b>	Venue Management must be advised with sufficient notice if any media outlets are attending the venue.
<b>Music</b>	Hirers must obtain an Australasian Performing Rights Association (APRA) license to play, communicate, or reproduce music and comply with Australasian Performing Rights Association.
<b>Noise</b>	<p>The Hirer is responsible for adhering to all legislative requirements, including preventing any nuisance or undue disturbance to neighbouring residents, such as excessive noise.</p> <p>Noise levels must comply with all applicable legislative standards. For large events with amplified sound, a noise management plan must be submitted.</p> <p>MSEC - The Morayfield Sport &amp; Events Centre is a licenced venue and must adhere to the terms and conditions of the liquor licence and must comply with the legislation defined by the State Government's Liquor Licensing Division.</p>
<b>Photography/Videography</b>	<p>Commercial photography/videography is only permitted if the Hirer receives the written consent from Venue Management.</p> <p>Photography/videography is not permitted in bathroom and change room facilities.</p>
<b>Prohibited Areas</b>	The office, kiosk and kitchen areas are strictly for Venue Management access only. Kiosk microwaves, refrigerators, freezers, and equipment are not available for use by hirers.
<b>Prohibited Items</b>	Venue Management reserves the right to inspect and restrict the use of eskies and bags. The hirer must ensure no alcohol or glass enters the venue and is responsible for checking bags and eskies for prohibited items upon entry.

	<p>Decorations must not be affixed in any way that damages the venue (e.g., floors, walls, windows). Prohibited decorations include glitter, rice, confetti, rose petals, sand, and other substances like chalk, resin, or talcum powder. Open flames, such as candles and lanterns, are also prohibited.</p> <p>Illicit drug use in or surrounding the venue is not permitted.</p>
<b>Retractable Grandstand Seating</b>	<p>The retractable grandstand seating must only be operated by Venue Management.</p> <ul style="list-style-type: none"> <li>To ensure patron safety, the hirer must strictly monitor the use of retractable grandstands, ensuring participants do not access behind or underneath them, climb or hang from handrails, or run up or down the stands.</li> </ul>
<b>Safety</b>	<p>Hirers must ensure the safety of their members, participants, and visitors by always supervising them and ensuring they comply with 'Conditions of Hire', 'Centre Rules' and 'Conditions of Entry'.</p> <p>At the start of the hire, the hirer must report any venue defects/safety issues to Venue Management. Otherwise, the hirer acknowledges the venue is in suitable and clean condition for their event to proceed.</p> <p>The hirer must cover and mark sharp equipment to prevent injuries. The venue must be returned clean and in good repair at the end of the hire period.</p> <p>The hirer must prevent any person/any item (including rubbish, stores, stands, equipment, furniture) from blocking walkways or passages within the venue, including the ends of courts during games and the repositioning of pre-set seating.</p> <p>All hirers are expected to follow safe work practices as prescribed under relevant legislation and are to make every effort to reduce the risk of injury and potential incidents.</p> <p>All emergency services representatives, Venue Management and City of Moreton Bay employees, with identification, have the right to access any or all parts of the venue at any time.</p> <p>The signing of the 'Booking Application' form is on the basis that the hirer accepts full responsibility for activities undertaken at the activity, and for ensuring acceptable risk management techniques are practiced.</p> <p>The hirer will comply in every respect with the regulations relating to public buildings and overcrowding, and obstruction of passages, corridors, and emergency entry/exit points. Any person causing an offence against such regulations shall be at risk of being removed from the venue.</p>
<b>Security</b>	<p>Security may be required for events with over 300 attendees or where alcohol will be consumed or events deemed 'high risk' by Venue Management.</p> <p>Security arrangements will be managed by Venue Management, billed to the hirer accordingly and will not monitor/be responsible for any damage/loss to the hirer's property.</p>
<b>Smoking</b>	<p>Smoking including the use of E-Cigarettes (vaping) is banned at and within 10 metres of the venue.</p> <p>MSEC - Smoking is permitted in the Designated Outdoor Smoking Area (DOSA).</p>
<b>Wheels/Skating</b>	<p>MSEC - Wheels/skating are not permitted in the venue.</p>