

COMMUNITY ARTS CENTRE: VENUE HIRE AGREEMENT

BOOKING DETAILS *Please see our Terms and Conditions for details regarding start and finish times*

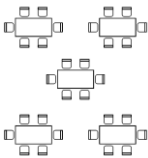
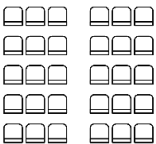
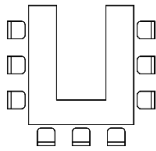
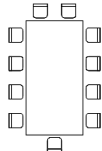
Function Name:					
Function Date/s:					
Bump In:	Event End:		Event End:		Bump out:
No. of Attendees:					
Facilitator Name:			Phone:		
Facilitator Email:					

ROOM REQUIRED

	Community Rate	Corporate Rate
Classroom:	☐ \$23 p/hr	☐ \$34 p/hr
Art Studio:	☐ \$35 p/hr	☐ \$70 p/hr
Drama Room:	☐ \$47 p/hr	☐ \$75 p/hr
Drama Room (full day):	☐ \$210 p/day	☐ \$525 p/day
Courtyard:	☐ \$625 Exclusive use (After Hours only)	☐ \$33 p/hr (add on to existing booking)

ROOM SETUP REQUIREMENTS & ADDITIONAL EQUIPMENT

Room configuration (please select):

Cabaret	Theatre	U-Shape	Boardroom
☐	☐	☐	☐
			
Other setup required:			

Are there any Risks associated with the activities you will be undertaking in the Facility? YES ☐ NO ☐

Additional requirements (please select):

After Hours Induction	☐ Induction to be given and keys to be picked up at the Reception Desk within operating hours. Please ensure this is booked in with the Administration and Venue Officer before your booking.	
Equipment:	☐ Flipchart ☐ Whiteboard ☐ Projector	☐ Portable Microphone ☐ Light / Sound Board (Drama Room only)

Please go to Page 2 for Billing Details and Terms and Conditions – the form is not complete until all sections are completed

BILLING DETAILS

Please read the Terms and Conditions (below) before signing below and returning your Venue Hire Agreement

Company Name:			
Company ABN:		Company Contact:	
Purchase Order Number:		Contact Phone No.	
Billing Address:			
Email:			
Signature:		Date:	

TERMS & CONDITIONS

The Community Arts Centre is available at a discounted rate to community groups, charities and businesses providing workshops or classes promoting artistic outcomes. Government Departments and corporate entities will be charged the corporate rate.

The Community Arts Centre provides low-cost spaces with limited setup and support. Every effort will be made to meet the setup requests of hirers. In some instances where rooms are booked after hours or immediately following each other the hirer will be responsible for their own setup or pack down. Additional furniture is readily available in shared areas and can be accessed if required. Furniture from adjoining rooms is not to be used without prior permission. All trolleys and safety equipment is to be used when accessing equipment.

Hire of the Community Arts Centre outside of normal business hours is at the discretion of the WPCC. If approved the following is required.

- The hirer must be briefed (during normal business hours) on the responsibility of after-hours hire prior to their booking.
- The last hirer to leave the building will be required to ensure the building is secure and all accessible lights and air conditioning is turned off.
- All security cards/keys are to be placed in the nominated After Hours Key Box prior to leaving the property.
- Hire of the Community Arts Centre is under the condition that there is a responsibility to close the building if you are the last hirer in the building after 4.30pm.
- Venue Hire is a minimum of 2 hours per day
- The community rate of hire is under the condition that you are responsible for the set up and pack down of your room when required.
- Hired spaces are to be left in reasonable condition. If there is damage to the room, equipment or if excessive cleaning is required there will be a fee of \$100 per hour charged to the hirer.