



FAITHFULNESS IN SERVICE

BISHOP DRUITT COLLEGE

COFFS HARBOUR

The Branson Centre

General Conditions of Hire

1. All user groups are required to complete and submit an online [Branson Centre hire form](#).
2. Time for warm-ups, set-up and pull-down, participant changing and showering, presentation ceremonies and other activities should be allowed for when making your booking as this is included in your hire time.
3. Once the preliminary set-up has been made for the booking no further changes to court configurations are to be made by the users.
4. A deposit or bond may be required to confirm your booking.
5. Variations or cancellations must be made in writing. (Long-term hirers must give one month's notice or a penalty fee of 1 month's court hire may apply).
6. Bishop DrUITT College includes a cleaning fee unless otherwise stated.
7. Hirers are advised that catering rights within Bishop DrUITT College reside with the college. No food or beverage sales will be permitted by other groups, unless specific permission has been granted in writing by Bishop DrUITT College.
8. Damage in excess of normal 'wear and tear' associated with, or arising out of, a hirer's use of the Branson Centre will be charged to the hirer.
9. Special event hirers should discuss their signage display requirements with the Branson Centre Manager at the time of booking.
10. The location and quantity of signage displayed by a special event hirer will be at the discretion of the Branson Centre Manager, who will give consideration to safety and public risk issues.
11. Special event hirers:
 - **Must adhere to the footwear requirements of the Branson Centre as specified on the [General conditions of entry](#).**
 - **Must not bring in ANY electrical items unless they have been approved by BDC and have a valid test tag.**
 - Must erect and dismantle their signage at their own cost, but in consultation with the Branson Centre Manager.
 - May not cover or obscure the signage of Bishop DrUITT College.
 - Will be charged a fee for the rectification of any damage caused by their signage display.
 - Must remove their event signage within 2 hours of the end of their event.
 - Must obey all instructions given by the Branson Centre Manager regarding the location and quantity of signage.
 - **No alcohol** is permitted to be brought onto the premises by any hirer or persons associated with an external event being held in the Branson Centre.
12. The [General conditions of entry](#) and the *Standard terms and conditions* for the hire of the Branson Centre are to be STRICTLY adhered to.
13. The Branson Centre is monitored by CCTV cameras for the security of the facility. Bishop DrUITT College CCTV records will not be released to a hirer or user of the facility.
14. Once the booking has been confirmed the hirer must complete and sign a venue hire agreement specific to the event.