

ALBANY TOWN HALL BOOKING FORM

About the Albany Town Hall

Opened in 1888, the Albany Town Hall is the iconic building of the main street. The grand old stone building, with its four-faced clock tower, has been transformed into a gallery space and theatre with tiered seating.

The Gallery, known as the Carol Pettersen Hall, is suitable for exhibitions, and showcases the annual Albany Art Prize. Carol Pettersen JP, was the first Minang Noongar person elected to Council in Albany.

The upstairs Theatre is a comfortable 310 seat intimate theatre available for conferences, workshops and small performances.

Over the decades, the Albany Town Hall has been the scene of council meetings, WA's first regional meeting of State Parliament, thrilling theatre, exquisite music performances, risqué comedy and the community's annual astonishment at the abilities of young performers in the Music Eisteddfod.

More recently, the Town Hall was used as a backdrop for the Illuminart Projections Project over the ANZAC Albany weekend.

Terms and Conditions of Hire

Please read these conditions carefully before completing and signing the booking form.

General Conditions

The Town Hall is hired as an "empty space" apart from equipment included in hire cost. It is recommended that the hirer inspects the premises to ascertain its suitability for the stated purposes prior to submitting this booking form. A viewing of the Town Hall can be arranged by contacting the Administration Assistant (Events and Communications) on 08 6820 3033. A minimum of four weeks' notice is preferred. There is no charge for viewing the Town Hall.

When hiring the Town Hall, the hirer is required to attend an induction in security, lockup and safety procedures to be carried out at least one week prior to their event.

When hiring the Town Hall, keys are to be collected from The Events Team at 102 North Road prior to the event and returned before 12pm the first working day after the event (unless prior arrangement is made).

It is acknowledged that:

The City of Albany has priority access and as such can cancel any prior booking with adequate consultation and notice. Upon cancellation of a confirmed booking all amounts paid will be refunded within 10 working days.

Approval is at the discretion of the City of Albany.

All Hirers are required to protect the City of Albany Town Hall property at all times. Any rectification of any damages of the space or equipment by the hirer will be the responsibility of the hirer.

It is the hirer's responsibility to provide access to the Town Hall for all deliveries and catering staff. City of Albany employees will not open or provide access to the hall under any circumstances except in the event of an emergency.

All equipment is to be left in the manner in which it was found. Failure to comply will result in an additional hire session charge.

Additional equipment, furnishings, displays or materials to that already in the building must be approved by the City prior to the hire period.

No alterations or additions are to be made to the fabric of the building.

Nothing is to be adhered to any paintwork in the building.

It is the responsibility of the hirer to ensure that if food and drink is served, both the hall and the kitchen must be left in a reasonable condition of cleanliness and tidiness to avoid extra cleaning fees.

Under no circumstances may hirers (or patrons in the building whilst under hire) enter any part of the Town Hall other than those specified in the induction.

Payment and Cancellation

The total hire fee is payable to the City of Albany at least fourteen (14) days prior to the hire date.

GALLERY: EXHIBITION RATES Includes Community and Commercial Functions & Exhibitions & Private Bookings (Paid Entry)		GALLERY: EVENING RATES		THEATRE: STANDARD RATES	THEATRE: SPECIAL RATES
Mon – Sun (per day) 9am – 5pm (includes Public Holidays)	\$400	Mon – Sun (per day) 5pm – 12pm (includes Public Holidays)	\$100 per hour	Venue Hire: \$700 (per performance) (includes Public holidays) Or 10% of gross ticket sales (whichever is greater)	*conditions apply Venue Hire \$150 (per hour) (includes Public Holidays) Or 10% of gross ticket sales (whichever is greater)
				Theatre Rehearsal Hire: \$30 per hour plus a \$120 service charge per session.	
Security charges apply				Security and Production charges apply	

* To be eligible for Special Theatre Rates hirers must address the following criteria:

- an incorporated association
- a not-for-profit community group

- a group delivering a program deemed of significant community and/or cultural value to the City of Albany

Booking Fee - \$60

This is non-refundable and non-transferrable is applicable to all events and payable at time of booking. Payment by cash, EFTPOS, credit card or cheque (payable to City of Albany).

Cleaning Fee - \$150

A cleaning fee will apply for every 3 day hire or part thereof for the duration of event.

Further concessions may be available to charitable organisations, community groups and Government authorities. Please contact the Administration Assistant (Events and Communications) on 08 6820 3033 for more information.

Gallery and Theatre Production Technicians

If hiring the venue for an exhibition, it is a requirement to engage a Gallery Technician, approved by the City of Albany, to hang the exhibition.

If hiring the venue for an exhibition, it is a requirement to engage a Lighting Technician, approved by the City of Albany, to assist with lighting the exhibition.

If hiring the venue for a theatre production, it is a requirement to engage a Theatre Production Technician, approved by the City of Albany, to assist with all audio/visual and production requirements.

Technicians are independent of the City of Albany. Quotes are to be sourced from the Technicians directly. The City of Albany has an approved list and can provide you with relevant contact details.

Equipment included in Gallery hire:

- 1 Whiteboard. Customers to supply whiteboard markers
- 40 Padded Chairs
- Exhibitions - 150 Hanging Lines; 200 Hooks; 1 Exhibition Sign for outside use

Please note: Any other equipment or services required are the responsibility of the customer to source and arrange.

Cancellation of a confirmed booking is required in writing (email) at least fourteen (14) days prior to confirmed hire date. Cancellation within less than one week will result in 50% refund. Cancellation within less than 48 hours will result in the total forfeit of hire fees paid.

All bookings which fall outside of the current financial year will be charged at the rates as approved by Council in the relevant financial year's schedule of fees and charges – not at the rates at time of booking.

Occupational Health and Safety

The City of Albany has a duty of care towards all members of the public accessing our premises and reserves the right to have any reasonable direction adhered to.

The hirer shall provide all things and take all measures necessary to protect people and property.

Hirers must have at least one mobile phone on the premises at all times to contact staff and emergency services if required. Further details and instructions are listed in the emergency and evacuation procedures.

The maximum capacity for the Town Hall Lower Floor is 115 persons. During a liquor licensed event this capacity can be increased to 135.

The Town Hall is a non-smoking site. No smoking is permitted within the building, or within 5 metres of the building.

Smoke, bubble or confetti machines and/or naked flames are not permitted in the Town Hall under any circumstances.

No electrical wiring, appliances, fixtures or structures shall be interfered with or altered. All electrical equipment brought into the Town Hall by the hirer must be tested and tagged in accordance with Australian Standard AS/NZS 3760.

All breakages, i.e. glass, etc. must be cleaned up immediately.

Consumption of Alcohol

If alcohol is available at your event, whether it is complimentary or sold, you are responsible for obtaining the appropriate license and those serving must have their current Responsible Service of Alcohol permit. For information on liquor licensing please visit the Department of Racing, Gaming and Liquor website www.rgl.wa.gov.au. The appropriate permit will need to be displayed at your event and a copy is required by the City of Albany.

During the Event

Emergency contacts lists are supplied at your induction.

The hirer will be responsible for the good conduct of persons within the premises from the time of issue of the key until the time of its return.

Equipment belonging to the hirer must be removed from the venue at the conclusion of the function. Failure to comply will result in an additional hire session charge.

All areas used must be left reasonably clean and tidy, with rubbish placed in the bins provided.

All lights must be turned off after use.

The City reserves the right to require that security be in place for periods of hire (i.e. an evening exhibition opening).

Display and Signage

A professionally sign-written banner can be hung on the stairs at the entranceway of the Town Hall. This is the responsibility of the organiser.

An Art Exhibition sign is available that fits onto the entranceway. The hirer is responsible for taking signs in and out.

For any further information regarding the use of the Albany Town Hall please contact the Events Team on (08) 6820 3033.

TOWN HALL BOOKING FORM

SECTION A - CONTACT DETAILS	
Name of Applicant:	
Organisation/Business name	
I am a:	<input type="checkbox"/> Incorporated Body <input type="checkbox"/> Not-for Profit Group <input type="checkbox"/> Other:
Postal Address:	
Phone Number:	
Email Address:	

SECTION B - EVENT DETAILS	
Event Title:	
Event Date:	
Event Bump In:	
Event Start Time:	
Event Finish Time:	
Event Bump Out:	

Event Description:	
I would like to book:	<input type="checkbox"/> Town Hall Gallery <input type="checkbox"/> Town Hall Theatre <input type="checkbox"/> Whole Venue
Anticipated Attendance:	
I have read the Event Planning Guidelines: YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECTION C – BOOKING CHECKLIST	
I have checked venue availability by contacting the Contact Officer Yes <input type="checkbox"/>	
I will have an opening night event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of opening night event (if applicable)	
I will have a performance rehearsal	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of rehearsal (if applicable)	
Gallery Technician required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting Technician required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business notification of event	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Attach: <input type="checkbox"/>
Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Attach: <input type="checkbox"/>
Are you required to submit an Event Approval Application?	Yes <input type="checkbox"/> No <input type="checkbox"/> Attach: <input type="checkbox"/>

I have read, understood and agree to abide by the terms and conditions of hire attached to this booking form.



Contact Officer: Administration Assistant (Events and Communications)

P: (08) 6820 3033 | E: events@albany.wa.gov.au

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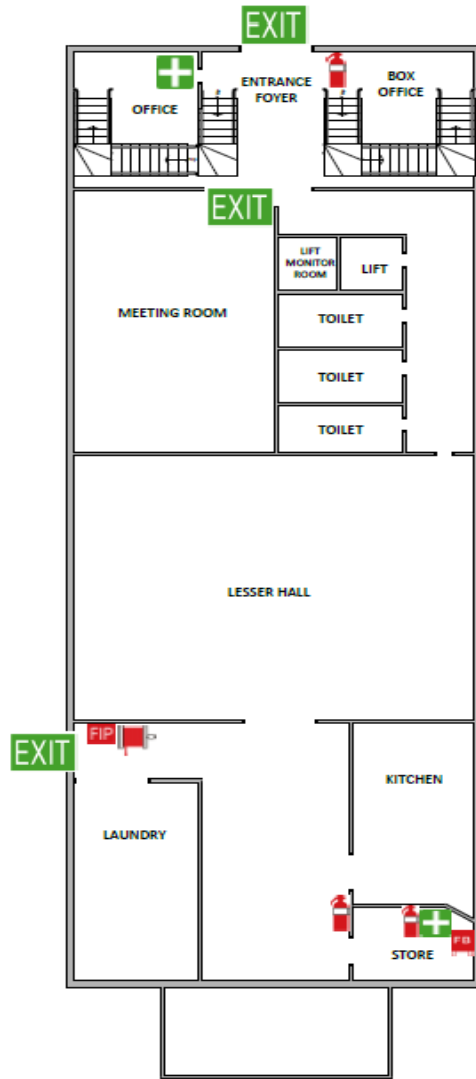
Signature of hirer/s _____ Date _____

*Form not accepted unless signed.

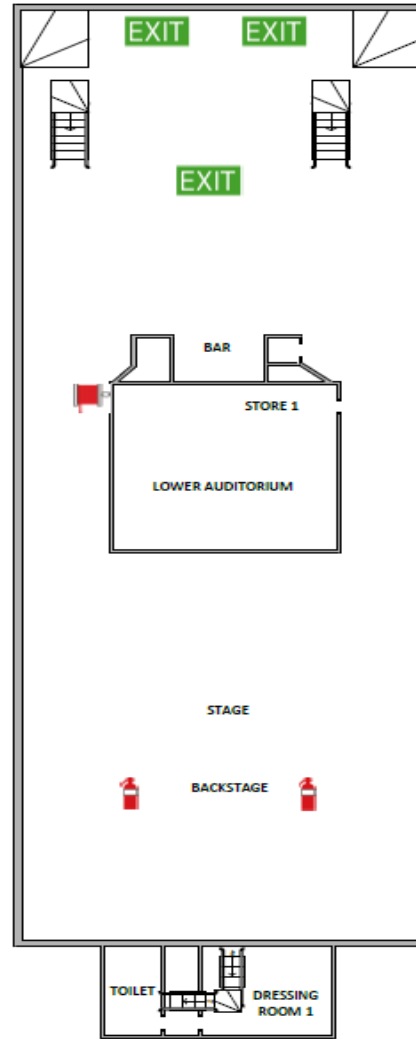
Once you have completed the form, please return it to the following address:

City of Albany Records
PO Box 484
ALBANY WA 6331
Records@albany.wa.gov.au

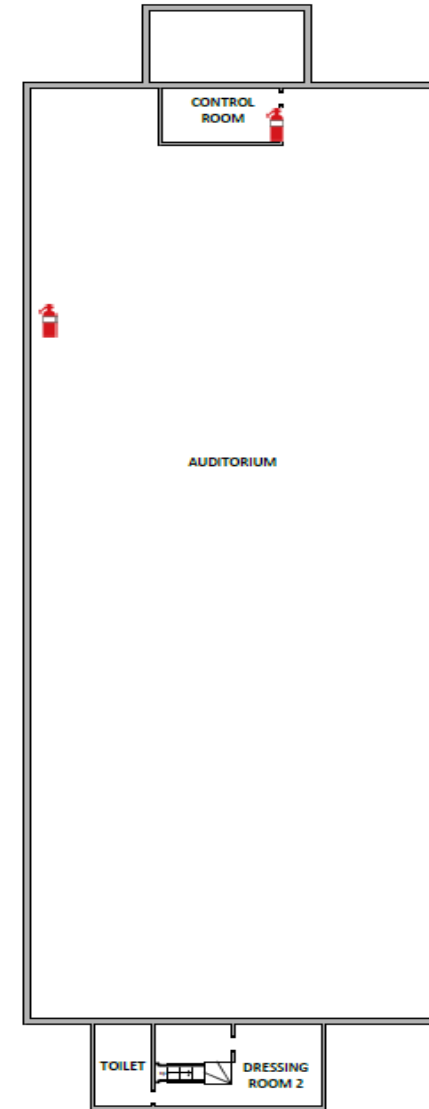
TOWN HALL SITE PLAN



GROUND FLOOR



STAGE LEVEL



UPPER LEVEL

EXIT

EXIT

EXIT

EXIT

EXIT

EXIT