



## **Contractor Authority Form**

*The Playford has prepared this document to ensure clients, exhibitors and contractors are fully aware of The Playford's terms and conditions with respect to the provision of external services within the Hotel.*

*If you are planning to use an external contractor for your upcoming event, this form must be signed by an authorised representative of the contractor and returned to the hotel before access will be considered.*

*Below is a check list which outlines what is required before accessing the Hotel.*

- Event equipment must be loaded in and out of the hotel via the loading dock. Access to the Loading dock must be prearranged and approved
- A Contractor staging an event within the hotel must supply a Show Brief at minimum of 7 days in advance of the event. The Show Brief must cover all aspects of the event, including, but not limited to: Dates, Times, Schedules, Personnel, Equipment, Use of Hotel Systems, Requirements of Hotel Departments and Floor plans.
- Any cables and/or equipment must be fitted with a valid and current test tag
- A Contractor performing electrical or rigging work must hold a current work license which is required to be produced on request
- All use of naked flames including candles, incense burners, decorative torches and/or flammable materials must be requested on the Show Brief and be approved no less than 7 days in advance of the event.
- Public Liability insurance of \$20,000,000.00 (AUD) is required. A certificate of currency must be produced at least 7 days in advance of the event.
- No attachment, adjustment, fitting fixture or defacement such as staples, nails, screws, tape or adhesive is to be made or installed to any part of the Hotel without prior consent.

**For further information regarding the dot points above, please see the below. Alternatively, please sign the acceptance form on page 2.**

All Contractors and Contractor personnel (now referred to as *Contractor*) must comply with the terms and conditions detailed in The Playford's Contractor Authority form. All Contractors must immediately comply with any order, direction and request from hotel staff whilst working within The Playford.

The Playford requires all Contractors to meet the specified requisite levels of certification and insurance.

A Contractor staging an event within the hotel must supply a Show Brief at minimum of 7 days in advance of the event. The Show Brief must cover all aspects of the event, including, but not limited to: Dates, Times, Schedules, Personnel, Equipment, Use of Hotel Systems, Requirements of Hotel Departments and Floor plans.

All event equipment must be loaded in and out of the hotel via the loading dock. Loading Dock access hours are 0700-1500, Monday-Friday. Access to the Loading dock must be prearranged and approved via the Show Brief.

Equipment must be installed in a timely, safe, non-disruptive manner.

Contractors must be courteous, polite and well behaved at all times. Undue or excessive noise is not acceptable.

## **Electrical and Rigging**

Contractors must comply with all relevant legislation, codes of practice and Australian Standards. Any cables or equipment not currently in test date or fitted with a valid test tag are not permitted to be used or installed within the Hotel and subsequently will be removed accordingly. The Playford does not accept liability for any damage caused to any equipment as a result. A Contractor performing electrical or rigging work must hold a current work license. This license must be produced upon request. All use of naked flames including candles, incense burners, decorative torches and/or flammable materials must be requested on the Show Brief and be approved no less than 7 days in advance of the event.



### **Insurance and Loss**

All clients, exhibitors, and/or Contractors are responsible for their property and belongings, (including all valuables), while on Hotel premises. To the extent permitted by law, The Playford accepts no responsibility or liability for the theft or damage to any client, exhibitor and/or Contractor, while on Hotel premises. The Contractor indemnifies the Hotel (including its employees and agents) from any loss or damage incurred by the client, exhibitor and/or any other person arising from the Contractors activities while on the Hotel premises.

Public Liability insurance of \$20,000,000.00 (AUD) is required. A certificate of currency must be produced at least 7 days in advance of the event.

A Contractor working within the Hotel must ensure that all safety standards as required under OHS&W act 1986, OHS&W Regulations 1995, relevant codes of practice and Australian Standards are complied with. Contractor safe operating procedures must be produced upon request.

Any cleaning, maintenance and/or disposal of goods resulting from a production will be charged to the client and/or contractor. This includes but is not limited to removing gaffer and electrical tape, cable ties, food wrappers, glitter, ceiling balloons, sand, pins, fishing line, packaging, etc. No attachment, adjustment, fitting fixture or defacement such as staples, nails, screws, tape or adhesive is to be made or installed to any part of the Hotel without prior consent. Any damage to The Playford, its fittings, furnishings, finishes or technical equipment must be immediately reported to the Duty Manager, Banquet Manager or Nominee.

The Playford will charge the client and/or contractor the cost of the repair or replacement of any damaged item(s) that arises from the activities of any Contractor.

### **Corrective Action Request (CAR)**

CAR's may be raised by The Playford and/or its agents for one or all of the following reasons:

- A non-compliance observed for any of the terms and conditions herein.
- Any safety issue, unsafe and/or dangerous situation or practice observed on site.
- A customer complaint relating to the contractors or contractor personnel or approval from The Playford.

In the event of a minor non-compliance with any terms and conditions being observed the Contractor will be ordered to rectify the issue immediately.

In the event of a major non-compliance with any terms and conditions or a major safety issue being observed, the Contractor may have their accreditation suspended and access to the property revoked until proposed actions to rectify the observed non-compliance have been submitted.

A detailed external Contractor handbook is available upon request.

### **Acceptance**

I am an authorised representative and have read and agree to all the terms and conditions outlined in The Playford's Contractor Authority form.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_