



Venue Hire Policy - External

This policy aims to clarify the procedures involved in the hire of College of Magic (COM) venues and how all parties may have open lines of communication to avoid confusion and clashes.

1. Hire

- a. All requests for the hire of COM venues should be directed to COM Administrator at admin@collegeofmagic.com via email. No telephonic bookings will be accepted.
- b. COM teaching activities take preference in the allocation of facilities.
- c. Members of COM permanent and voluntary staff members and graduates of the organisation may receive reduced rates.
- d. Staff using venues during or after COM business hours must arrange access with COM Administrator prior to the event as venues are locked after hours. We do not lend keys out for venues.
- e. After hours events may be responsible for the compulsory payment/cost of a cleaner and/or caretaker.
- f. We do not guarantee the availability/working order of any AV, lighting or tech in any of our venues. Please confirm the availability for use of any of these facilities a week before event.
- g. Staff are not included in venue rental. Staff can be assigned if requested at an additional fee.
- h. Requests for the use of any COM furniture such as tables and chairs must be logged when booking the venue.
- i. COM reserves the right to refuse hire without explanation.

2. General

- a. No items in a venue may be removed without prior permission.
- b. All events are subject to applicable government laws, regulations, licenses, and policies.
- c. In accordance with the new Liquor Act, a liquor licence must be obtained from the proper channels for any function which has alcohol being sold to generate funds, and no one under the age of 18 years is allowed into the venue where alcohol is being sold.
- d. If any advertising posters are created, please forward a proof to creative@collegeofmagic.com for final approval.