

## VANCOUVER ARTS CENTRE OCCASIONAL ROOM HIRE INFORMATION 2024/2025

Vancouver Arts Centre is a vibrant community arts centre, gallery, and home to many local artists and arts and craft groups. The centre is dedicated to the delivery of an inclusive and diverse arts program for all sectors of the community across all art forms and has a number of rooms which are available to hire by the community and support the presentation of a range of arts and cultural events, workshops, exhibitions and performances.

Through it's Artist in Residence Program, exhibitions, workshops, community arts projects and partnerships with other organisations, the Vancouver Arts Centre plays a vital role in supporting the Great Southern community, contributing to the growth of economic development and tourism, enhancing liveability and helping to build the profile of our region's people, places and stories.

### PROGRAMMING OBJECTIVES

Through the Vancouver Arts Centre program, we aim to:

- Foster and support the development of a sustainable local cultural and creative economy
- Investigate and reflect on our identity, cultural diversity and heritage.
- Promote inclusivity and contribute to social cohesion.
- Support and promote excellence and contemporary artistic practice
- Foster innovation, experimentation and imagination.
- Reflect and respond to national and global cultural and social issues

### SPACES AVAILABLE FOR HIRE

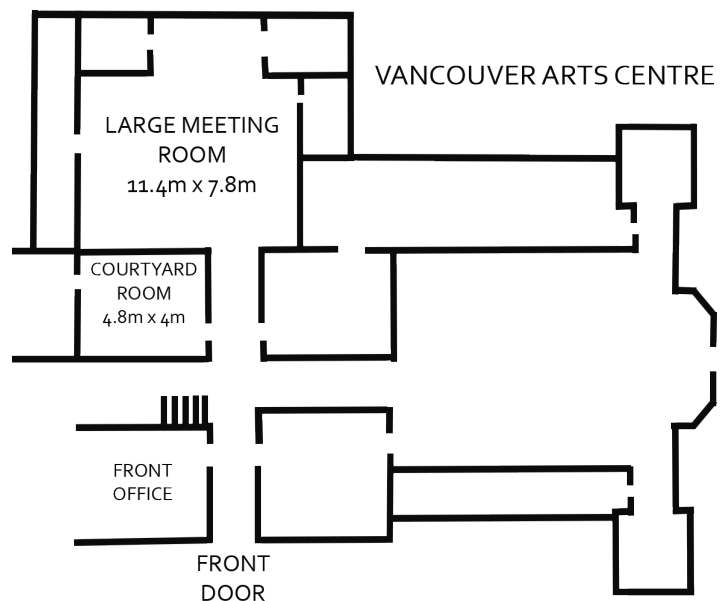
There are a number of galleries and rooms available for hire at the Vancouver Arts Centre. Prior to completing a booking form please contact centre staff to discuss your requirements and check availability. Preference will be given to bookings that complement the Vancouver Arts Centre programming objectives.

#### Large Meeting Room

Dimensions: 11.4m x 7.8m Capacity: 72 people  
Suitable for: Workshops, exhibitions, lectures, meetings, events, small scale concerts.

#### Courtyard Room

Dimensions: 4.8m x 4m Capacity: 18 people  
Suitable for: Workshops, small exhibitions, meetings.



### HOW TO BOOK

1. Contact the Vancouver Arts Centre staff on 6820 3740 to discuss your requirements and check availability.
2. 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.
3. Pay a deposit to confirm the booking. A non-refundable 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).

**FEES & CHARGES** (GST Inclusive)

OCCASIONAL ROOM HIRE			
Meeting Rooms	Commercial Rate (per session) (Non-Arts related bookings)	Standard Rate (per session) (e.g. Artist run workshop)	Community Rate (per session) (Community Arts only)
Large Meeting Room	\$256	\$128	\$96
Courtyard Room	\$128	\$64	\$48

ADDITIONAL SERVICES - SUBJECT TO AVAILABILITY		
Exhibition Installation Technician	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Professional AV Technician	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Installation Check	FREE	Conducted by VAC staff
Duty Manager	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Bar Staff/Ushers/Event support	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Security	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour (min 3 hours)
Cleaning	\$60 Monday - Friday \$120 Sunday + Public Holidays	Rate per hour

**GENERAL BOOKING INFORMATION****Standard Operating Hours**

The Vancouver Arts Centre's standard business hours are Monday to Friday 10.00am – 4.00pm. If you require use of the venue outside of normal business hours, please discuss your needs with staff when making your booking.

**Accessibility**

ACROD parking is available near the main entrance of the Vancouver Arts Centre to the west of the main building with wheelchair access to the main building available via the front door.

A loading zone is available at the front of the Centre to assist with the transportation of heavy equipment.

**Shared Facilities**

Once a booking has been confirmed, hirers are welcome to make use of the shared facilities at the Vancouver Arts Centre for the duration of their booking. 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.

**Equipment**

Various equipment is available at the Vancouver Arts Centre and is subject to availability. To view our equipment list and request equipment for your booking, please refer to the VAC Equipment Hire Information document

**Catering**

Hirers have access to a small communal kitchen (equipped with fridge, microwave, kettle, dishwasher) but the venue does not have commercial kitchen facilities. 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.

**Hire Period**

Room Hire by session. Session times: Day: 10am – 3.30pm, Evening: 4pm – 10.30pm (for evening bookings please see booking conditions for after hours access)

**Event Marketing**

Where possible the Vancouver Arts Centre may assist with marketing your exhibition or event in the following ways: A listing in our bi-monthly e-newsletter, Social media posts and event listings on City of Albany Arts and Culture Facebook and Instagram page, Event listing on the Arts and Culture website, Email mail outs to our subscribers. Please note the Vancouver Arts Centre takes no responsibility for the marketing of your event and all event promotion is subject to staff capacity. In order to provide this service, please provide the following at least 8 Weeks PRIOR to your event.

1. Event Title, names of artists involved and associated event details including: event time, booking contact information etc.
2. 1-3 high resolution promotional image (300dpi) with appropriate credits. (Images larger than 1MG are preferable)
3. Short paragraph describing the exhibition/event. .

## BOOKING CONDITIONS

### BOOKINGS

Bookings are subject to availability and on request. Please ensure you have checked availability prior to submitting a booking request. A staff member will be in touch to check details and confirm your booking with you. Bookings are confirmed once 50% deposit or full payment has been paid.

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](mailto:arts@albany.wa.gov.au)

Hirers who regularly fail to vacate their room by the end of their allocated timeslot, or may cause undue inconvenience to other users may be refused applications to hire in future.

### PREFERENTIAL BOOKINGS

Preference will be given to art-based hirers and bookings that can demonstrate that they meet the Vancouver Arts Centre Programming Objectives. All other bookings will be considered and accommodated subject to availability.

### BOOKINGS FOR PERFORMANCES

Bookings to present performances that require a significant level of technical audio/visual expertise are likely to require additional technical services and equipment. A full outline of technical specs must be provided at the time of initial enquiry. Appropriate fees will need to be discussed and negotiated with Vancouver Arts Centre staff prior to making a booking.

### RECURRENT BOOKINGS

The Vancouver Arts Centre offers a discounted rate to people or groups who wish to make 12 or more bookings in a year. Please see the Annual Room Hire Application for more information.

### 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. Hirers will need to submit a copy of their public liability certificate of Insurance to Vancouver Arts Centre staff.

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. ALL hirers covered under the City of Albany's Public Liability Insurance policy will be liable for an excess payment of \$1000 in the event of a claim.

For more information regarding our Public Liability Requirements, please refer to the Public Liability Information document.

### BUMP-IN/OUT

It is the hirer's responsibility to set up and pack down within the allocated timeslot.

### EVENTS OUTSIDE NORMAL BUSINESS HOURS

Any Hirers that require access to the venue outside of normal business hours (for bump in/bump out purposes or for the presentation of public or private events/functions) will need to speak to staff to arrange access and may need to pay for appropriate staffing to be present for the duration of the event, at the rates specified in the above schedule.

A building induction must be completed with a member of staff during normal business hours before hiring any room outside of normal booking hours.

Any hirer who requires a key and building alarming / disarming

device, will become responsible for the key and building security (if out of hours). Any given keys and building security devices lost will incur a fee and will be billed to the Hirer responsible.

### SECURITY

For all public events involving the sale of alcohol, a security guard may be required to be in attendance. This can be arranged separately and the rates in the above schedule will apply.

Note; exhibition openings where alcohol is offered as ancillary to the event and is restricted to a maximum of 2 drinks per attendee, a security guard is not required.

### SERVICE OF ALCOHOL

In order to comply with regulations and remain exempt from the requirement to obtain a liquor licence, hirers must observe the conditions listed in the 2011 Liquor Exemption leaflet and the following:

- Alcohol must be supplied as complimentary and of no charge,
- Servers must have current Responsible Service Alcohol certificate,
- Alcohol must be served by hirer or a volunteer to ensure that no more than two standard drinks are supplied to each guest,
- Drinking water must be available for guests,
- A sign indicating that the supply of liquor is complimentary and restricted to two drinks per guest, must be situated behind or near to the bar. The Centre can provide signage upon request.

### 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. 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.

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 equipment hire, please refer to the VAC Equipment Information which is available on request and talk to VAC staff.

### CLEANING

All hirers are required to:

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the room following the conclusion of hire.
- Ensure all chairs, tables modular walls, hanging systems and any other equipment belonging to the venue are returned to the designated storage areas and stored correctly.
- Sweep the floor, wipe down any tables, chairs and equipment used with disinfectant spray and ensure the room is returned to its original state.
- Ensure the kitchen and lounge area are left tidy.

In the event that the room is left in an unsatisfactory condition and additional cleaning services are required, additional staff will be engaged to clean with expenses billed back to the hirer responsible at the rates in the above schedule.

**Please get a staff member to check the room after you have packed up BEFORE you leave.**

**CANCELLATIONS**

Cancellations must be made no later than 48 hours prior to the room hire booking. Please contact staff directly to discuss. Room Hire deposits are non-refundable.

**IN-KIND SUPPORT**

Up to 50% discount is available to arts and cultural organisations, independent artists, collectives and creative producers. Refer to the In-Kind Application for further details.

**PARTNERSHIP REQUESTS**

The Vancouver Arts Centre team are able to consider proposals at any time to partner with independent artists, producers and organisations to support the development of new work, projects or events for presentation through the Vancouver Arts Centre; where it is strategic to do so, is in line with overall programming objectives and where we have capacity to support. Proposals are considered on a case by case basis.

**GENERAL**

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.

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

Large groups or school bookings are required to nominate a person to report to the VAC administration office upon arrival and provide participation numbers upon entry.

## VANCOUVER ARTS CENTRE OCCASIONAL ROOM HIRE APPLICATION 2024/2025

### APPLICANT DETAILS

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT DETAILS

Event Title/Details: \_\_\_\_\_

Date/s & Time of hire: \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_ Public Liability Insurance:  No  Yes, (If yes, please attach to application)

After hours access required:  No  Yes,

If yes, please specify Date/Time you are available to complete a building induction: \_\_\_\_\_

### HIRE DETAILS

Please tick all rooms requested for hire:

Large Meeting Room  Courtyard Room

Other (please specify): \_\_\_\_\_

### SERVICES & EQUIPMENT

Please tick all additional services or equipment you require ( All services and equipment are subject to availability):

AV equipment  
(please see Equipment Hire information for list of available equipment)

AV technician

Bar Staff/Ushers/Event support

Tables (please specify amount): \_\_\_\_\_

Chairs (please specify amount): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

### DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgement of this application. I agree to the terms of reference outlined in the Vancouver Arts Centre Gallery/room Hire Information document.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed cover sheet together with a copy of your public liability insurance to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)  
If you do not receive an email confirmation within five working please contact the Arts & Culture team on 6820 3740.