

Occasional Room Hire Information

ROOM INFORMATION

- Rooms are available during business hours, Monday to Friday 9–4pm, and Saturday 10–3pm.
- All rooms at the Vancouver Arts Centre are accessible, with flat access from parking at the front, where we have an ACROD parking bay.
- It is the hirers' responsibility to set up the room and pack it away during normal business hours. Please discuss your needs when making your booking.
- If you would like to utilise our rooms out of hours you will need to complete an Out of Hours Access agreement and a building induction. You will also need to provide relevant public liability insurance for any out of hours event that is open to the general public. Extra costs may apply.
- 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.
- The Vancouver Arts Centre provides special discounted rates for community, not-for-profits and Arts & Cultural organisations. All other hirers fall under the Standard rates.
- City of Albany retains right of first access - this will not be used without notice and consultation.
- To make a booking simply complete and sign an Application Form and return it to us with a deposit or full payment. Payment methods accepted include cash, EFTPOS, credit card or invoice on request.

ROOMS AVAILABLE

Large Meeting Room/Concert Room 11.4m x 7.8m

Suitable for:

- Music, dance, theatre rehearsals
- small gigs or performances
- small conferences, training courses, presentations

Specifics:

- Can be blacked out
- Has a small stage area with lighting
- Access to small verandah off the main room.
- Can fit up to 100 people standing, 60 people sitting, or 20 workshop/conference style
- Lino flooring
- Gas heating

Art Room 11.4m x 6.8m

Suitable for:

- art, craft workshops
- presentations, meetings
- Lots of large windows
- 2 sinks
- Drying racks
- Wooden flooring
- Gas heating

Courtyard studio 4.8m x 4m

Suitable for:

- Small workshops, max 10 people
 - Studio space
- Has access to outside courtyard

Annex 10m x 5m

Suitable for workshops, kids workshops

- Small kitchen, toilet
- Wooden flooring

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



Equipment Available by Request:

- Chairs
- Trestle Tables
- Urn & Mugs
- Whiteboard
- Heaters
- Water Jugs & Cups

Shared facilities available to all customers at the VAC:

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