

## COMMUNITY ARTS CENTRE: VENUE HIRE AGREEMENT

### CONTACT DETAILS

Function Name:					
Function Dates:					
Bump in:	Event Start:		Event End:		Bump out:
No. of Attendees:					
Facilitator Name:					
Facilitator Phone:					
Facilitator Email:					

### ROOM REQUIRED

	Community	Corporate
Classroom:	<input type="checkbox"/> \$22 p/hr	<input type="checkbox"/> \$33 p/hr
Art Studio:	<input type="checkbox"/> \$33 p/hr	<input type="checkbox"/> \$66 p/hr
Drama Room:	<input type="checkbox"/> \$45 p/hr	<input type="checkbox"/> \$66 p/hr
Drama Room (full day):	<input type="checkbox"/> \$200 p/day	<input type="checkbox"/> \$500 p/day

### ROOM SETUP REQUIREMENTS & ADDITIONAL EQUIPMENT

Room configuration (please select):

Cabaret	Theatre	U-Shape	Boardroom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			

Other setup required:

Additional requirements (please select):

CREO Café Catering:	<input type="checkbox"/> Catering order to be placed directly with WPCC at time of booking. This must be returned atleast one week prior to confirmed booking. Creo Café will issue an invoice for the catering following the event.	
Equipment:	<input type="checkbox"/> Flipchart <input type="checkbox"/> Whiteboard	<input type="checkbox"/> Data/Projector Screen <input type="checkbox"/> Microphone

### BILLING DETAILS

Company name:		Company Contact:	
Company ABN:		Contact Phone No.	
Billing Address:			
Email:			
Signature:		Date:	

## TERMS & CONDITIONS

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The Community Arts Centre is available at a discounted rate to community groups, charities and businesses providing workshops or classes promoting artistic outcomes. Government Departments and corporate entities will be charged the corporate rate.

The Community Arts Centre provides low-cost spaces with limited setup and support. Every effort will be made to meet the setup requests of hirers. In some instances where rooms are booked after hours or immediately following each other the hirer will be responsible for their own setup or pack down. Additional furniture is readily available in shared areas and can be accessed if required. Furniture from adjoining rooms is not to be used without prior permission. All trolleys and safety equipment is to be used when accessing equipment.

Hire of the Community Arts Centre outside of normal business hours is at the discretion of the WPCC. If approved the following is required.

- The hirer must be briefed (during normal business hours) on the responsibility of after hours hire prior to their booking.
- The last hirer to leave the building will be required to ensure the building is secure and all accessible lights and air conditioning is turned off.
- All security cards/keys are to be placed in the nominated After Hours Key Box prior to leaving the property.
- Hire of the Community Arts Centre is under the condition that there is a responsibility to close the building if you are the last hirer in the building after 4.30pm.
- The community rate of hire is under the condition that you are responsible for the set up and pack down of your room when required.
- Hired spaces are to be left in reasonable condition. If there is damage to the room, equipment or if excessive cleaning is required there will be a fee charged to the hirer.