

**Vancouver Arts Centre  
Occasional Room Hire Booking Form 2017/2018**

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**BOOKING INFORMATION**

Organisation \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Phone & Mobile \_\_\_\_\_  
Email \_\_\_\_\_

**BOOKING CONTACT (if different from above)**

Contact Name \_\_\_\_\_  
Phone & Mobile \_\_\_\_\_

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**EVENT DETAILS**

Description of event type (workshop, conference, lecture etc) and primary use of space

**DATE/S:** \_\_\_\_\_

**SESSION TIME\*:**

- 9.30am – 12.30pm
- 1.00pm – 4.00pm (Must vacate by 4pm)
- All Day 9:30 – 4.00pm (Must vacate by 4pm)

**VAC Opening hours/ M-F 9am-4pm /S 10am-3pm /Closed Sunday**

\*Sessions that fall outside of standard business hours can only be booked by arrangement.

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**IS A COPY OF YOUR PUBLIC LIABILITY INSURANCE ATTACHED?**

- Yes
  - No
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**ROOM PREFERENCE:**

- Large Meeting Room
- Small Meeting Room
- Annex

Please discuss your requirements with admin staff – i.e.: How many people will attend, style of function etc. We can recommend the most suitable space for you.

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**REQUIREMENTS:**

**NO OF PEOPLE:** \_\_\_\_\_

**NO OF CHAIRS:** \_\_\_\_\_

**NO OF TABLES:** \_\_\_\_\_

**OTHER REQUIREMENTS\*:**

Data Projector                      \$110 per day

Easels                                      \$10 per day

\*Items available upon request

Room setup is the responsibility of the hirer – please allow adequate time for setup and pack down in your booking.

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**CONDITIONS OF USE**

**By signing this form you agree to the following conditions.**

1. Refunds for cancellations are only issued in extenuating circumstances after approval by administration.
2. Charges are set by City of Albany in July each year and fees will be adjusted accordingly.
3. No smoking is permitted within the building, or within 5 metres of the building.
4. No alterations are to be made to the fabric of the building and nothing is to be adhered to paintwork.
5. Rooms are to be left clean and returned to their original state.
6. Equipment to be handled with care as damage incurred during hire will be charged to the customer.
7. Customers to vacate rooms within the allocated session time.

**SIGNATURE**

Signed: \_\_\_\_\_

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

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

*OFFICE USE ONLY:*

<i>Receipt No.</i>	<i>Invoice Request to Accounts</i>
<i>Entered into Daily Planner</i>	<i>Checklist/s sent</i>



Department of Culture and the Arts  
Department of Regional Development



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