

## VANCOUVER ARTS CENTRE ANNUAL HIRE INFORMATION

The Vancouver Arts Centre offers individual or community groups who wish to make 12 or more bookings a year a discounted room hire rate. To apply for the discounted room rate please complete the below form and return to arts@albany.wa.gov.au or in person to the administration office of the Vancouver Arts Centre.

### SPACES AVAILABLE FOR HIRE

There are a number of rooms available for hire at the Vancouver Arts Centre. Prior to completing a booking form please contact centre staff to discuss your requirements and check availability. Preference will be given to bookings that complement the Vancouver Arts Centre programming objectives.

#### Large Meeting Room

Dimensions: 11.4m x 7.8m Capacity: 72 people standing/55 people seated. Suitable for: workshops, exhibitions, lectures, meetings, events, small scale concerts.

#### Courtyard Room

Dimensions: 4.8m x 4m Capacity: 18 people standing/9 people seated. Suitable for: workshops, small exhibitions, meetings.

### HOW TO BOOK

1. Contact the Vancouver Arts Centre staff on 6820 3740 to discuss your requirements and check availability.
2. Complete the Room Hire Booking form and return via email to arts@albany.wa.gov.au or in person to the administration office of the Vancouver Arts Centre.
3. Pay a deposit to confirm the booking. A non-refundable 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)

### GENERAL BOOKING INFORMATION

#### Standard Operating Hours

The Vancouver Arts Centre's standard business hours are Monday to Friday 10.00am – 4.00pm. If you require use of the venue outside of normal business hours, please discuss your needs with staff when making your booking.

#### Accessibility

ACROD parking is available near the main entrance of the Vancouver Arts Centre to the west of the main building with wheelchair access to the main building available via the front door.

A loading zone is available at the front of the Centre to assist with the transportation of heavy equipment.

#### Shared Facilities

Once a booking has been confirmed, hirers are welcome to make use of the shared facilities at the Vancouver Arts Centre for the duration of their booking. The shared facilities include a kitchen containing a fridge / freezer, sink and an urn. Tea and coffee is also available by donation. Bathrooms have accessible toilets, a baby changing table is also available in the ladies bathroom.

#### Equipment

Various equipment is available at the Vancouver Arts Centre and is subject to availability. To view our equipment list and request equipment for your booking, please refer to the VAC Equipment Hire Information document

#### Catering

Hirers have access to a small communal kitchen (equipped with fridge, microwave, kettle, dishwasher) but the venue does not have commercial kitchen facilities. To meet safety regulations any food served at the venue must have been prepared in an approved kitchen (i.e. by an approved caterer, or hirer may purchase pre-prepared packaged food from a supermarket); self-catering (i.e. food prepared by hirers in their own non-approved domestic kitchen) is not allowed.

#### Hire Period

Room Hire by session – gallery spaces hired out at a weekly rate Session times: Day: 10am – 3.30pm, Evening: 4pm – 10.30pm (for evening bookings please see booking conditions for after hours access)

## Event Marketing

Where possible the Vancouver Arts Centre may assist with marketing your exhibition or event in the following ways: A listing in our bi-monthly e-newsletter, Social media posts and event listings on City of Albany Arts and Culture facebook and instagram page, Event listing on the Arts and Culture website, Email mailouts our subscribers. Please note the Vancouver Arts Centre takes no responsibility for the marketing of your event and all event promotion is subject to staff capacity. In order to provide this service, please provide the following at least 8 Weeks PRIOR to your event.

1. Event Title, names of artists involved and associated event details including: event time, booking contact information etc.
2. 1-3 high resolution promotional image (300dpi) with appropriate credits. (Images larger than 1MG are preferable)
3. Short paragraph describing the exhibition/event. .

## Opening Events / After Hours Opening

- Hirers can request to have the gallery open on weekends or after hours (see booking conditions) Please note hirers will be responsible for security of the building when the Centre is not staffed and accountable for any incidents that happen out of hours.
- For all after hour exhibition openings where staff assistance is requested, this will be at an additional cost of \$60 per hour Monday - Friday and \$120 per hour Sundays and Public Holidays. (minimum of three hours)
- Alcohol may be served at exhibition openings according to the 2011 Exemptions from the Liquor Act outlining Complimentary Supply of Liquor by a Business. (Copy of this leaflet available upon request). See booking conditions for more information.

## FEES & CHARGES (GST Inclusive)

Please note Annual Room Hire bookings at the Vancouver Arts Centre are paid quarterly in advance. Additional bookings can be made throughout the year with the 'Occasional Room Hire Booking Form'

| OCCASIONAL ROOM HIRE |                             |                              |
|----------------------|-----------------------------|------------------------------|
|                      | Standard Rate (per session) | Community Rate (per session) |
| Large Meeting Room   | \$128                       | \$96                         |
| Courtyard Room       | \$64                        | \$48                         |
| Annual rate          | \$30 (12 sessions or more)  |                              |

## BOOKING CONDITIONS

### RATES

All not for profit arts and cultural organisations and community organisations operating in the creative and cultural industries are eligible for the Community Rate. Sole traders and partnerships operating in the creative and cultural industries will be charged a standard rate. All other types of bookings will be charged at commercial rates.

### BOOKINGS

Bookings are subject to availability and on request. Please ensure you have checked availability prior to submitting a booking request. A staff member will be in touch to check details and confirm your booking with you. Bookings are confirmed once 50% deposit or full payment has been paid.

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

Hirers who regularly fail to vacate their room by the end of their allocated timeslot, or may cause undue inconvenience to other users may be refused applications to hire in future.

### PREFERENTIAL BOOKINGS

Preference will be given to bookings to bookings that can demonstrate that they meet the Vancouver Arts Centre Programming Objectives. All other bookings will be considered and accommodated subject to availability.

### BOOKINGS FOR PERFORMANCES

Bookings to present performances that require a significant level of technical audio/visual expertise are likely to require additional technical services and equipment. A full outline of technical specs must be provided at the time of initial enquiry. Appropriate fees will need to be discussed and negotiated with Vancouver Arts Centre staff prior to making a booking.

### 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. Hirers will need to submit a copy of their public liability certificate of insurance to Vancouver Arts Centre staff.

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 Public Liability Information document.

### EVENTS OUTSIDE NORMAL BUSINESS HOURS

Any Hirers that require access to the venue outside of normal business hours (for bump in/bump out purposes or for the presentation of public or private events/functions) will need to speak to staff to arrange access and may need to pay for appropriate staffing to be present for the duration of the event, please speak to staff about rates for after hours staffing.

A building induction must be completed with a member of staff during normal business hours before hiring any room outside of normal booking hours.

Any hirer who requires a key and building alarming / disarming device, will become responsible for the key and building security (if out of hours). Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.

### SECURITY

For all public events involving the sale of alcohol, a security guard may be required to be in attendance. This can be arranged separately and the rates in the above schedule will apply.

Note; exhibition openings where alcohol is offered as ancillary to the event and is restricted to a maximum of 2 drinks per attendee, a security guard is not required.

## SERVICE OF ALCOHOL

In order to comply with regulations and remain exempt from the requirement to obtain a liquor licence, hirers must observe the conditions listed in the 2011 Liquor Exemption leaflet and the following:

- Alcohol must be supplied as complimentary and of no charge,
- Servers must have current Responsible Service Alcohol certificate,
- Alcohol must be served by hirer or a volunteer to ensure that no more than two standard drinks are supplied to each guest,
- Drinking water must be available for guests,
- A sign indicating that the supply of liquor is complimentary and restricted to two drinks per guest, must be situated behind or near to the bar. The Centre can provide signage upon request.

## EQUIPMENT

Hire of the Room 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. 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.

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 equipment hire, please refer to the VAC Equipment Information which is available on request document and talk to VAC staff.

## CLEANING

All hirers are required to:

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the room following the conclusion of hire.
- Ensure all chairs, tables modular walls, hanging systems and any other equipment belonging to the venue are returned to the designated storage areas and stored correctly.
- Sweep the floor, wipe down any equipment used and ensure the room is returned to its original state.
- Ensure the kitchen and lounge area are left tidy.

In the event that the room is left in an unsatisfactory condition and additional cleaning services are required, additional staff will be engaged to clean with expenses billed back to the hirer responsible at the rates in the above schedule.

## CANCELLATIONS

Cancellations must be made no later than 48 hours prior to the room hire booking. Please contact staff directly to discuss. Room Hire deposits are non-refundable.

## FEES & CHARGES

- Annual Room Hire bookings are paid quarterly in advance. When applying hirers commit to paying for the full year
- 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.
- 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.
- 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.

## IN-KIND SUPPORT

Up to 50% discount is available to arts and cultural organisations, independent artists, collectives and creative producers. Refer to the In-Kind Application for further details.

## PARTNERSHIP REQUESTS

The Vancouver Arts Centre team are able to consider proposals at any time to partner with independent artists, producers and organisations to support the development of new work, projects or events for presentation

through the Vancouver Arts Centre; where it is strategic to do so, is in line with overall programming objectives and where we have capacity to support.

Proposals are considered on a case by case basis and where these are accepted, a small amount of cash funding of up to \$5,000 with additional in-kind contributions for venue hire can be offered through this partnership in order to assist applicants to secure additional grant funding.

## GENERAL

- 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.
- 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
- 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.

## VANCOUVER ARTS CENTRE ANNUAL HIRE INFORMATION

### APPLICANT DETAILS

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

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

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

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

### HIRE DETAILS

Description of activity: \_\_\_\_\_

Please tick all rooms requested for hire:

Large Meeting Room

Courtyard Room

Other (please specify): \_\_\_\_\_

Date/s & Time of hire (please indicate on attached calendar): \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_ Public Liability Insurance:  No  Yes, (If yes, please attach to application)

After hours access required:  No  Yes

If yes, please specify Date/Time you are available to complete a building induction:

### SERVICES & EQUIPMENT

Please tick all additional services or equipment you require:

AV equipment  
(please see Equipment Hire information for list of available equipment)

AV technician

Tables (please specify amount): \_\_\_\_\_

Chairs (please specify amount): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

### DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgement of this application. I agree to the terms of reference outlined in the Vancouver Arts Centre Annual Room Hire Information document.

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

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

Please send this completed cover sheet together with a copy of your public liability insurance to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)  
If you do not receive an email confirmation within five working please contact the Arts & Culture team on 6820 3740.

## HIRE DETAILS

Rooms requested for hire:  Large Meeting Room  Courtyard Room  Other (please specify):.....

Hire times (eg. 9.30am - 12pm): .....

Please indicate on calendar below the dates on which you would like to hire the room

|           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| JANUARY   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| FEBRUARY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| MARCH     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| APRIL     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| MAY       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| JUNE      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| JULY      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| AUGUST    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| SEPTEMBER |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| OCTOBER   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| NOVEMBER  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| DECEMBER  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |