

Occasional Room Hire Information 2020/2021 (Phase 4 COVID19 Restrictions)

The Vancouver Arts Centre's standard operating hours until the end of January 2021 are:

Tuesday to Friday 10.00am – 4.00pm.

If you require access outside of normal business hours, please discuss your needs with staff when making your booking.

ACROD parking is available at the front of the Arts Centre. A ramp is available from the bottom carpark and a loading zone is available at the front of the Arts Centre to assist with the transportation of heavy equipment.

Hire Information

- **Large Meeting Room: 11.4m x 7.8m.** Under Phase 4 Restrictions requiring 2sqm per person, the maximum capacity of this room is 36.
- **Mary Thomson Veranda Workshop Space:** 67.5sqm. Under Phase 4 Restrictions requiring 2sqm per person, the maximum capacity of this room is 33.
- **Small Meeting Room:** 18sqm. Under Phase 4 Restrictions requiring 2sqm per person, the maximum capacity of this room is 9.
- Rooms and activities must be set up in a way that 1.5m distance between attendees can be observed.
- Available parking is located to the rear of The Vancouver Arts Centre.
- It is the hirer's responsibility to set up and pack down within the allocated timeslot.
- Continuous or recurring bookings are not possible at this time, due to the changing nature of safety requirements and constraints connected to the COVID19 Public Health Crisis.
- A building induction must be completed with a member of staff during normal business hours before hiring any room outside of normal booking hours

COVID-19 Conditions of Hire

- Hirers must read the VAC's COVID19 Safety Plan and comply with all conditions.
- Hirers must complete a COVID19 Safety induction prior to the commencement of their hire and must be present at all times during the period of hire.
- Hirers and attendees must observe room capacity limits within the centre at all times.
- Hirers are responsible for disinfecting equipment such as chairs, tables, light switches and other high touch point surface areas at the conclusion of their hire. Hirers must sign the cleaning log located in the large meeting room.
- All attendees are required to maintain good hygiene practices whilst at the centre. Hand sanitiser and disinfectant spray are located in each room for use by hirers.
- Shared kitchen facilities can be used for making tea and coffee only. Hirers and attendees are prohibited from using the kitchen to prepare food.
- Hirers and attendees are prohibited from catering for their activity or for bringing food to share with other attendees.

Mandatory Contact Registration

- Hirers must ensure that the State Government requirements around Mandatory Contact Registration is complied with. All attendees must register their attendance either using the SafeWA app or the hard copy registers provided at the facility entrances.

Making a Booking

- Prior to completing a booking form, please contact the Vancouver Arts Centre staff to discuss your requirements and check availability.
- Complete the Occasional 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.
- A 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.

Hire Fees (per session:)

Day: 10am – 3.30pm

Evening: 4pm – 10.30pm

	Standard Rate	Community Rate
Large Meeting Room	\$86.00	\$64.00
MTH Veranda Workshop Space	\$86.00	\$64.00
Small Meeting Room	\$64.00	\$48.00

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.
- 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 VAC *Public Liability Information* document.

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.
- 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 hiring, please refer to the VAC *Equipment Information* document.

Shared Facilities

Once a booking has been confirmed, you are able to use the shared facilities at the Vancouver Arts Centre during your booking.

City Of Albany

Address: 85 Vancouver Street, Albany WA 6330 | PO Box 484, Albany WA 6331

Tel: 08 6820 3740 | Email: arts@albany.wa.gov.au

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 and a baby changing table is also available in the ladies bathroom

Cancellations

Cancellations must be made no later than **48 hours** prior to the room hire booking. Please contact staff directly to discuss. The Occasional Room Hire deposit is non-refundable.

Occasional Room Booking Form 2020 / 2021

APPLICANT & ACCOUNT DETAILS

Organisation Name: _____

Contact Person: _____

Billing Address: _____

Phone / Mobile: _____

Email: _____

BOOKING DETAILS

Event Details: _____

Date/s: _____

Comments: _____

Additional Details Required

- Number of expected attendees
- Public Liability Insurance **Y / N**

Please indicate when you would be available to complete a COVID-19 Safety Induction:

Date: _____

STATEMENT OF ACCEPTANCE

By signing below, I acknowledge that I have understood and agree to comply with the above Information, Fees and Charges and Terms and Conditions.

Name: _____

Date: _____ Signature: _____

GENERAL TERMS AND CONDITIONS

- 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.
- 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 front of the VAC and can be used briefly by Hirers for bump in and bump out.
- Hire of the VAC rooms only includes the permanent equipment located in the room. It is the responsibility of the Hirer to request additional items such as an urn, trestle table, chairs and other such 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.
- 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 VAC 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.
- 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.
- 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
- Cancellations / amendments are required 48hrs prior to your booked event or the applicable fees and charges will apply.
- Hirers who regularly fail to vacate their room 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.
- 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.
- 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, 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.