



Brisbane Sailing Squadron Inc (BSS)

HIRE OF HALL FOR FUNCTIONS & EVENTS Responsibilities of the Nominated “Responsible Person”

1. A condition of rental of the BSS Hall for an event or function is that there will be (at least) one person (the *Responsible Person*) attending the event/function who will agree to take responsibility for the requirements and responsibilities listed below.

2. The event/function cannot proceed until BSS receives a copy of this form, with the declaration signed by the *Responsible Person*. **A copy of this form is to be held by the Responsible Person at the function.**

3. Requirements and Responsibilities

a) Noise Control

The *Responsible Person* will monitor and ensure that the following occurs:

- No live music on the deck – must be contained inside the clubhouse hall
- No music of any type on the deck after 10pm
- Music live or recorded to cease at 11:30pm
- Function to cease by 12am
- Departing guests to be monitored and reminded to keep noise to a level which does not disturb neighbours
- Live or recorded music does not exceed the restrictions imposed by the Brisbane City Council under BSS’s Entertainment Venues – Entertainment Hall License, as outlined in the table below

Location	Permissible Level	Guidelines for Assessment of Noise Level
30 meters from the noise source – eg. The Bar & Kitchen area if speakers are on/near the stage.	95 Decibels	This is the general standard in Queensland Entertainment venues. It is roughly equivalent to noise of a lawn mower or leaf blower (up close). As a guide, 100 decibels (i.e. over the limit), is roughly equivalent to a chain saw (up close)
Nearest Residence in Quay Street – this can be assessed at the front of the house next door to the club	55 Decibels	The level of a normal conversation

b) Fire and Emergency Evacuations

- The *Responsible Person* will take responsibility for an emergency evacuation of the venue in the case of a fire or other threat.
- The *Responsible Person* will acquaint themselves with the BSS Emergency Procedures (copy attached) prior to the function. (A copy of the Emergency Plan is also kept in the club on the wall at the end of the Bar).
- The *Responsible Person* will ensure the downstairs toilets are checked in case of an evacuation and that a check for missing persons is conducted at the assembly area.
- The *Responsible Person* will call Emergency Services and liaise with them on their arrival.
- The *Responsible Person* will contact a club representative, once the above responsibilities have been completed.

c) Alcohol Management

- The *Responsible Person* will ensure that alcohol is only consumed in the hall and on the deck (no alcohol downstairs).
- Alcohol to be served from the designated “wet” bar area.
- The *Responsible Person* shall ensure that alcohol is not served to anyone who is overly intoxicated.

d) Security Management

- Security of valuables and possessions is the responsibility of individual attendees at the function.
- Should there be a significant issue in relation to security at the function, please contact the local police at the number listed below.

Emergency – 000

Morningside Police – 3823 6666 or 3364 6464

CLUB REPRESENTATIVE CONTACT (only in the case of a significant issues)

Sarah Thorburn 0438 718 419

Declaration by “Responsible Person”:

I have read and agree to the responsibilities outlined above and I have familiarized myself with the BSS Emergency Plan.

Full Name: _____

Date of Event: _____

Signature of “Responsible Person”

Date

Mobile Phone contact number during function _____