

## Occasional Room Hire Information 2019/2020

Rooms are available during businesses hours, Monday to Friday 9.00am – 4.00pm, and Saturday 10.00am – 3.00pm. If you require a room outside of normal business hours, please discuss your needs with staff when making your booking.

ACROD parking is available at the front of the Arts Centre. A ramp is available from the bottom carpark and a loading zone is available at the front of the Arts Centre to assist with the transportation of heavy equipment.

### Room Information

- All rooms at the Vancouver Arts Centre are accessible with ground floor access at the front and a carpark is available at the back of the Arts Centre.
- It is the hirer's responsibility to set up and pack down within the allocated timeslot.
- Session times run back to back. It is the Hirer's responsibility to ensure that you have vacated by the end of your session time so as not to inconvenience other Hirers.
- Special discounted rates are provided for community, not-for-profits and Arts & Cultural organisations.
- Discounted annual rates apply when twelve (12) or more room bookings are made within twelve (12) months.

### Making a Standard Booking

- Prior to completing a booking form, please contact the Vancouver Arts Centre staff to discuss your requirements and check availability.
- Complete the Occasional Room Hire Booking form and return via email to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au) or in person to the administration office of the Vancouver Arts Centre.
- A 50% deposit or full payment is required to confirm your booking. Payment methods accepted include cash, EFTPOS, direct debit and cheque. Please make all cheques payable to City of Albany.
- Organisations known to the VAC may be able to host a booking outside of normal business hours. Designated members who have completed the afterhours building induction must be present at all times and be responsible for security of the building when the Centre is not staffed.

### Rooms for Hire

There are currently two rooms available for occasional hire at the Vancouver Arts Centre. Rooms are available to hire for morning / afternoon sessions, or for a full day.

#### Large Meeting Room / Concert Room – 11.4m x 7.8m

- This room is suitable for small gigs, performances and music / theatre / dance rehearsals and conferences. It can also be used for large training courses, presentations and art workshops.
- Ability to fit one hundred (100) people standing, sixty (60) sitting, or twenty (20) arranged for a workshop.
- Lino flooring, gas heating and the room can be blacked out.
- A small stage with lighting is also kept within this room for use.

	<b>Standard Rate</b>	<b>Standard Annual Rate</b>	<b>Community Rate</b>	<b>Annual Community Rate</b>
<b>Morning/Afternoon Session</b>	\$86.00	\$43.00	\$64.00	\$29.00
<b>Full Day</b>	\$150.70	\$70.00	\$107.65	\$53.85

#### **Annex – 10m x 5m**

- This room is suitable for small art workshops and meetings.
- Small kitchen and bathroom located just outside the room
- Wooden flooring

	<b>Standard Rate</b>	<b>Standard Annual Rate</b>	<b>Community Rate</b>	<b>Annual Community Rate</b>
<b>Morning/Afternoon Session</b>	\$75.40	\$37.70	\$53.85	\$23.85
<b>Full Day</b>	\$129.00	\$70.00	\$86.00	\$43.00

#### **Public Liability Insurance**

- Where your activity is advertised, open to the general public and / or you will be receiving money (including donations for entry), public liability insurance is required.
- Where you will be hiring a room for personal arts activity, public liability is not required and can be covered by the City of Albany's Occasional Hirers Insurance, provided the activity is low risk, not advertised and not available for the public to attend. Examples include band rehearsal and collaborative artwork creation.
- For more information regarding our Public Liability Requirements, please refer to the VAC *Public Liability Information* document.

#### **Equipment**

- Hire of the Rooms only includes use of the permanent equipment located in the room. The Hirer is responsible to set up and pack away any equipment located in the room, such as chairs, during their allocated timeslot.
- It is the responsibility of the Hirer to request additional items such as an urn, trestle tables, chairs and other such items when lodging their booking application.
- Equipment is available at the Vancouver Arts Centre and is subject to availability. To view our equipment list and request hiring, please refer to the VAC *Equipment Information* document.

#### **Shared Facilities**

Once a booking has been confirmed, you are able to use the shared facilities at the Vancouver Arts Centre during your booking. The shared facilities include a kitchen containing a fridge / freezer, sink with cold water facilities and an urn. Tea and coffee is also available by donation.

Bathrooms have accessible toilets and a baby changing table is also available in the ladies bathroom

#### **Cancellations**

Cancellations must be made no later than **48 hours** prior to the room hire booking. Please contact staff directly to discuss. The Occasional Room Hire deposit is non-refundable.

#### **City Of Albany**

**Address:** 85 Vancouver Street, Albany WA 6330 | PO Box 484, Albany WA 6331

**Tel:** 08 6820 3740 | **Email:** [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)

# Occasional Room Hire Booking Form 2019 / 2020

## APPLICANT & ACCOUNT DETAILS

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

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## BOOKING DETAILS

Event Details: \_\_\_\_\_

Date/s: \_\_\_\_\_

### Monday – Friday Booking

<input type="checkbox"/>	Morning Session 9.00am – 12.30pm
<input type="checkbox"/>	Afternoon Session 12.30pm – 4.00pm
<input type="checkbox"/>	All Day
<input type="checkbox"/>	From 4.00pm <i>By Request</i>

### Saturday Bookings

<input type="checkbox"/>	Morning Session 10.00am – 12.30pm
<input type="checkbox"/>	Afternoon Session 12.30pm – 3.00pm
<input type="checkbox"/>	All Day
<input type="checkbox"/>	From 3.00pm <i>By Request</i>

### Rooms Available For Hire

Large Meeting Room

Annex

### Additional Details Required

Number of expected attendees

Public Liability Insurance **Y / N**

Comments: \_\_\_\_\_

## STATEMENT OF ACCEPTANCE

***By signing below, I acknowledge that I have read and understood the VAC Bookings Information, Fees and Charges, Terms and Conditions and have been given full opportunity to discuss the implications of this application.***

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

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

## GENERAL TERMS AND CONDITIONS

- The City's Vancouver Arts Centre (VAC) management and staff have the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The Hirer (person signing the application form) must carry out any directions issued by VAC management and staff.
- In the event of an emergency, the Hirer is to assist the VAC staff in evacuating those associated with this booking out of the arts centre as directed.
- Hirers and customers are NOT permitted to park within the disabled parking area unless displaying an ACROD sticker.
- A loading zone is located at the front of the VAC and can be used briefly by Hirers for bump in and bump out.
- Hire of the VAC rooms only includes the permanent equipment located in the room. It is the responsibility of the Hirer to request additional items such as an urn, trestle table, chairs and other such items when lodging their booking application.
- No alterations are to be made to the fabric of the building and paintwork needs to remain undamaged and clean. Any damage to the building will be the responsibility of the Hirer and a fee will be charged.
- Equipment used during the room hire is to be handled with care and carefully put away. Any damage incurred to equipment will be charged to the Hirer responsible.
- Large groups or school bookings are required to nominate a person to report to the VAC administration office upon arrival and provide participation numbers upon entry.
- A communal kitchen is made available to all Hirers and their guests. External catering is accepted and can be stored in the kitchen until required by the Hirer. It is the responsibility of the Hirer to organise and label the catering as required when storing in the communal kitchen.
- The hirer is required to clean up, remove all litter generated by their activity and return the room to its original state prior to vacating the centre. If premises are left in an unsatisfactory condition, additional staff will be engaged to clean the premises with expenses billed back to the Hirer responsible.
- No smoking is permitted within the building or within a five (5) metre radius of the building.
- For after-hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102

## BOOKING TERMS & CONDITIONS

- All bookings are to be made in consultation with a VAC staff member prior to completing a booking form to ensure availability and to discuss requirements.
- Bookings are required ten (10) days prior to the expected booking date.
- Bookings are confirmed once the deposit or full payment has been paid.
- If your booking requires a key and building alarming / disarming device, they become the responsibility of the Hirer on this form. Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.
- A Room Evaluation Form must be completed by Hirers for VAC statistical purposes at the conclusion of the room hire and is to be returned to the VAC administration office in person or via email to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)
- Cancellations / amendments are required 48hrs prior to your booked event or the applicable fees and charges will apply.
- Hirers who regularly fail to vacate their room by the end of their allocated timeslot, or who cause undue inconvenience to other users may be refused applications to hire in future.

## FEES & CHARGES / TERMS & CONDITIONS

- City Of Albany Payment Terms are strictly 30 days from invoice date.
- The Hirer will bear all associated costs to recover the debt in full.
- Room hire charges are set by the City of Albany in July each year and will be adjusted accordingly.
- Hirers are required to pay a minimum of a 50% deposit to confirm their booking and the remainder once the booking has been completed at the administration office, unless otherwise advised.
- The City of Albany requires 48hrs notice in writing of booking cancellations. Failure to meet this condition will result in a cancellation administration fee.
- Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue and are only issued in extenuating circumstances after approval by the VAC.

### City Of Albany

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