



Beautesert & District Tennis Association Inc. Venue Hire Agreement

Please note that the absolute maximum number of people allowed in the hall is 110 but we recommend anything from 40 - 90

VENUE HIRE RATES

Day -	\$25.00 / hour (minimum of 2hr hire)
Half Day -	\$70.00
Full Day -	\$150.00
Night/Functions -	\$150.00

STANDARD CONDITIONS OF HIRE

1. Applications for hire must be made by persons over 18 years of age
2. This application form **MUST** be completed and submitted 10 working days prior to the proposed event/activity
3. Provisional bookings are held for 7 days **ONLY**.
4. A deposit of \$100.00 is required with application to confirm a booking. You have a further 5 days in which to cancel;
 - o Cancellations after this time will result in your deposit being forfeited. The balance must be paid at least 5 days before the agreed rental time (by cash, direct deposit)
5. All clubs or organisation applying for venue hire must supply the names and addresses (including telephone numbers) of its presidents, Secretary and delegates of their club prior to commencement of hire.
6. The hirer agrees to use only that part of the facility nominated in the user agreement form for which a fee will be invoiced.
7. Sub-rental by hirers, which has been allocated the use of a particular facility, is prohibited. A hirer may not assign this agreement or part with possession of the facility under any circumstances.
8. Please note that the venue is not licensed for the sale of Alcohol.
9. It is the responsibility of the hirer/user to ensure that all people participating in the activity conduct the activity in an appropriate and responsible manner in accordance with any rules governing the activity and do not create a health or safety risk to themselves or other persons using or visiting the facility.
10. Any unsafe facilities/grounds must not be used and should be reported to Beautesert & District Tennis Association immediately.
11. All portable structures must be used in strict accordance with manufacturer's instructions/guidelines and be approved for use by Beautesert & District Tennis Association prior to the structure being used.
12. Amusement devices must be used in strict accordance with the manufacturer's guidelines and be approved for use by Beautesert & District Tennis Association.
13. Casual hire is normally a family party or private function e.g. a wedding and hirers cannot use the facility for more than a total of ten (10) days over any twelve (12) month period. (Casual hire excludes commercial/income producing hirers, incorporated bodies, sporting clubs or associations of any kind).



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14. Any other hirer/user must maintain a public liability insurance policy for a minimum of Ten Million Dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity. Any user that has employees engaged in activities at the facility must provide a copy of their Works Compensation Policy. Copies of these insurance must be provided to Beautesert & District Tennis Association prior to any use of the facility. Any organisation that engages the use of volunteers should have volunteer insurance.
15. The hirer shall indemnify Beautesert & District Tennis Association against all claims (if not otherwise covered by insurance) arising from the actions of the hirer of the facility by any person, club or organisation and also arising as a consequence of the breach of this agreement by the hirer or user.
16. Any electrical equipment that the user brings to the facility must be appropriately tagged by a certified person to complete with all OH&S requirements.
17. No internal changes, renovations or addition are to be made to Beautesert & District Tennis Association facilities without the prior written approval of Beautesert & District Tennis Association.
18. NO ADDITIONAL KEYS MAY BE CUT BY THE HIRER. A hirer or person nominated by the hirer may collect the key(s) and sign out/in the nominated key(s) at an arranged time.
19. All music played must be kept to a level that avoids disruption to nearby residential areas. All music must cease at MIDNIGHT. The facility and car park must be vacated by 1.00am.
20. The person or group signing the User Agreement shall be held responsible for the cleanliness of the facility this includes interior & exterior of the venue, bathrooms & toilets. Failure to leave the facility in a clean and safe condition will result in loss of deposit and/or hirer/users paying for a cost of cleaning the facility.
21. Should the facility not be left clean (inside and out) and in a safe condition at the completion of hire of the facility, Beautesert & District Tennis Association is entitled to recover the costs of any damages from the hirer and may in appropriate cases result in the termination of this agreement.
22. Beautesert & District Tennis Association will not be liable for the damage or loss of equipment brought and / or left on the premises. Each hirer must have their own contents insurance if cover for this item is required.
23. The hirer must obtain Beautesert & District Tennis Association approval for the erection of any signs within or outside the facility.
24. Nails, screws or any other fastening device are not to be driven in or attached in any way to the walls, floors, timberwork, ceilings, furniture or fittings.
25. The set/pack up of the tables and chairs is the responsibility of the hirer. Please return all chairs and tables to the allocated storage areas in a safe and neat fashion.
26. The emergency exits and walkways must be kept clear at all times.
27. Tables and chairs are not to be dragged across floor surfaces.
28. No smoking is allowed in Beautesert & District Tennis Association building or in the vicinity of any opening door or window that allows exposure to passive smoking.
29. When leaving the facility please ensure that you secure the building windows, doors etc.



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30. Beautesert & District Tennis Association may refuse any booking or cancel a booking without providing any reason to the hirer and shall in no way be liable for any loss or damage suffered by the hirer or any firm or corporation supplying any article or service to the hirer.
31. All rubbish must be removed from the premises after the activity.

INDUCTION FOR HIRERS

Hirers/User must familiarise themselves with the items listed below when arranging your event at this facility and advise those attending the event of the following;

- Safe access and egress points
- Emergency exits, evacuation plan and external assembly point
- Emergency contact numbers
- In case of fire call 000
- Fire extinguishers and fire protection equipment (example hose reels and fire blankets)

Remember to report to Beautesert & District Tennis Association any equipment fault or items considered a hazard to you or other users.

IMPORTANT! Please note that you and your guests use the building, grounds and car park entirely at your own risk. We also strongly encourage you to ensure that all children are supervised at all times.



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Name of Contact Person

Name of Organisation applying

Organisation Type (If applicable) Community Group ☐ Commercial Group ☐
Private Function ☐

Postal Address P/Code

Email

Phone Mobile

Booking Details: Prior to completing this form please phone Beautesert & District Tennis Association on 0411 489 404 to check availability and make a tentative booking relating to your desired venue.

Name of venue/room

Date/s requested

Regular hirers please tick all appropriate boxes. Note Hire Agreements need to be completed and return prior to your first hire each calendar year.

Date of commencement of hire Date ending

Weekly ☐ Monthly ☐ School Terms only ☐ Other

Jan ☐ Feb ☐ March ☐ April ☐ May ☐ June ☐

July ☐ August ☐ Sept ☐ Oct ☐ Nov ☐ Dec ☐

1st week ☐ 2nd week ☐ 3rd week ☐ 4th week ☐ 5th week ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐

Sunday ☐

Time of event Start time:am/pm Finish timeam/pm

Set up time am/pm Pack up time am/pm

Number of guests/participants

Public Liability Insurance (Please attach) Yes ☐ No ☐

The permit holder MUST provide a copy of their current public liability insurance policy which covers the event to the minimum level of \$10million per claim. This is a compulsory requirement.

Purpose of Hire/ brief description of event



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Do you have any other requirements? Yes ☐ No

If yes, please list

Additional terms and conditions (to be filled out on an individual basis)

Please list the names of any contractors and or service that you will be engaging as part of your event/activity e.g. catering, stalls, bands, amusement devices (insurance details and relevant documentation must be attach as per the conditions of hire

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IMPORTANT:

- ☐ The issuing of this permit is subject to:
- ☐ The permit holder agreeing to the general conditions of the Permit.
- ☐ The permit holder paying the prescribed fee.
- ☐ **The permit holder must provide a copy of their current Certificate of Currency Insurance for \$10m with each permit application.**

I/ We will be responsible for payment of the fees and charges for the hire of the facilities in accordance with the conditions of hire. Yes I/We have received, read and understand the standard conditions of hire and agree to convey the standard conditions to hire to members of our group.

Name Date

Position Signature.....

Name Date

Position Signature.....

OFFICE USE ONLY

Application received by:

Fee: \$

Permit Number:

Insurance attached: Yes / No

Permit approved: Yes / No

Health Officer Approval:

Works Requests:

Signed:

Date:

Version 1 dated 31/1/2018

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

Fire and Evacuation Plan

For Low Occupancy Buildings

Beaudesert Tennis Club

44 Bromelton St Beaudesert



Building Information	
Building Name:	Beauesert Tennis Club
Address:	44 Bromelton St, Beauesert
Building Owner:	Beauesert Tennis Club
Address:	As above
Phone Number:	
Email :	
Building Occupier:	Beauesert Tennis Club (Club President Darren Thorpe)
Address:	44 Bromelton Rd, Beauesert
Phone Number:	0414277018
Email:	beaueserttennisassoc@outlook.com

Persons responsible for administering the Building's Fire and Evacuation Plan
Darren Thorpe – Club President

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Darren Thorpe	
Phone Number:	0414277018	
Email:	Beaueserttennisassoc@outlook.com	

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
19/04/2019		

Evacuation Coordination Procedures	
Commencement Date:	19/04/2018
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Ring 000
Persons with special needs	Ensure everyone is out of the building

Emergency Evacuation Procedure

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

In the event of a fire, staff will:

- Investigate the fire situation.
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all occupants from the building.
- Account for all occupants at the assembly area.
- Ensure occupants do not attempt to re-enter the building until it is safe to do so.
- Meet the Fire Service and advise them of any information relevant to the emergency.

In the event of a fire or hazardous material emergency being located, staff will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.
- Attempt to extinguish the fire if safe to do so –

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. **Do not fight the fire if the following conditions exist:**

- *You have not been trained or instructed in using a fire extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly and might block your means of escape*
- *You don't have the proper equipment*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*

If the first attempts to put out the fire do not succeed, evacuate the building immediately.

- Meet the Fire Service on arrival and inform them of the situation. Even If the fire has been extinguished the Fire Service will still attend.

Method of operation of firefighting equipment and manually operated fire alarms

Call Qld Fire and Rescue on 000 and ask for Fire service

If competent and it is safe to do so use installed fire extinguisher.

Fire Extinguishers

1. Select appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Procedures for giving fire and evacuation instructions

For new employees:

- On day one of induction for any new employee the President of the Beaudesert Tennis Club will give **General Evacuation Instructions** and **First Response Instruction**.
- This instruction is to be recorded.
- **NOTE** The BFSR requires general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

Existing employees

- **General Evacuation Instructions** will be given annually and **First Response Instruction** biennially.
- Instruction will be given by the President of Beaudesert Club

Responsible person – evacuation coordination procedures:

- Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that.
- Evacuation coordination procedures will be given President of the Beaudesert Tennis Club and recorded.

Relevant 'Building Approval' Documents



Form 4

QUEENSLAND

FIRE SAFETY ACT 1974-1985

FIRE SAFETY REGULATIONS 1976

(Regulation 17)

CERTIFICATE OF APPROVAL

This Certificate of Approval (Registered No: G55226) is issued for premises located at:

Beaudesart Tennis Club
Boonah Road
Beaudesart 4285

for the purpose of the following use or uses:

Club Hall
Mens & Ladies Toilets

The plans identified below shall be read as one with this Certificate, being plans No's

Stamped QGS Interim Certificate G55226 - 2 Sheets

and on these plans are specified the several means referred to in Section 18(1) of this Act. The requirements imposed under Section 18(2) of this Act are as follows:-

1. The maximum number of persons who may be in the premises at any one time is
2. Queensland Fire Service (Fire Safety Division) Instructional Sheets No.
 1. Instruction to be given to managers or agents.
 3. Means of escape.
 5. Maintenance of equipment.
 6. Fire equipment.
 7. General instructions.
3. The Owner/Occupier will be responsible for compliance with all the requirements listed within the enclosed instructional sheets mentioned in Item 2 above.
4. Where security locks are fitted to required exit doors then these must be placed in the unlocked position when building is lawfully occupied.
5. The Owner/Occupier shall comply with Australian Standards AS 1851, Part 1 to Part 10 inclusive.
6. The Owner/Occupier will be responsible for compliance with the Building Fire Safety Regulations 1991.
7. The Owner/Occupier shall comply with Australian Standards AS 3745.

Signed: 
J. CHERSEBROUGH

Date: 21 December 1993

Authority: COMMISSIONER OF FIRE SERVICE

Additional Information to assist you in completing this Section:

What approval documents does QFES require?

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFES requires the following:-

- Certificate of Classification; and
- A list of fire safety installations within the building.

For buildings built with Alternative Solutions from 1 July 1997 onwards: QFES requires the following:-

- Certificate of Classification;
- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFES requires the following:-

- Certificate of Classification or Certificate of Approval (If either of these are not available QFES will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier); and
- A list of fire safety installations within the building.

For Crown buildings QFES requires the following:-

- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation) if the building was built using an alternative solution.

Displaying Certificate of Classification

Buildings built after 1 July 1997 are required to display the Certificate of Classification for the building in a conspicuous place in the building.

Fire Safety Management Procedure – Alternative Solutions

1. All designated Fire Exit doors must be unlocked while the Beaudesert Tennis Club is being occupied by the Club or the building has been hired for a function.
2. All Designated exits to be kept clear and unobstructed for 2 metres outside the final exit of the building.
3. Evacuation Routes must be kept clear; the Beaudesert Tennis Club must ensure that no thing impedes or obstructs evacuation route.
4. In an event of an emergency and if safe to do so, all rooms must be checked in an evacuation to ensure all occupants are aware of an emergency situation and are evacuating to the assembly area.

Additional Information to assist you in completing this Section:

Fire Safety Management Procedure

If building work for the building involved an alternative solution included will be a “fire safety management procedure” as a condition of the occupation and use of the building.

As well as a copy of the “fire safety management procedure” any relevant conditions mentioned in the procedure must be incorporated in this fire and evacuation plan.

Examples of fire safety management procedures:

- Limitations on the use of finishes with fire hazard properties as defined under the BCA
- Prohibitions on storing hazardous materials above a stated height
- Limitations on storing or using stated materials
- Requirements that all of a building’s final exit doors be unlocked before it is occupied on the start of any day
- Requirements to implement stated evacuation strategies or procedures
- Restrictions on the number and the distribution of a building’s occupants
- Requirements that evacuation routes be kept clear of fittings and furnishings or be kept sterile
- Prohibitions on carrying out any hazardous processes or storage mentioned in BCA, Part E1.5, Table E1.5, note 3, paragraph (a).

Evacuation Sign and Diagram

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.

IN CASE OF FIRE

- R**EMOVE PEOPLE from immediate danger
- A**LERT THE FIRE SERVICE
- break manual call point
 - call 000
- C**ONFINE FIRE & SMOKE close doors and windows (if safe to do so)
- E**VACUATE to the ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

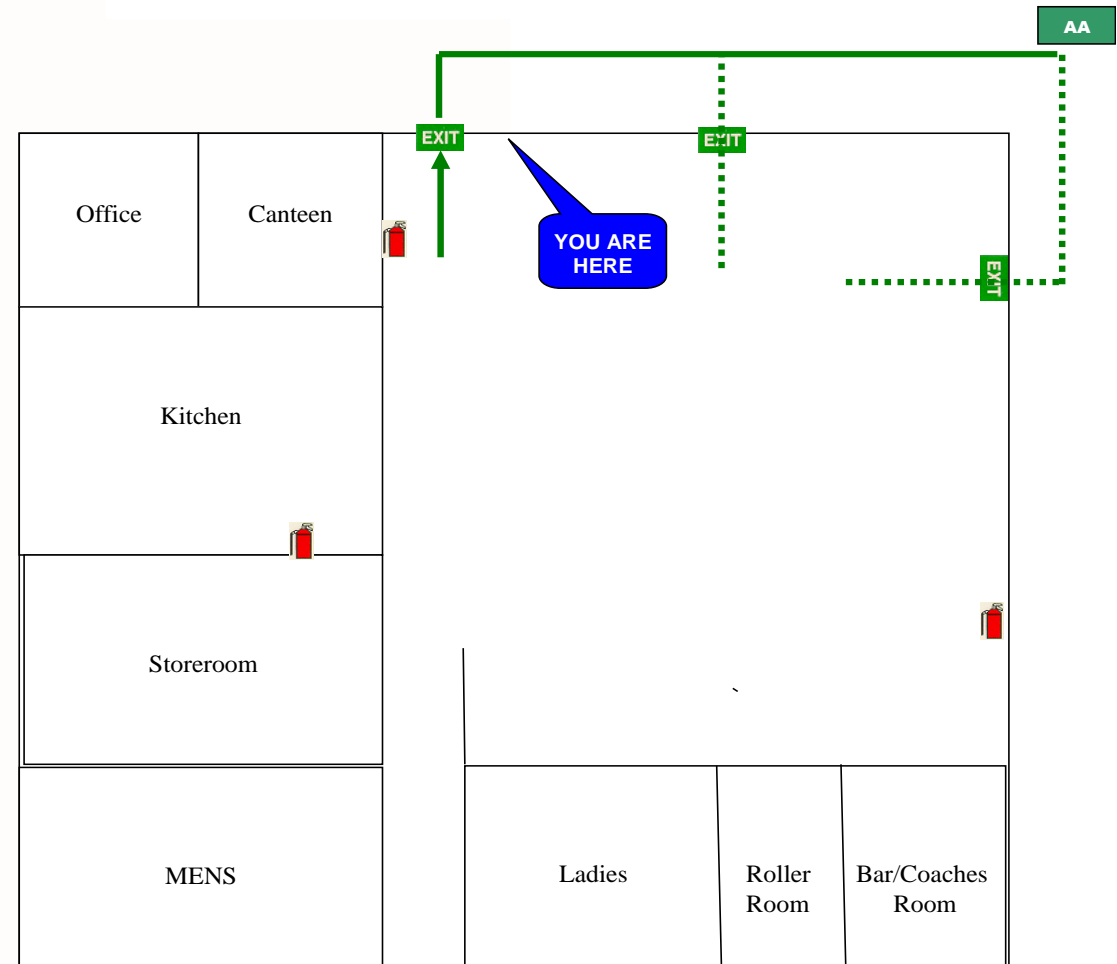


000
EMERGENCY
In an emergency dial 000

- | | |
|----------------------|-------|
| EXIT | EXIT |
| ASSEMBLY AREA | AA |
| PATH OF EXIT | → |
| ALTERNATE PATH | |
| FIRE HOSE REEL | |
| EXTINGUISHER | |
| MANUAL CALL POINT | |
| FIRE INDICATOR PANEL | |

EVACUATION SIGN and DIAGRAM

Beaudesert Tennis Club



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000
EMERGENCY
In an emergency dial 000

EXIT

EXIT

ASSEMBLY AREA

AA

PATH OF EXIT



ALTERNATE PATH



FIRE HOSE REEL



EXTINGUISHER



MANUAL CALL POINT

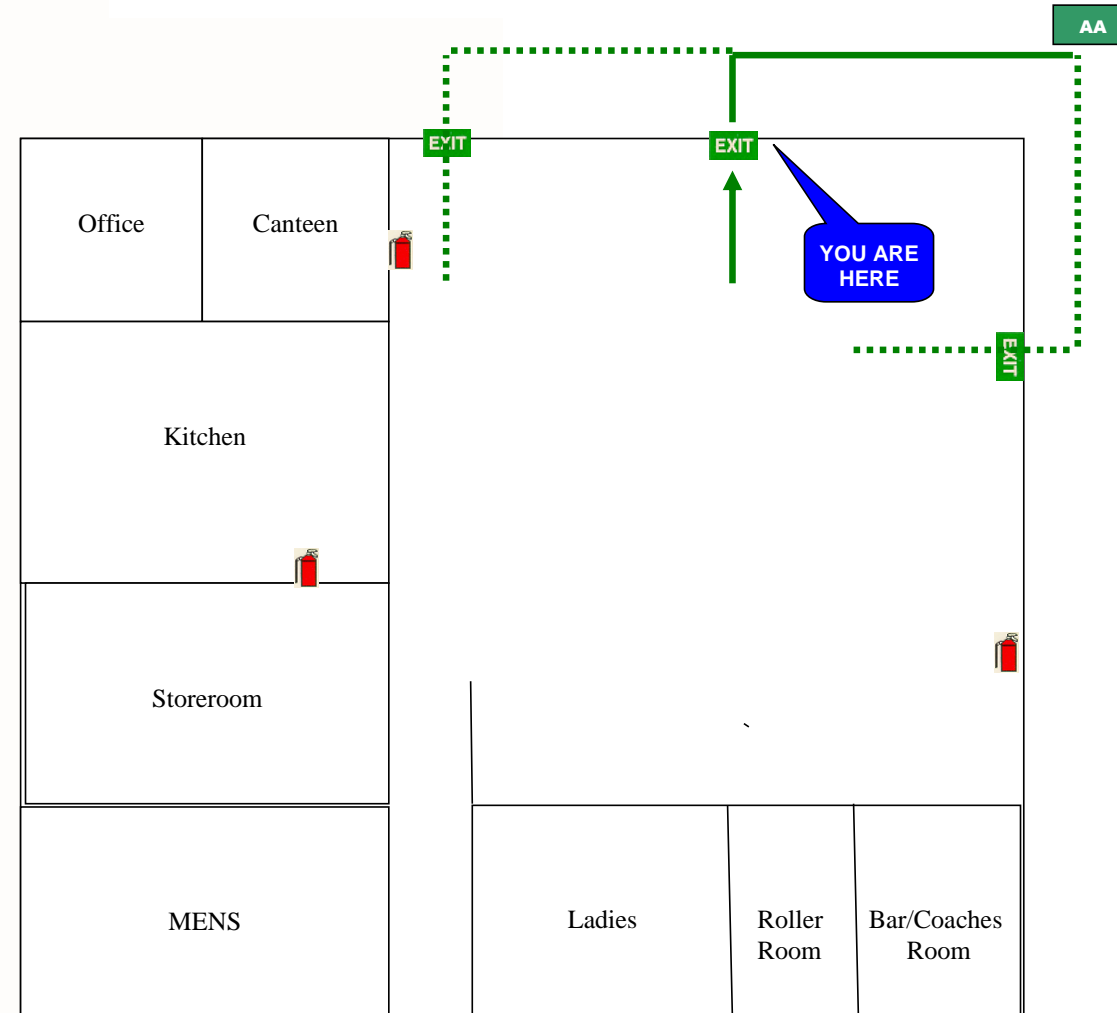


FIRE INDICATOR PANEL



EVACUATION SIGN and DIAGRAM

Beaudesert Tennis Club



EVACUATION SIGN and DIAGRAM

Beaudesert Tennis Club

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- A**LERT THE FIRE SERVICE
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000
EMERGENCY
In an emergency dial 000

EXIT

EXIT

ASSEMBLY AREA

AA

PATH OF EXIT



ALTERNATE PATH



FIRE HOSE REEL



EXTINGUISHER



MANUAL CALL POINT



FIRE INDICATOR PANEL



AA

EXIT

YOU ARE HERE

