



Mould Loft Hire Form

Owing to its breathtaking harbour views and distinctive heritage character, Cockatoo Island is a unique and inspirational backdrop for business meetings and conferences, including team-building, training, planning and brainstorming days.

Cockatoo Island's Mould Loft, located on the upper Island, is a blank canvas that can accommodate a maximum of 250 people across three adjoining venues. Please see attached the floorplan of the Mould Loft and a site plan of the island with the Mould Loft location indicated.

This Venue is for low-impact meetings and conferences only.

- No external noise permitted
- Amplified music and speakers must not be heard from outside the venue

For further information please refer to the booking form or email us at conference@cockatooisland.gov.au or call **(02) 9700 4100**.

Mould Loft (Building 6) space includes:

| | Studio | Main Floor | Upper Floor |
|------------|---|---|---|
| Fee | \$500 | \$1000 | \$800 |
| Size | 137 m ² | 680 m ² | 680 m ² |
| Capacity | 50 persons | 100 persons | 100 persons |
| Inclusions | 50 Chairs 5 Trestle tables Ceiling fans | 100 Chairs 10 Trestle tables Ceiling fans | 100 white plastic chairs DVD & Projector (DVD player only) Ceiling fans |

How it works

- Please submit an application to hire the Mould Loft on Cockatoo Island. Submit your completed form to conference@cockatooisland.gov.au or call **(02) 9700 4100**.
- Upon submitting your application you will receive an email response, if approved with an associated invoice which is payable within 7 days.
- Please read the meeting and conference centre terms and conditions (at the end of this form) before completing your application.
- Bookings are not confirmed until you have made full payment and receive a booking confirmation email from the Harbour Trust.

| Information about the Hirer | | | |
|---|------------------------------|-----------------------------|---------------------------------|
| Title | <input type="checkbox"/> Mr | <input type="checkbox"/> Ms | <input type="checkbox"/> Other: |
| First name | | Surname | |
| Company name | | | |
| ABN | | Position | |
| Postal address | | | |
| Suburb | | Postcode | |
| Phone | | Mobile | |
| Email address | | | |
| Have you read the event safety guidelines? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Have you undertaken a preliminary site visit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If no, please request a date and time | Date: | | Time: |

| Hiring Fee's | | | |
|-------------------------|------------------------|------|-------|
| Mould Loft (Building 6) | Fee (per day) incl GST | Days | Total |
| Main Floor | \$1000 (8am – 5pm) | | |
| Studio | \$500 (8am – 5pm) | | |
| Upper Floor | \$800 (8am-5pm) | | |

| Extras Fees | | | | |
|--------------------------------------|------------------------|----------|------|-------|
| | Fee (per day) incl GST | Quantity | Days | Total |
| Flip chart pad (50 Sheets) | \$25 | | | |
| Flip chart stand | \$15 | | | |
| Flip chart stand and pad (50 Sheets) | \$35 | | | |
| White board | \$50 | | | |
| USB 16G | \$25 | | | |

| Additional information | | | |
|--|---|--|---|
| Contact on site | | Contact number | |
| Name of event | | | |
| Type of activity (Please tick appropriate box) | <input type="checkbox"/> Activation | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Product launch |
| | <input type="checkbox"/> Corporate conference | <input type="checkbox"/> Corporate event | |
| Description of the activity (Please provide an event schedule) | | | |
| | | | |
| Description of the proposed layout/set up for each space in use (see floorplan attached) | | | |
| | | | |
| Will the activity be ticketed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Ticket price | | | |

| Equipment |
|---|
| Please indicate details of any equipment you are bringing Please note: All electrical equipment is to be tested and tagged prior to use on Cockatoo Island |
| |
| Description of the proposed layout/set up for each space in use (see floorplan attached) |
| |

Special considerations/requirements – All to be provided by the hirer

Please tick all of the following that will be required for the activity:

Amplified Speakers/Music (Amplified music and speakers must only be heard from inside the venue)

Signage

VIP guests

Other (please specify)

Will you require accommodation?

Yes

No

How did you hear about the venue?

Food and beverage service

Does the activity involve serving food or beverages to patrons?

Yes

No

Does this activity involve alcohol? **If yes, see below**

Yes

No

Please note: The Harbour Trust requires all caterers be Gold License Accredited. Should you require the service of alcohol at the event you must engage the catering services of the Island's onsite caterers who hold liquor licenses for serving alcohol. More information on catering can be found at www.cockatooisland.gov.au/en/see-and-do/visit/#mod-2004

Please advise of whom you have engaged to provide food and Beverage services. If these are external caterers please provide relevant licenses.

Morning tea

Lunch

Afternoon tea

Security requirements

Do you require Security Services

Yes

No

For any events where there is the service of alcohol security is required to be in attendance, who must be onsite for the duration of such activity. Cockatoo Island will engage the services of Cockatoo Island security service for said service.

The cost of this is charged at the following rates:

- Harbour Trust security services (Minimum 4 hour call out):
- Non-public holiday periods \$45 per hour
- Public holiday periods \$83.60 per hour

Start time

Finish time

Total hours

Total cost

Transport

Please indicate your transport method to Cockatoo Island

Set-up start time

Group arrival time

Group departure time

Describe how staff and guests will arrive/depart

Cockatoo Island barging

Harbour City Ferries have strict carry-on limits for public safety, so the barging of your equipment may be required. For information regarding barging fees and charges, please contact the Harbour Trust by emailing conference@harbourtrust.gov.au

Will you be barging onto Cockatoo Island?

Yes

No

Are you requesting permission to take vehicles on the site?

Yes

No

Number of vehicles on site at any one time

Please provide a brief outline of your anticipated barging requirements:

Noise and visual impact

Does the proposal involve illumination or include any signage, decorations or structures that will be visible from the public domain?

Yes

No

Please describe these items

Please note: Any signage erected by an activity needs to be approved by the Harbour Trust prior to the activity taking place. This includes banners, flags, decals, posters and free-standing signage.

| | | |
|--|------------------------------|-----------------------------|
| Will the activity generate noise that is audible from the public domain during the activity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Describe all noise generating activities | | |

| Additional bins costs – 2 x 240L Bins are provided as part of the venue – any additional requirements will be on charged | | Rate (including GST) |
|--|-----------------------------|----------------------|
| Type | Volume | Cost |
| General waste | 240 litre | \$41.00 per lift |
| Will any additional bins be required for your event? | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, how many? |

| Public Liability Insurance (PLI) documentation | |
|---|--------------------|
| <p>Documentary evidence of Confirmation of Cover that indemnifies the Sydney Harbour Federation Trust against any claims for damage or injury arising from the activities must be attached with your application. A PLI policy having a minimum liability of \$20 million must be in place for the full duration of the Activity.</p> <p>Please note: The Harbour Trust reserves the right to request more than \$AUD 20 million public liability insurance cover depending on the scale of the activity.</p> | |
| Policy number | Policy expiry date |

| Workers Compensation Insurance |
|--|
| If the applicant or any person or organisation participating in the activity will be employing staff, Workers Compensation Insurance must be provided. |
| Do you have Workers Compensation Insurance? |
| <input type="checkbox"/> Yes, copies of all necessary Work Cover Insurance certificates are attached |
| <input type="checkbox"/> No, insurance will be obtained and a copy will be provided to the Harbour Trust prior to the activity |
| <input type="checkbox"/> Not applicable |
| Please note: The Harbour Trust reserves the right to request additional, specific insurances for activities considered to be high risk. |

Advertising, sponsorship and marketing

Will the Activity be promoted to guests before they arrive on site?

Yes

No

Please provide a description of any promotional material

Are you planning on marketing or engaging sponsors for your event?

Yes

No

The Harbour Trust has specific branding, in the event that the organiser refers to the location on any marketing material it must be seen and approved by the Harbour Trust before being released.

Please note: If sponsors are being used, the Harbour Trust must be informed about their expectations and requirements in terms of visibility and presence at the Activity. The Harbour Trust reserves the right to refuse a proposed sponsor at its discretion if the Harbour Trust believes that the sponsorship does not align with the Harbour Trust's key values and objectives.

Terms and conditions for meeting and conference centre bookings

1. Confirmation

Payment is required with your application and your booking is not confirmed until a booking confirmation is issued by the Harbour Trust. Once payment is received, the booking is subject to full terms and conditions. The Harbour Trust reserves the right to cancel the booking and allocate the venue to another client if payment is not received within the specified time frame.

2. Venue use

The meeting or conference must take place in the designated venue only. The hirer must be mindful both of other visitors to the Harbour Trust sites and visitors of adjacent properties and must ensure that disruption caused to visitors and neighboring properties is minimised. The booking fee entitles the hirer to use of the venue and the use of available power and water only.

This agreement is for low-impact meetings and conferences only.

- No external noise permitted
- Amplified music and speakers must not be heard from outside the venue

3. Hiring times

Venue hiring times must be approved in writing by the Harbour Trust. The Harbour Trust reserves the right to hire the Venue more than once per day. Bookings are only available during the hours of 8am and 6pm daily.

The hirer must allow for set-up and pack-down of the venue within booked times. Otherwise, an additional fee will be charged as per below.

Harbour Trust Staff

*Minimum 3 hour call out

Weekday \$51.81 per hour

Saturday \$67.43 per hour

Sunday \$95.15 per hour

4. Payment

The hiring Fee must be paid in full within 7 days of invoiced date.

5. Cancellations

Cancellations are only accepted up to 28 days prior to the event date, with all refunds subject to a \$250 administration fee. Alternate dates can be arranged in the event of extreme weather.

The Harbour Trust reserves the right to cancel or move a booking without compensation by notice in writing. In this unlikely event all fees paid will be returned to the hirer.

6. Commencement and vacating of rooms

The hirer agrees to begin the function and vacate the designated function space at the scheduled times agreed upon.

In the event that a function goes beyond the agreed finishing time, the Harbour Trust reserves the right to charge additional costs reasonably incurred to ensure the smooth operation of that function. Should the room be allocated subsequently for any reason, the Trust reserves the right to vacate your function from the room.

7. Set up of equipment

Hirers are responsible for costs involved in ensuring set-up and pack-down time for all function space. The Harbour Trust does not provide storage facilities other than rooms booked by the hirer. All items must be removed immediately following the conclusion of the function. Goods left in the rooms without prior arrangement will be deemed abandoned and discarded by the Harbour Trust.

8. Displays and signage

Nothing is to be nailed, screwed, stapled, blue tacked or adhered to any wall, door or other surface or part of the building. Signage in public areas is to be kept to a minimum and must be approved by the Harbour Trust. You must obtain prior written permission to use the Harbour Trust's name and/or logo in print, in any audio-visual display and/or in any multimedia display.

9. Compliance

It is understood that the hirer's function will be conducted in an orderly manner in full compliance with the venue management plan. This will include, however not be limited to, maintaining reasonable noise levels, adhering to the WHS regulations of the relevant state, and adhering to smoking legislation, etc. The hirer and its guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001*.

10. Risk and Release

The hirer will use the venue at its own risk. The Hirer releases the Harbour Trust from, and agrees that the Harbour Trust is not liable for, liability or loss arising from, and cost or expense incurred in connection with:

- (a) damage, loss, injury or death, except to the extent contributed to by the acts or omissions of the Harbour Trust; and
- (b) anything the Harbour Trust is permitted or required to do in relation to this booking.

11. Indemnity

The hirer is liable for and indemnifies the Harbour Trust for any liability or loss arising from, and cost or expense incurred in connection with:

- (a) damage to or loss of property occurring at the venue or in connection with the use of the venue, except to the extent contributed to by the acts or omissions of the Harbour Trust;
- (b) injury to or death of any person occurring at the venue or in connection with the use of the venue, except to the extent contributed to by the acts or omissions of the Harbour Trust; and
- (c) the Harbour Trust doing anything which the hirer must do under this booking but has not done or which the Harbour Trust considers the hirer has not done properly.

12. Insurance

The hirer must effect and maintain the following insurances from the date of booking the venue until the use of the venue in accordance with the booking is complete:

- (a) Workers Compensation and Employees Liability Insurance covering all claims and liabilities in respect of any statute and at common law for the death of, or injury to, any person employed by the Hirer;
- (b) insurance covering all claims and liabilities in respect of injury to or death of any person; and
- (c) insurance covering all claims and liabilities in respect of damage to or destruction of property of the Harbour Trust or any third party.

Insurances required to be carried out pursuant to 12(b) and 12(c) must be for an amount not less than Twenty Million dollars (\$20,000,000). The hirer must provide evidence of the insurance to the Harbour Trust with its booking form and must notify the Harbour Trust immediately if an insurance policy required by clause 12 is cancelled or an event occurs which may allow a claim or affect rights under an insurance policy in connection with the venue.

13. Basis of agreement

Performance of this agreement is contingent upon the ability of The Harbour Trust to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, bargaining, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Harbour Trust. In no event shall the Harbour Trust be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Harbour Trust's liability be in excess of the total amount contracted hereto.

14. Food and beverage

Food and beverage service is permitted within the hired venue. If you wish to utilise off Island Caterers you will need to supply relevant compliance information in relation to food and beverage services. Catering equipment is not permitted within the venue without prior written consent from the Harbour Trust. Alcohol is only permitted when utilizing the Island's onsite caterers www.cockatooisland.gov.au/en/see-and-do/visit/#mod-2004

15. Other information

Days unavailable for hire include Boxing Day, Christmas Day, New Year's Eve and Day and other days at the discretion of the Harbour Trust. The Harbour Trust reserves the right to take photos of any event and use for publicity purposes.

16. Activity permits and team building permits

If you are planning on undertaking any activity or team building outside of the Mould Loft, you will require to apply for a commercial activity permit. If you are utilising a third party for any activities you will also need to apply for such activity permit. You can download and complete a commercial activity permit application form at www.cockatooisland.gov.au/media/1449/ht-commercial-activity-permit-form.pdf

The applicant agrees to pay all fees and charges for the booking and use of Harbour Trust venues:

| Venue | Building number | Capacity | Fee (per day) incl GST |
|--------------------------|-----------------|----------|------------------------|
| Main Floor – Mould Loft | 6 | 100 | \$1000 (8am – 5pm) |
| Studio – Mould Loft | 6 | 50 | \$500 (8am – 5pm) |
| Upper Floor – Mould Loft | 6 | 100 | \$800 (8am-5pm) |

Lodgement details

When you have completed your application you can lodge by emailing: **conference@harbourtrust.gov.au**

If the application is approved, a booking confirmation will be emailed to you along with a request for any further information that may be required. Access to Harbour Trust sites will not be permitted until adequate documentation has been received.

Further information may include the following plans

1. Site plan
2. Schedule
3. Risk assessment and safety plan
4. Emergency response plan
5. Transport management plan

Collection and use of personal information

The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.

Your application may be exhibited and publicly advertised at the discretion of the Harbour Trust.

The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.

By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information on how we manage privacy is available on our website **harbourtrust.gov.au**

Declaration

I apply for approval to carry out the proposed action described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.

NOTE: It is an offence under the Criminal Code Act 1995 to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application.

- I also understand that if the information is incomplete, the application will not be registered and may be delayed or rejected or more information may be requested
- I acknowledge that if the information provided is misleading, any approval granted may be void
- Any works undertaken without approval may be removed by the Sydney Harbour Federation Trust at the applicant's expense

Declaration

I have read, acknowledge and agree to comply with the conditions of usage provided in this application.

| Applicant name | Applicant signature | Date |
|----------------|---------------------|------|
| | | |

On behalf of the Sydney Harbour Federation Trust:

| Name | Signature | Date |
|------|-----------|------|
| | | |

Payment

An invoice will be issued on acceptance and approval of the event or conference.

| Office use only | Date |
|-----------------------|------|
| Application received | |
| Approval received | |
| Booking confirmation | |
| Payment received | |
| Information pack sent | |
| Total amount | \$ |

Harbour Trust

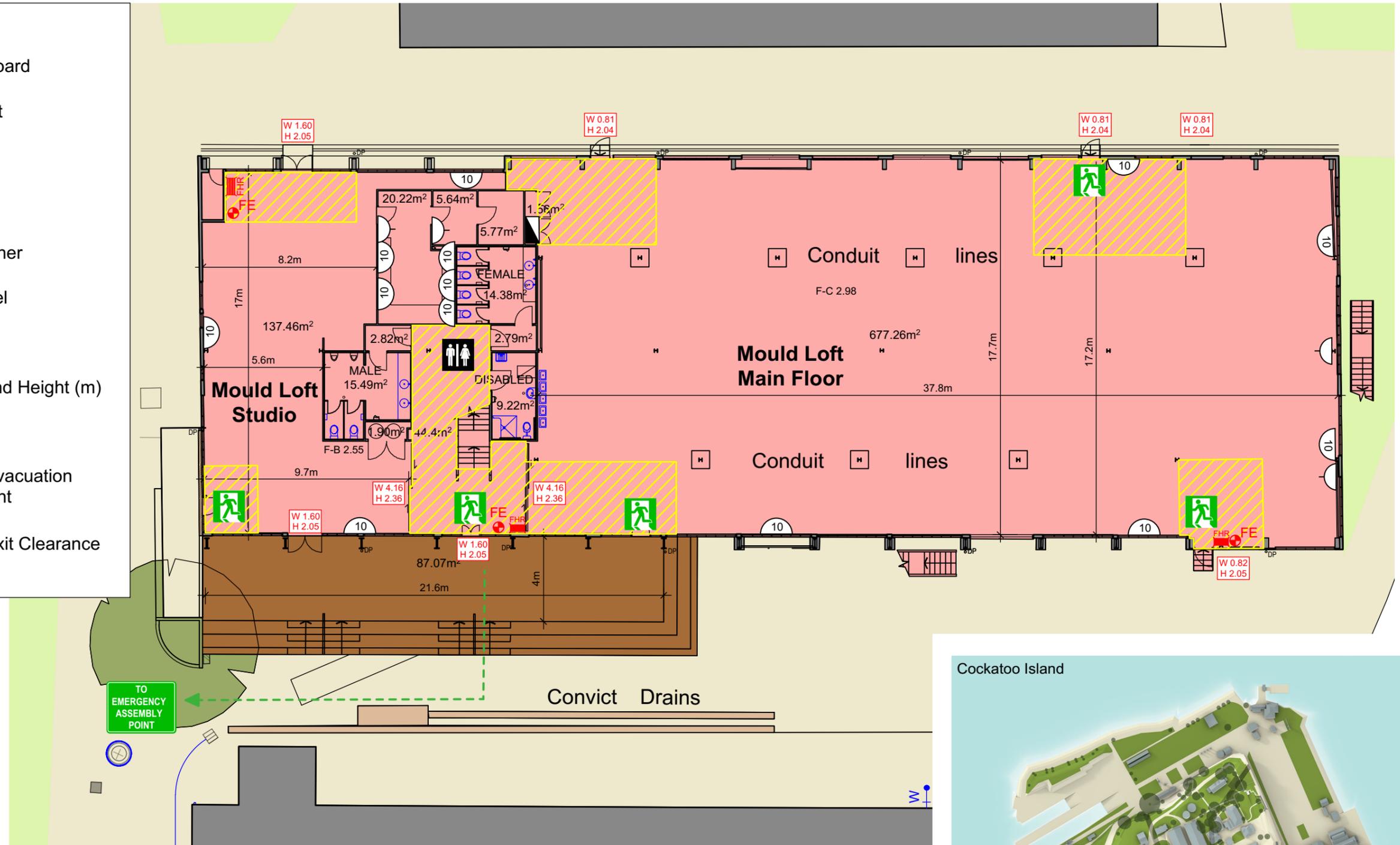


Mould Loft Building 6 Ground Floor Plan



LEGEND:

-  Distribution Board
-  10 Amp Outlet
-  Light Switch
-  Exit Sign
-  Fire Extinguisher
-  Fire Hose Reel
-  Working Sink
-  Door Width and Height (m)
-  Toilets
-  Emergency Evacuation Assembly Point
-  Emergency Exit Clearance Area



 Building 06 Ground Floor Total Gross Internal Area 935.44m²

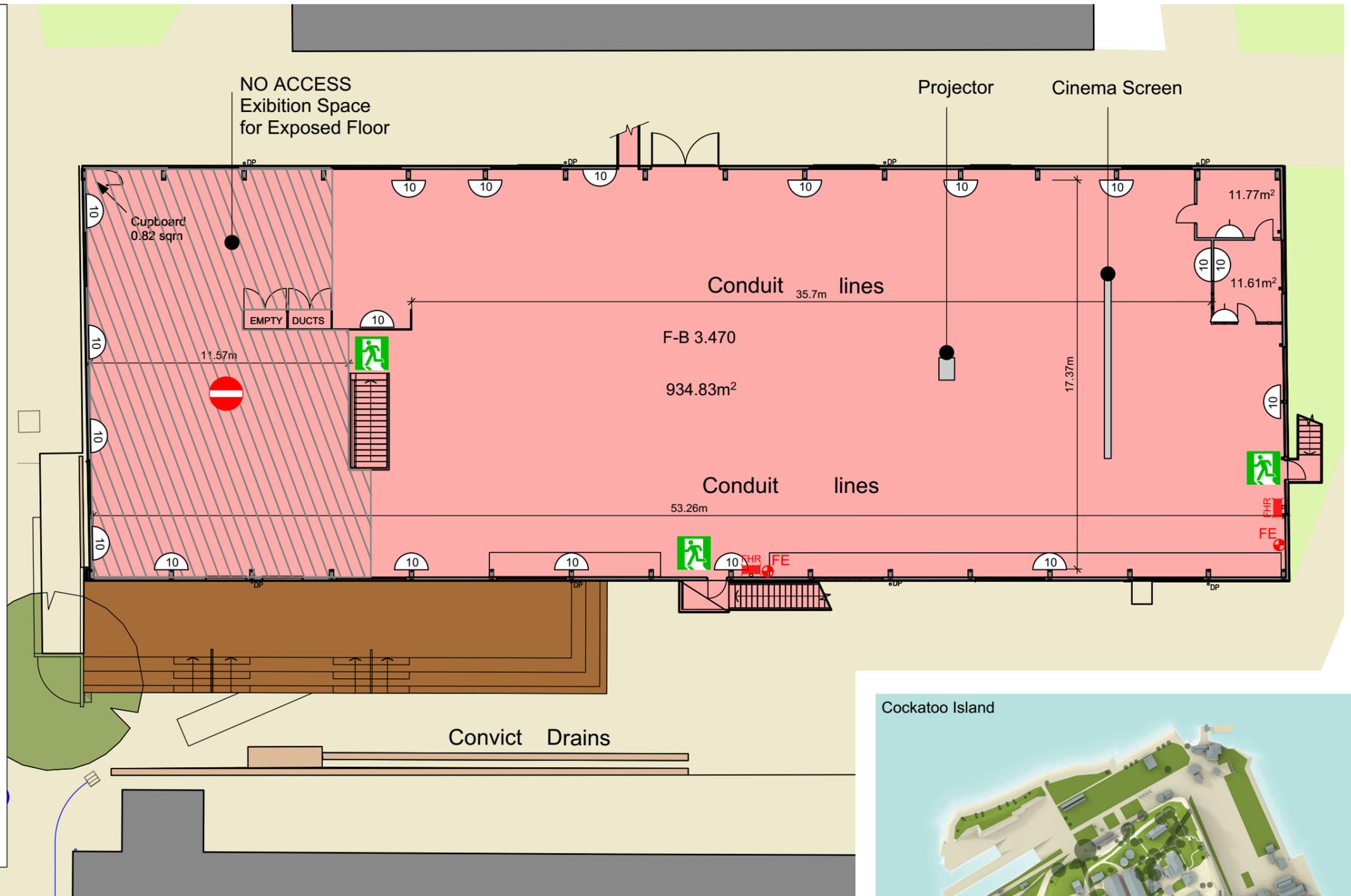


Mould Loft Building 6 First Floor Plan



LEGEND:

-  Distribution Board
-  32 Amp Outlet 3 Phase
-  15 Amp Outlet
-  10 Amp Outlet
-  Light Switch
-  Exit Sign
-  Fire Extinguisher
-  Fire Hydrant
-  Fire Hose Reel
-  Tap
-  Potable Water Valve
-  Working Sink
-  Drainage
-  Door Width and Height (m)
-  Toilets
-  Heritage Feature
-  Emergency Evacuation Assembly Point



 Building 06 First Floor Total Gross Internal Area 959.03m²

