

FREE VENUE HIRE AGREEMENT (JCU TEMPLATE)

This Venue Hire Agreement (the "Agreement") is made and entered into on [DATE] (the "Effective Date") by and between:

PARTIES

Venue Owner/Licensors: Name: [UNIVERSITY/ORGANIZATION NAME] (*Inspired by James Cook University*) Address: [FULL CAMPUS ADDRESS] Phone: [PHONE NUMBER] Email: [FACILITIES@ORGANIZATION.EDU] (the "Venue")

Hirer/Licensee: Name: [FULL NAME OR ORGANIZATION] Address: [FULL ADDRESS] Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Hirer")

REFERENCE SCHEDULE (JCU-Style)

Item	Details
Premises	[HALL/AUDITORIUM/ROOM NAME], [BUILDING/FLOOR]
Purpose	[MEETING/WORKSHOP/CONFERENCE/COMMUNITY EVENT]
Date	[DATE]
Time	**Start: [TIME]
Setup Time	[X HOURS BEFORE] (<i>Max 8:00 AM</i>)
Cleanup Time	[X HOURS AFTER] (<i>Max 10:00 PM</i>)
Estimated Attendance	[# PEOPLE]
Contact Person	[NAME/PHONE/EMAIL]

Photos/Floor Plan: Attached as Exhibit A

1. GRANT OF LICENSE

The Venue grants the Hirer a **non-exclusive license** to use the Premises for the Purpose only, on the Date and Time specified. This is **NOT** a lease or tenancy.

JCU Note: Venue reserves right to relocate Hirer for operational needs with 24 hours notice.

2. CHARGES & PAYMENT TERMS

Description	Amount (AUD)	Due Date	Payment Method
Base Hire Fee	[\$[AMOUNT]	[DATE]	[Bank Transfer/Cheque]
Security Bond (Refundable)	[\$[AMOUNT]	[DATE]	[Same as above]
AV Equipment	[\$[AMOUNT]	[DATE]	[Projector/Sound System]
Catering Setup	[\$[AMOUNT]	[DATE]	[If applicable]
Security (After Hours)	[\$[AMOUNT]	[DATE]	[Post 6 PM events]
TOTAL	[\$[TOTAL]		

Payment Schedule:

- 50% deposit upon signing: [DATE]
- Balance due: [DATE - 7 DAYS BEFORE EVENT]

JCU Terms: Monthly invoices for ongoing hires; 30-day payment terms. Late fee: 1.5% per month.

3. SECURITY BOND

- **Amount:** \$[AMOUNT] (*Minimum \$500*)
- **Purpose:** Damages, cleaning, overtime, or breaches.
- **Refund:** Within **14 days** post-event, less deductions.
- **Full Refund Conditions:**
 - Premises left in good order
 - All equipment returned undamaged
 - No excess cleaning required
 - Compliance with all rules

4. HIRER'S RESPONSIBILITIES (*JCU-Inspired*)

Mandatory Requirements:

- **Public Liability Insurance:** Minimum **\$20M** naming Venue as additional insured (*Certificate due 14 days prior*)
- **Good Order:** Leave Premises clean and tidy

- **No Smoking/Vaping:** Entire venue property
- **Alcohol:** Only with licensed server and approval
- **Noise:** <85dB after 8 PM
- **Rubbish:** Remove all waste in designated bins
- **Furniture:** Return to original layout

Prohibited Activities:

- Sub-letting without permission
- Open flames/cooking equipment
- Pets/animals
- Political/religious materials without approval
- Commercial filming/recording

JCU Protocol: Notify 48 hours prior for distinguished guests (Governor, Royalty, etc.)

5. VENUE'S RESPONSIBILITIES

- Provide clean, secure Premises
 - Ensure working amenities (test 24 hours prior)
 - On-site coordinator during hire
 - Emergency procedures posted
 - Access to toilets/parking as specified
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6. LIABILITY & INDEMNITY (*JCU Standard*)

- **Hirer Liability:** Responsible for all injuries/damages during hire period.
- **Indemnity:** Hirer indemnifies Venue against all claims, losses, or breaches.
- **Venue Not Liable:** For lost property, third-party actions, or weather events.
- **Compliance:** Hirer must observe all laws/regulations.

Emergency Contacts:

- Venue Manager: **[NAME/PHONE]**
- Security: **[24/7 NUMBER]**

- Fire/Police: 000 (*Australia*) | Medical: **[FIRST AID]**
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7. CANCELLATION POLICY (*JCU Model*)

Notice Period Refund Amount

30+ days 100%

14-29 days 75%

7-13 days 50%

<7 days 0%

Venue cancels 100% + alternative date

24-Hour Notice: Venue may cancel with 24 hours notice for operational needs. **Force Majeure:** No liability for cyclones, strikes, or health emergencies.

8. CLEANING & DAMAGE

- **Standard:** Hirer responsible for basic cleaning.
- **Excess Cleaning Fee:** **[\$[AMOUNT]** if not venue-ready.
- **Damage Costs:** Actual repair + 20% admin fee.

Move-Out Checklist:

- Tables/chairs in original positions
 - Floors swept, surfaces wiped
 - AV equipment powered off/stored
 - Lights off, doors locked
 - All rubbish removed
 - Final walkthrough with coordinator
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9. EQUIPMENT INVENTORY (*If Provided*)

Item	Quantity	Condition	Replacement Cost (AUD)
Projector	[#]	Good	\$2,000

Item	Quantity	Condition	Replacement Cost (AUD)
Microphones	[#]	Good	\$300 each
Tables	[#]	Good	\$150 each
Chairs	[#]	Good	\$50 each
Extension Leads	[#]	Good	\$40 each

Damage Policy: Hirer liable for full replacement value.

10. PUBLICITY & INTELLECTUAL PROPERTY

- **Approval Required:** All promotional materials mentioning Venue.
- **No Implied Endorsement:** Hirer cannot suggest Venue affiliation.
- **Logo Use:** Written permission only.
- **Recordings:** Venue may record for security purposes.

JCU Rule: Comply with university branding guidelines.

11. GOVERNING LAW & DISPUTE RESOLUTION

- **Governing Law:** State of [QUEENSLAND/STATE], Australia
- **Disputes:** Mediation first; if unresolved, arbitration in [CITY]
- **Entire Agreement:** Supersedes all prior discussions
- **Notices:** Via email to contacts above

12. SIGNATURES

Venue Representative: Signature: _____ Date: _____

Printed Name/Title: [FACILITIES MANAGER]

Hirer: Signature: _____ Date: _____ Printed Name: _____

[NAME] Organization: [IF APPLICABLE]

Witness: Signature: _____ Date: _____ Printed Name: _____

[NAME]

EXHIBITS

- **Exhibit A:** Floor Plan & Photos
 - **Exhibit B:** Equipment Inventory
 - **Exhibit C:** Insurance Certificate
 - **Exhibit D:** JCU-Inspired Guidelines
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JCU-SPECIFIC CUSTOMIZATION NOTES:

1. Replace **[BRACKETS]** with your details (*10 mins*)
 2. Adjust fees for local rates
 3. Attach **your insurance policy** as Exhibit C
 4. Email bookings@yourorg.edu for confirmation
 5. Consult **local regulations** for alcohol/events >100 people
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Legal Disclaimer: This *FREE Venue Hire Agreement (JCU Template)* is inspired by James Cook University guidelines for general use. Not legal advice. Consult attorney for complex events.

[DOWNLOAD AGAIN: Word | PDF]

This hall rental agreement template fits on 3 pages when printed. Word version allows easy fee adjustments.

Total Words in Template: ~950 (*Ready for immediate use!*)

Quick Start Guide (JCU-Style):

1. **Download** Word/PDF
2. **Complete Reference Schedule** (5 mins)
3. **Email** to hirer with e-signature request (*DocuSign free*)
4. **File** signed copy securely
5. **Schedule** walkthrough 24 hours prior

Pro Tips from JCU Experience:

- **Bundle** with AV orientation (15 mins)

- Use for **workshops, meetings, training sessions**
- **Track** via spreadsheet for repeat hirers
- **Annual review** to update fees/regulations

Your **FREE Venue Hire Agreement (JCU Template)** is ready! Secure your next event booking professionally today. AU ✨