

CITY ARTS SPACE HIRE APPLICATION

Local Government Property Local Law 2005



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Instructions: Please print clearly using **black pen** in the spaces provided.

Once this form has been completed in full, signed and submitted to the City of Perth you will be contacted to confirm details.

1. CUSTOMER DETAILS

Organisation:

ABN: Contact Person:

Postal Address:

Suburb: State: Postcode:

Is Street address the same as above? Yes No (Please complete details below)

Street Address:

Suburb: State: Postcode:

Telephone: Mobile:

E-mail:

Is a copy of your public liability insurance certificate attached? Yes No

Is your organisation (please tick the most relevant):

Commercial Not for profit

2. EVENT DETAILS

Event Name:

Hire Date/s:

Hire Times:

Please select any equipment you will require:

Projector

Tables, number (max 2)

Mixing Console

400 Amp Speakers (x2)

Chairs, number (max 40)

Description of Event/Activity:

Anticipated Attendance:

Will alcohol be consumed at this function?

Yes

No

3. CITY ARTS SPACE CONDITIONS OF HIRE

- 1. Information:** The Council maintains this facility is in good condition and trusts that it meets your requirements.

In return for the use of the City Arts Space, it is expected that you:

1. Complete and sign an application form acknowledging all information set out in this document are understood, and ensure that all the conditions are met.
2. Pay the bond specified in addition to hire fees and any other fees which may be applicable.
3. Advise the City of Perth if alcohol is to be served, even if no liquor licence is required.
4. Leave the premises in a reasonably clean condition, i.e. tables and chairs cleared and stacked neatly; breakages cleared and spills wiped up at time of spillage; no areas left unusually dirty and the kitchen left as clean as it was found.
5. Floors swept to remove debris.
6. Do not return any keys issued to you by post. These must be returned directly to the City of Perth.
7. It is understood that the City of Perth reserves the right, in rare circumstances, to take precedence over confirmed bookings. Every effort will be made to provide reasonable notice and to assist hirers to find alternative accommodation should this occur.

Every user of the premises shall ensure that during the period of use that:

- (a) No light or light fitting (other than the adjustable track lighting) is interfered with, covered or decorated any way except with the written consent of the Chief Executive Officer;
- (b) All decorations including flowers and all equipment brought into the building are removed immediately after use of the premises. Nothing is to be stored in the building without prior approval;
- (c) No damage is caused to the premises or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith;
- (d) No property, chattels, equipment, fixtures or fittings are removed from the premises;
- (e) No nuisance or annoyance is caused to the owners or occupiers of property in the vicinity of the premises.
- (f) City of Perth staff, at all times during the period of hire, have free access to the building and every part thereof.

No person using the premises shall:

- (a) Behave in a disorderly manner;
- (b) Be in an intoxicated condition;
- (c) Create or take part in any disturbance.
- (d) Cause any nuisance or annoyances to the owners or occupiers of any adjoining property or property within the vicinity of the facility.

2. Capacity: Total venue capacity is 85 and must not be exceeded. The maximum number of persons to be accommodated at any function is determined by the Department of Health. By admitting a greater number than permitted on this form, the hirer is liable to prosecution and forfeiture of all or part of the bond.

3. Promotion:

If they wish, event organisers can upload information about their event or workshop to the Visit Perth City website. Complete the form via the following link to register as a new user. After receiving email confirmation of your new account, go to the Dashboard to submit an event listing.

<http://www.visitperthcity.com/user/>

4. Licence requirements: Evidence of an appropriate liquor licence, public liability insurance, engagement of a private security guard and an appropriate APRA licence may be required for events.

5. Smoking: Smoking is not permitted anywhere in the building.

6. Noise: Hirers must comply with the provisions of the Environmental Protection (Noise) Regulations 1997. A breach of the Environmental Protection Act may result in a Noise Abatement Direction being served. Non-compliance with a Noise Abatement Direction is evidence of an offence, maximum penalty \$5,000.00.

7. Evacuation: A complete Emergency Response Procedure is available at the community building may be referred to by any hirer who wishes to review it.

8. Basic requirements: No hire can commence until the City of Perth has received a signed application form, payment in full of bond/deposit and full hire fees and proof that all conditions have been met.

9. Bond refunds: The full amount of the bond will be refunded if, in the City's opinion, the facility is vacated on time, undamaged, and in a reasonably clean condition, and all other conditions for hire have been met.

Hirers will be required to complete a very brief survey at the end of the hire period in order to receive their bond refund. The completion of this survey will aid the City of Perth in determining the community's needs and how we can improve upon our facilities and service.

A refund cheque will be posted in the name specified on this form. Allow up to 4 weeks for processing.

A “reasonably clean condition” indicates:

- Gallery returned to the condition as found at time of key handover – this includes all hanging devices removed from walls and screens, holes patched, sanded and painted, scuff marks on walls painted (putty, paint and necessary equipment provided, all equipment to be put away when patching and painting complete).
- Tables and chairs cleared and stacked neatly;
- All rubbish removed and placed in the bin located in the kitchen.
- Floors swept;
- Breakages cleared and spills wiped up at time of spillage;
- No areas left unusually dirty;
- All decorations including flowers and any other equipment brought into the space removed by the end of the hire period
- All equipment listed on the *Equipment Checklist* present and in good condition.

“On time” means:

- No more than ten minutes after the booked finishing time after the period of hire terminates;
- If the event goes more than ten minutes over the specified time of hire, part or all of the bond fee may be withheld to cover the costs of cleaning, repairs and/or hire fees.

10. Indemnity: Upon acceptance of hire, you bind yourself as the hirer to hold the City of Perth and the employees of the City of Perth indemnified against claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue, the property of the City of Perth during all periods when such venue is on hire to the hirer.

11. Compliance: Failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond. In extreme cases, additional charges for cleaning and/or repair of damage may be imposed.

I have read Conditions of Hire above and I accept responsibility for compliance with the conditions for the use of Council property.

Signature:

Date:

Please Note: This form is available in alternative languages and formats on request.

ATTACHMENT 1

CITY ARTS SPACE - EMERGENCY EVACUATION PROCEDURE

If smoke is detected or fire alarm is raised please proceed to the nearest exit.

The contact person on the application form is responsible for ensuring all members attending your event have evacuated the building.

All groups hiring the City Arts Space are to familiarise themselves with all emergency exists. Please refer to Attachment 2A.

The assemble area is located on the footpath on the corner of Lake and James streets.
The fire brigade will automatically attend when the alarm is raised.

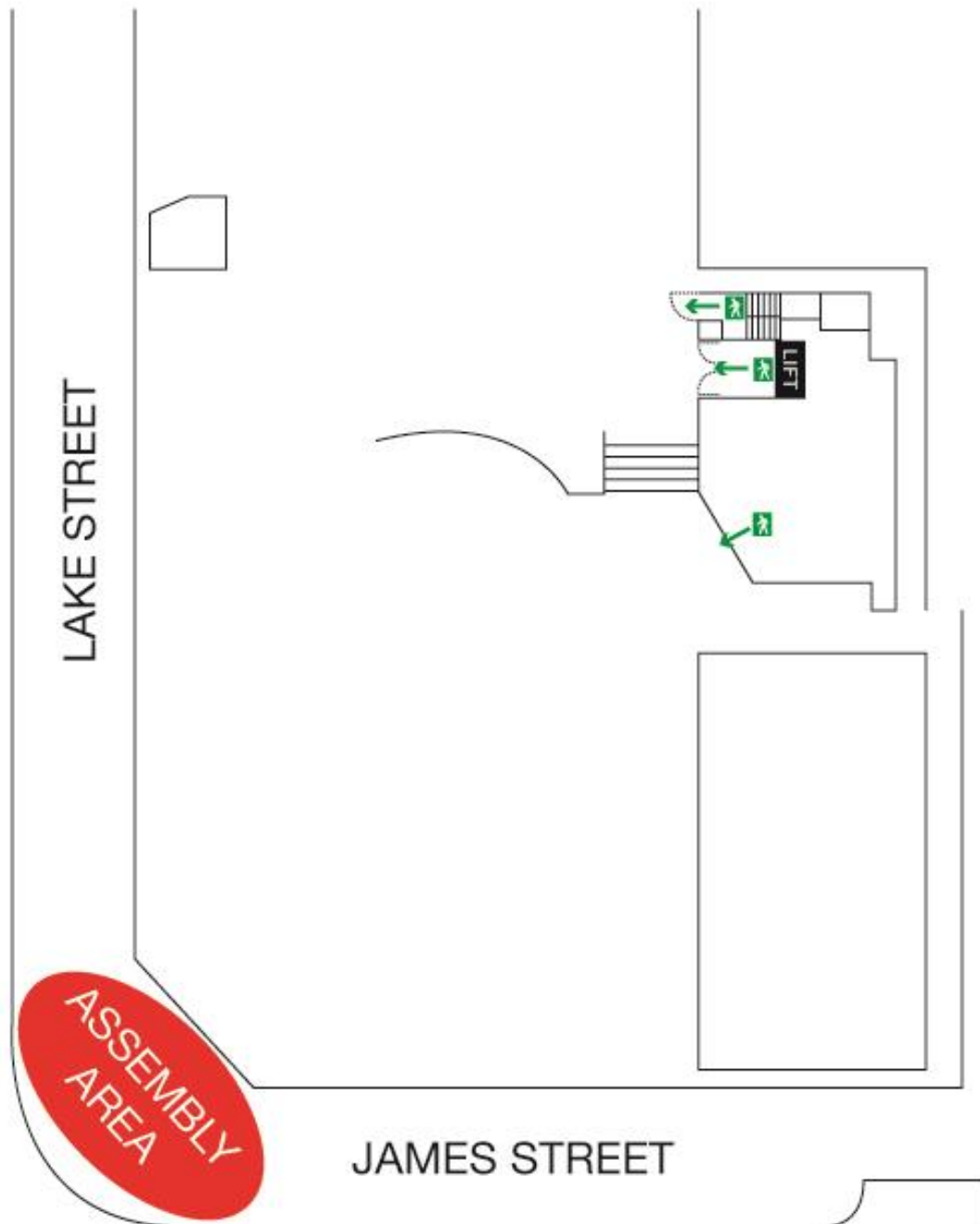
I have read and understood the Emergency Evacuation Procedure above.

Signed:

Date:

ATTACHMENT 2A

Ground Floor Diagram and Evacuation Assembly Area
Northbridge Piazza
Corner Lake & James Streets, Northbridge



LEGEND

← Emergency Exit

⤴ NORTH NOT TO SCALE