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FREQUENTLY ASKED QUESTIONS

What does 'Dry Hire' mean?

'Dry Hire' means that the venue is provided without features such as Furniture hire, audio visual equipment etc. This is a great option for organisers who want a fabulous location while controlling every aspect of their event.

What does 'Semi Dry Hire' mean?

This means the venue and the features listed such as Tables & Chairs are there for you to use. The items must be set up and packed up by you. This is a great option for organisers who want to cut down on costs of per table and per chair hire prices whilst still controlling all other aspects of their event.

Can we decorate the venue?

Yes, however all themes and dressing of the venue for any event must be reversible. No permanent markings are allowed.

What is the closing time of the venue?

Guests need to vacate the venue by midnight; however, service providers can continue work to pack up the event until a mutually negotiated time.

Where can guests park?

Parking is provided within Ignatius Park College where available; guest can also utilize street parking and walk in through to the venue. Disabled parking is available at the front of Edmund Rice Hall.

Can I use signage?

Yes, however permission is required from the Ignatius Park College Event Coordinator prior to installation and well in advance of your event start date. All signage must be removed by the hirer at the end of the event.

Will my event require security staff to be present?

The Hirer should provide at least two (2) security officers capable of maintaining good order and security at the function.

Refer to our list of preferred Service Providers for contacts of approved security firms.



Am I required to take out insurance for my event?

The Hirer must hold a current public liability insurance policy of at least \$20 million. Evidence of insurance must be provided to the Ignatius Park College Event Coordinator prior to finalisation of the hire agreement (note: the hire cannot be confirmed until Ignatius Park College receives this evidence).

Can you leave valuable items on site?

The Hirer is responsible for the safe keeping of all valuables associated with the event and Ignatius Park College will not be held liable for any loss or damage suffered by the Hirer. All items must be removed by the end of the hire agreement.

Can we photograph or film in the venue?

Photography of private events such as weddings etc, inside the Edmund Rice Hall boundaries is permitted. For photography that is to be used for the purpose of commercial gain – permission must be sought in writing from the Event Coordinator at Ignatius Park College. The Event Coordinator of Ignatius Park College reserves the right to take photographs of any event at Edmund Rice Hall for purposes of marketing and promotion of the venue – subject to hirer consent.

Can we use candles, fire, or special effects?

Naked flames including candles, smoke machines, special balloon effects and pyrotechnics are prohibited at, in, or around the venue, unless specific permission is obtained in writing from the Ignatius Park College Event Coordinator.

Can I cancel an existing booking?

The following penalties apply should the Hirer cancel the event:

- Over 60 days before the event any deposit paid would be forfeited
- Between 60 days and 31 days prior to the event, a charge of 50% of the quoted hire fee will be applied
- Less than 30 days prior to the event, in addition to the deposit paid, a charge of 100% of the quoted hire fee will be applied.



PREFERRED SUPPLIERS

CATERING & BAR SERVICE

Michels Catering & Events
NQ Licensed Events

0437 309 328 www.michelscateringandevents.com.au
0411 720 018 regan@licensedevents.com.au

FURNITURE HIRE

NQ Party Hire
Select Events

0400 611 608 www.nqpartyhire.com.au
07 4772 6611 www.selectevents.com.au

AUDIO VISUAL / LIGHTING

NQ Productions
Andrew Meakes
Neighbourhood Productions
Northern Noise

0434 299 011 www.nqproductionhire.com.au
0411 210 754 andrew@signalflow.com.au
0401 876 485 www.neighbourhoodproductions.com
0447 162 399 info@northernnoise.live

SECURITY

Lone Wolf Security

07 4721 1217 www.lonewolfsecurity.com.au

