

Vancouver Arts Centre

Occasional Room Hire Information 2017/2018

Session Times

Standard Business Hours Sessions – Monday to Friday

Weekly Session 1 9.30am – 12.30pm

Weekly Session 2 1.00pm – 4.00pm

Weekly Full Day 9.30 – 4.00pm

Standard Business Hours Sessions – Saturday

Saturday Session 1 10am – 12.30pm

Saturday Session 2 1 – 3pm

Saturday Full Day Full Day 10am – 3pm

Out of Hours Sessions

Evening Session Mon to Friday 4pm+

Saturday Session 3pm+

Sunday Session Sundays at anytime

Access to the VAC for setup and pack down outside of normal business hours (9-4pm) are by prior arrangement and will need to be authorised by a VAC staff member.

Out of Hours Access

For any of our Out of Hours Sessions you will need to complete an Out of Hours Access agreement, a building induction and provide evidence of relevant public liability insurance for any out of hour's event that is open to the general public.

If you need to be issued with a key you will also need to pay a refundable deposit of \$50.

How to Make a Booking

Please ensure you contact us to check availability prior to making a booking. To make a booking simply complete and sign an Application Form and return it to us with full payment. Tentative bookings will not be accepted. Payment methods accepted include cash, EFTPOS, credit card or invoice on request.

Rates

VAC provides special discounted rates for community organisations and to Great Southern based cultural sector organisations. All other organisations fall under the Standard rates.

Cancellations

If you cancel your booking at least 14 days before your first day of hire, we will refund 75% of your hire fee. Bookings cancelled later than the period above will not be eligible for a refund.

Equipment & Facilities Available

Setup and pack down of rooms is the responsibility of the hirer.

Please discuss your needs when making your booking.

Equipment available

- ✓ White board
- ✓ Heater
- ✓ Power board / extension cord
- ✓ Broom / dust pan / brush
- ✓ Recycling bin / general waste bin

Shared facilities offered to all customers at the VAC:

- ✓ Fridge / Freezer
- ✓ Sink with cold water facilities
- ✓ Urn – in shared kitchen
- ✓ Toilets (including accessible toilets for people with disabilities and baby changing table in the ladies)

Please note: Equipment is to be handled with care as damage incurred during hire will be charged to the customer.

Equipment not provided:

- ✗ Catering services
- ✗ Stationery and art supplies
- ✗ Anything else you require

Other Important Information

- Please read this package carefully. By signing the Occasional Room Hire Application Form you will be agreeing to all terms, conditions, fees and charges detailed on the form.
- City of Albany retains right of first access - this will not be used without notice and consultation.
- You must provide a current copy of your public liability certificate unless it is not applicable to your booking. There is more detailed information in the Public Liability Q&A available upon request.



Department of Local Government, Sport and Cultural Industries
Department of Primary Industries and Regional Development



85 Vancouver Street / PO Box 484, Albany WA 6331
P: 08 6820 3740 / E: arts@albany.wa.gov.au