

# Albany Town Hall Auditorium Booking Enquiry

Name of organisation:

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Contact person:

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Phone:

Email:

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Billing address

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Event name:

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Event date:

Start/finish:

Doors open:

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Type of event:

Theatre performance

Workshop

Exhibition

Dance performance

Ball

Film screening

Concert

Conference

Artisan market/fair

Corporate function

Rehearsals

Festival

Private function or party

Other – please specify:

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Event description:

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Discussed with staff member?

No

Yes - please provide name:

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Hire period:

½ day (midday to 5pm)

24 hr (midday to midday)

Weekly (7 days)

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Bump in:

Bump out:

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Is after hours access required?:

No

Yes – please provide times:

Please note: Town Hall standard operating hours are Tuesday to Saturday 10:00am to 5:00pm

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Requirements:

Use of the stage

Front of house management

Tech support

Use of projector & screen

Provision of bar service

Security

Use of modular exhibition walls

Use of chairs and/or tables

Post-event cleaner

Theatrical lighting & PA system

Use of floor data/power boxes

Catering service staff

Catering - organised by:  HIRER /  TOWN HALL

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Will your event be ticketed?:

No

Yes - ticket price: \$

Approx. audience / guest numbers:

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Additional questions or comments:

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**PLEASE NOTE: In accordance with current WA Government requirements, proof of COVID-19 vaccination may be required for all performers, participants and attendees, depending on the nature of your event.**

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.
- A communal kitchen is made available to all Hirers. External catering is accepted and can be stored in the kitchen until required by the Hirer. It is the responsibility of the Hirer to organise and label the catering as required when storing in the communal kitchen.
- 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.
- 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

Address: 217 York Street, Albany WA 6330 | PO Box 484, Albany WA 6331

Tel: 08 6820 3850 | Email: [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)