
2. Exhibition Details

Title

Artists involved in the project

Preferred Start Date

Preferred End Date

Brief Exhibition Description

Do you intend to hold an opening event or other additional activities?

Yes No

If yes, please provide a brief description:

Will alcohol be consumed at this function? Yes No

3. Support Material

In addition to this form, please provide the following:

- A current Curriculum Vitae for each participating artist [no more than two A4 pages]
 - High resolution images and/or video/audio files demonstrating the quality of previous work or work proposed to be installed [no more than six images or files in total]
 - An image list detailing: number of image, title of artwork, location, size, medium, date completed, name of any collaborators who worked with you on the project.
-

4. Submission of Application

- By ticking this box I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- By ticking this box I confirm I have read and agree to abide by the associated Conditions of Hire. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Response Time: 30 working days from date of receipt.

Date
(dd/mm/yy)

This form is available in alternative languages and formats on request

5. Conditions of Hire

1. **Information:** The Council maintains this facility 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. De-install your exhibition on schedule. Additional costs will be incurred for exceeding finishing time/date.
5. 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.
6. Floors swept to remove debris.
7. Do not return any keys issued to you by post. These must be returned directly to a City of Perth staff member or the Customer Service desk at Council House.

8. 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) All hanging devices are removed from walls and screens, holes patched, sanded and painted, scuff marks on walls painted after use of the premises (putty, paint and necessary equipment will be provided);
- (d) No damage is caused to the premises or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith;
- (e) No property, chattels, equipment, fixtures or fittings are removed from the premises;
- (f) No nuisance or annoyance is caused to the owners or occupiers of property in the vicinity of the premises.
- (g) The any officer of the City of Perth at all times during the period of hire has 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:** The exhibiting Artist(s) will provide the City of Perth with the following materials for the promotion of the exhibition/project:
- Three (3) high resolution images
 - Image credits
 - A 50 word description of the exhibition/project
 - All participating artists' names
 - Dates and times the gallery will be open during the exhibition/project
 - Links to anywhere information about the exhibition appears online
 - Copies of any printed promotional material (prior to distribution)
4. **Installation:** Methods of installation of artworks must be discussed and agreed upon with City of Perth staff prior to install. City of Perth staff may be able to provide installation advice either via email, over the phone or in person at an agreed time prior to the date of install. Installation of the

artwork is the responsibility of the Artist(s), City of Perth staff will not be able to assist with the physical installation of works.

A mud map of the gallery indicating the dimensions of the space may assist exhibiting artists in planning their install and has been included as Attachment 1.

5. **Opening Event:** If the Exhibiting Artist(s) wish to hold an opening event it will be at their own expense and will be their responsibility to organise the set up and clean up. The venue must be cleaned immediately following the event (including the disposal of rubbish such as food scraps and empty bottles).
6. **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.
7. **Smoking:** Smoking is not permitted anywhere in the building.
8. **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.
9. **Gallery Sitting:** Exhibiting Artist(s) are responsible for arranging someone to sit the gallery during opening hours.
10. **Exhibition Times:** The gallery must be open at a minimum between the hours of 10am and 4pm each day during the exhibition period. If the Exhibiting Artist(s) wish to extend the exhibition times, they must ensure that the gallery is attended during the times advertised.
11. **Sales:** The Exhibiting Artist(s) will be responsible for managing the sale of artwork. The City of Perth takes no commission on sales and will not enter into any discussion or negotiation between the exhibiting artist and a third party.
12. **Evacuation:** A complete Emergency Response Procedure is available at the community building may be referred to by any hirer who wishes to review it.

The Evacuation Procedure is attached to this document (attachment 2), please retain this copy and have it on hand throughout the duration of your booking.

A second copy of the evacuation procedure is attached to the Application Form. This copy must be signed by hirer and returned to the City to confirm the procedure has been read and understood.

13. **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.
14. **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. 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.

15. **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.
16. **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.

LICENCES AND INSURANCES

Some activities and events may require licences and/or insurance, in this instance, proof of all required licences and insurances is required. Please email proof of all required licences to the City of Perth on arts@cityofperth.wa.gov.au a minimum of two working days prior to commencement of the event or activity. Entry to the facility will not be permitted if proof of required licences and insurances is not presented before commencement of hire.

PUBLIC LIABILITY INSURANCE

The Hirer is responsible for their own liability should injury/death arise from the Hirer’s occupation or use of the facility. Businesses and organisations must provide a Certificate of Currency proving public liability cover of \$10M or more.

LIQUOR LICENCE

A liquor license will not be required where:

- the total number of attendees over the entire course of the function does not exceed 100 and the service of liquor lasts a maximum of 2 hours (continuous); or
- the total number of attendees over the entire course of the function does not exceed 75 and the service of liquor lasts a maximum of 4 hours (continuous).

Many caterers hold a liquor licence. If yours does not, or if you are supplying alcohol yourself, applications for occasional liquor licences can be obtained from the Department of Racing, Gaming and Liquor on (08) 9425 1888, or www.orgl.wa.gov.au (click on Liquor, Application Kits and Occasional Licence). You must apply

for a licence at least two weeks before an event.

Alcohol must not be taken outside the gallery. Attendees may consume alcohol within the alfresco area to the side of the gallery, gate that divides this area from the Piazza outdoor space is closed (please see Attachment 1).

APRA AND PPCA LICENCES

Public events involving the use of music require licences from the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA), exempting events using broadcast radio. Event organisers requiring a licence may be contacted by APRA.

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2005

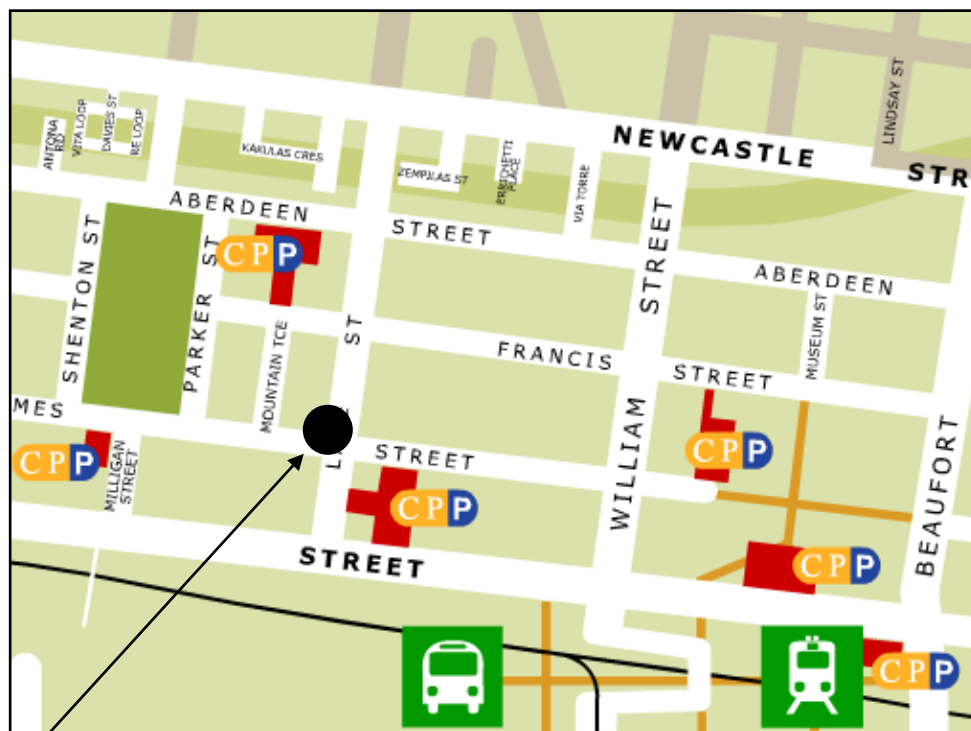
The City of Perth makes available for hire the City Arts Space under the provision of the Local Government Property Local Law 2005.

The Local Government Property Local Law 2005 can be downloaded from <http://www.perth.wa.gov.au/documentdb/679U>

LOCATION, PARKING AND PUBLIC TRANSPORT

LOCATION

City Arts Space is located on the ground floor of the Northbridge Piazza Community Building at the corner of James and Lake Streets in Northbridge.



Northbridge Piazza Community Building

NEAREST CITY OF PERTH PARKING

- Aberdeen Street (open air) – Entry at 115 – 121 Aberdeen Street and 104 Francis Street
- Roe Street (undercover) – Entry at 68 Roe Street
- James Street (open air) – Entry at 93 – 101 Milligan Street

- Citiplace (undercover) – Entry at 2 Roe Street

PUBLIC TRANSPORT

- The Northbridge Piazza is located 1 block from the Wellington Street bus station and Perth Central Train Station.
- Blue CAT stop no. 28 or 29.

VEHICLE ACCESS

If vehicle access is required for bump-in and bump-out, please contact the City of Perth at least two business days prior to arrange a parking permit.

Phone: 9461 3181 or 9461 3842

Email: arts@cityofperth.wa.gov.au

Please note, vehicle access can only be granted via James Street. There is no access to the building via the laneway at the rear of the building. Accessing the building via any other location may result in infringements being issued.

Vehicles are only permitted to stand at the front of the building during loading and unloading activities.

BUILDING ACCESS

KEYS

The keys to the space are kept in a key safe, which is a small black box, located at the bottom of the pole that the gate to the courtyard connects to. Please flip down the front cover and enter the code to access the keys.

The code to the key safe will be provided to you two business days prior to commencement of hire period.

Please return the keys to the key safe after locking up at the end of your hire period.

GATE

The door to the space is inside the courtyard. The gate is bolted but not padlocked – there is a bolt halfway up the gate and another at the bottom. You may need to shove the gate a bit in order to pull out the bolts.

Once unlocked, push the gate away from you to open the courtyard – it folds all the way back to the wall.

DOOR

There is a glass door at the end of the bifold doors inside the courtyard, one of the keys (the square-ish one) unlocks this door. To lock it when you leave, lift by the handle as you lock. There is a strip of metal running down the side of the door that gets in the way a bit, just give the door a shove and it will open.

BIFOLD DOORS

The bifolds are very temperamental. The front doors come apart in pairs and slide along to stack at either end. The bifolds separating the space from the courtyard do the same, but slide along a track and tuck away

into a recess at the far end.

If you decide to open the bifold doors, you must be meticulous about closing and locking them at the end of your hire period (they can appear to be locked when they are not). There is a gap that runs along the ground underneath the doors – the doors need to line up perfectly with this gap in order for the bolts to slot into it. If one door is not securely bolted and someone pushes lightly on it, the doors will open up and people will easily be able to get in.

POWER AND LIGHTING

LIGHTS, HEATING AIR-CONDITIONING

The switch board is located in the back (north-east) corner of what was once the kitchen. If you get there via the corridor to the toilets, the door to the kitchen is at the end on your right – the switch board is just inside the door to your left.

To turn the power to the lights, heating and air-con on, push the switches out (away from the centre of the switch board) on both sides. Once the power is turned on, the light switches are located on the exterior left side of the switch board.

MUSIC

There is a stereo system on the opposite side of the door to the kitchen with a line-in if you would like to plug in a device to play music. The stereo is fairly self-explanatory.

CLEANING AND RUBBISH DISPOSAL

CLEANING

Cleaning products and equipment are located in the bar area. Please ensure the space is returned to a reasonably clean condition at the end of your hire period.

A “reasonably clean condition” indicates:

- The space returned to the condition as found at time of key handover;
- Tables and chairs cleared and stacked neatly;
- All rubbish removed;
- Floors swept;
- Breakages cleared and spills wiped up at time of spillage;
- No areas left unusually dirty;
- All decorations and 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.

RUBBISH

There is only one bin in the laneway at the back of the hire space, this is shared with other businesses and may not have much space in it. If you are unable to dispose of your rubbish on site, please take it with you at the end of your hire period. If the City of Perth is required to dispose of rubbish after your event, you will be charged for the cost of rubbish removal.

CONTACT NUMBERS

Arts Culture and Heritage, City of Perth	9461 3842
CoP Ranger Services (business hours)	9461 3854
CoP Surveillance Centre Emergency Line	9461 6666
WA Police Assistance	131 444
Emergency (Police, Fire Ambulance)	000

HEALTH AND SAFETY

FIRST AID, ACCIDENTS AND INCIDENTS

A First Aid Kit is available in the Kitchen. A list of all emergency numbers is within the First Aid Kit.

EVACUATION PLAN

A complete Emergency Response Procedure is attached to this document (attachment 2), please retain this copy and have it on hand throughout the duration of your booking.

A second copy of the evacuation procedure is attached to the Application Form. This copy must be signed by Hirer and returned to the City of Perth to confirm the procedure has been read and understood.

SMOKING

Smoking is not permitted anywhere in the building.

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.

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.