



# Albany Town Hall Auditorium Booking Enquiry

Name of organisation:	ABN:		
Contact:			
Phone:	Email:		
Billing address			
Event name:			
Event date:	Start/finish:	Doors open:	
Type of event:	<input type="checkbox"/> Theatre performance	<input type="checkbox"/> Workshop	<input type="checkbox"/> Exhibition
	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Ball	<input type="checkbox"/> Film screening
	<input type="checkbox"/> Concert	<input type="checkbox"/> Conference	<input type="checkbox"/> Artisan market/fair
	<input type="checkbox"/> Corporate function	<input type="checkbox"/> Rehearsals	<input type="checkbox"/> Festival
	<input type="checkbox"/> Private function or party	<input type="checkbox"/> Other – please specify:	
Event description:			
Discussed with staff member?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide name:		
Hire period:	<input type="checkbox"/> 24 hr (midday to midday)		<input type="checkbox"/> Weekly (7 days)
Bump in:	Bump out:		
Is after hours access required?:	<input type="checkbox"/> No <input type="checkbox"/> Yes – please provide times: Please note: Town Hall standard operating hours are Tuesday to Saturday 10:00am to 5:00pm		
Requirements:	<input type="checkbox"/> Use of the stage	<input type="checkbox"/> Front of house management	<input type="checkbox"/> Tech support
	<input type="checkbox"/> Use of projector & screen	<input type="checkbox"/> Provision of bar service	<input type="checkbox"/> Security
	<input type="checkbox"/> Use of modular exhibition walls	<input type="checkbox"/> Use of chairs and/or tables	<input type="checkbox"/> Post-event cleaner
	<input type="checkbox"/> Theatrical lighting & PA system	<input type="checkbox"/> Use of floor data/power boxes	<input type="checkbox"/> Catering service staff
Catering:	Will catering be provided? <input type="checkbox"/> No <input type="checkbox"/> Yes – please provide details: (Caterers must be approved by City of Albany – please refer to terms and conditions overleaf)		
Will your event be ticketed?:	<input type="checkbox"/> No <input type="checkbox"/> Yes - ticket price: \$	Approx. audience / guest numbers:	
Nature of organisation /individual:	Are you an arts and cultural development organisation, artist, independent arts producer, creative practitioner, community group, or not for profit organisation? <input type="checkbox"/> No <input type="checkbox"/> Yes – please provide details:		
Insurance:	Do you hold a current public liability insurance policy? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Additional questions or comments:			

Please complete and return this booking enquiry form via email to Donna Cameron, City of Albany Cultural Development Officer [donna.cameron@albany.wa.gov.au](mailto:donna.cameron@albany.wa.gov.au) (or submit it in person at the Albany Town Hall). We will review your requirements and contact you to discuss your enquiry.

## GENERAL TERMS AND CONDITIONS

- The City of Albany Arts and Culture Team (ACT) 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 ACT management and staff.
- In the event of an emergency, the Hirer is to assist the ACT staff in evacuating those associated with this booking out of the town hall as directed.
- Hirers and customers are NOT permitted to park within the disabled parking area unless displaying an ACROD sticker.
- A loading zone is located at the rear of the Town Hall (TH) and can be used briefly by Hirers for bump in and bump out.
- Hire of the TH auditorium only includes the permanent equipment located in the room. It is the responsibility of the Hirer to request additional items when lodging their booking application.
- 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.
- 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. Unless authorised by the ACT no technical equipment is to be used.
- Large groups or school bookings are required to nominate a person to report to a staff member upon arrival and provide participation numbers upon entry.
- Hirers have access to a small ground-floor staff kitchen (equipped with fridge, microwave, kettle, dishwasher) but the venue does not have commercial kitchen facilities, so is best suited to events that can be externally catered with food prepared off-site.
- Caterers must have City of Albany approval to supply food for events at the Albany Town Hall (a list of approved caterers can be provided on request). 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.
- The hirer is required to clean up, remove all litter generated by their activity and return the room to its original state prior to vacating the centre. If premises are left in an unsatisfactory condition, additional staff will be engaged to clean the premises with expenses billed back to the Hirer responsible.
- No smoking is permitted within the building or within a five (5) metre radius of the building.
- For after-hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102.

## BOOKING TERMS & CONDITIONS

- All bookings are to be made in consultation with a ACT staff member prior to completing a booking form to ensure availability and to discuss requirements.
- Bookings are required ten (10) days prior to the expected booking date.
- Bookings are confirmed once the deposit or full payment has been paid.
- You are required to provide your own public liability insurance (with minimum cover of \$1 million) and must supply a copy of your Certificate of Currency along with your booking enquiry if you meet any of the following criteria: you are an incorporated body, association or sporting group; you are a person/organisation undertaking business or commercial activities; you are the holder of an ABN. If you do not meet any of these criteria and your event or activity is supported or funded by Albany Town Hall it will be covered by City of Albany's public liability insurance policy. An excess of \$1,000 will be payable in the event of a claim. Please refer to **ATH Public Liability Insurance Info 2023/2024** document for full details.
- If your booking requires a key and building alarming / disarming device, they become the responsibility of the Hirer on this form. Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.
- An Evaluation Form must be completed by Hirers for ACT statistical purposes at the conclusion of the hire and is to be returned to a staff member in person or via email to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)
- Cancellations / amendments are required 48hrs prior to your booked event or the applicable fees and charges will apply.
- Hirers who regularly fail to vacate by the end of their allocated timeslot, or who cause undue inconvenience to other users may be refused applications to hire in future.

## FEES & CHARGES / TERMS & CONDITIONS

- 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.
- Hire charges are set by the City of Albany in July each year and will be adjusted accordingly.
- Hirers will be invoiced for the full hire fee once the booking has been completed, unless otherwise advised.
- The City of Albany requires 48hrs notice in writing of booking cancellations. Failure to meet this condition will result in a cancellation administration fee.
- Any requests for fee waivers, in-kind support, 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 ACT.



City of Albany Town Hall

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