

BUNBURY REGIONAL ART GALLERIES

ROOM HIRE APPLICATION



Privacy

The personal information collected on this form will only be used by the City of Bunbury for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Bunbury Regional Art Galleries
64 Wittenoom Street
Bunbury WA 6230
ABN 61 002 948 455
Phone: (08) 9792 7320
artgallery@bunbury.wa.gov.au
www.brag.org.au

Instructions: Please print clearly using **blue or black pen** in the spaces provided.

Once this form has been completed in full, signed and submitted to the Bunbury Regional Art Galleries you will be contacted to confirm details.

1. CUSTOMER DETAILS

Organisation:			
Surname:		First Name:	
Postal Address:			
Suburb:		State:	
		Postcode:	
Telephone:		Mobile:	
E-mail:			

Is a copy of your public liability insurance certificate attached? Yes ☐ No ☐

Is your organisation (please tick the most relevant):

Commercial ☐ Not for profit ☐

2. EVENT DETAILS

Event Name:		
Hire Date/s:		
Hire Times:		
Including Bump in /out	Start:	Finish:

Description of Event / Activity :

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Anticipated Attendance:

Areas required: Meeting Room ☐ Dance Studio ☐ Studio 2 ☐

Will alcohol be consumed at this event? Yes ☐ No ☐

Will you be using External Caterers?

Please select what equipment you will require:

Projector and screen (fee incurred)

☐

Trestle tables; Number:

☐

Cups and urn (fee incurred)

☐

Chairs; Number:

☐

Whiteboard

☐

Kitchen facilities

☐

Do you require set-up by Gallery Staff?

Yes

☐

No

☐

If yes, please use the space below to provide information and drawings of required set-up. Someone will be in contact to discuss the requirements if necessary.

OR:

REGULAR WEEKLY BOOKINGS

Hire Times Including Bump in /out	Monday Start: Finish:	Tuesday Start: Finish:	Wednesday Start: Finish:	Thursday Start: Finish:
	Friday Start: Finish:	Saturday Start: Finish:	Sunday Start: Finish:	
First Booking Date:			Last Booking Date:	

Hirers should be aware that the Bunbury Regional Art Galleries is primarily an exhibition space.

Bookings will be subject to their suitability to occur alongside the scheduled exhibition programme.

The rooms for hire are located immediately adjacent to the galleries. As a result noise can be generated from exhibitions and associated events which will have a direct impact on the hire rooms and those booking the space. Potential hirers are asked to be aware that this may affect their decision to use the rooms. Please double check at the time of application what events are happening outside the room, to decide if they will affect your booking. Please also note that events space booking may occur after your application is accepted. These outside events take priority and again should be factored in when booking the rooms.

3. BUNBURY REGIONAL ART GALLERIES CONDITIONS OF HIRE

1. **Information:** The Council maintains this facility is in good condition and trusts that it meets your requirements.

In return for the use of the Bunbury Regional Art Galleries' rooms, it is expected that you:

1. Complete and sign an application form acknowledging all information set out in this document is understood, and ensure that all the conditions are met.
2. Pay the specified hire fees and any other fees which may be applicable.
3. Advise Bunbury Regional Art Galleries if alcohol is to be served, even if no liquor licence is required.
4. Conclude your function on schedule. Additional costs will be incurred for exceeding finishing times.
5. Leave the premises in the same condition in which you found it, i.e. tables and chairs cleared and stacked neatly; breakages are reported and cleared up and spills wiped up at time of spillage; no areas left unusually dirty and the kitchen left in a reasonably clean condition.
6. Hard floors are swept to remove debris.
7. It is understood that the City of Bunbury reserves the right, in rare circumstances, to take precedence over confirmed bookings. Every effort will be made to provide reasonable notice and to assist hirers to find alternative accommodation should this occur.

Every user of the premises shall ensure that during the period of use that:

- (a) All decorations including flowers and all equipment brought into the building are removed immediately after use of the premises. Nothing is to be stored in the building without prior approval.
- (b) No damage is caused to the premises or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- (c) No candles, bain-maries or other device that creates smoke or steam may be used on the premises.
- (d) No property, chattels, equipment, fixtures or fittings are removed from the premises;
- (e) No nuisance or annoyance is caused to the owners or occupiers of property in the vicinity of the premises.
- (f) Nothing is stuck to the walls or floor using sticky tape, blue-tac or any other adhesive.
- (g) The staff of Bunbury Regional Art Galleries at all times during the period of hire have free access to the building and every part thereof.

No person using the premises shall:

- (a) Behave in a disorderly manner.
- (b) Use any profane or indecent language.
- (c) Be in an intoxicated condition.
- (d) Create or take part in any disturbance.
- (e) Cause any nuisance or annoyances to the owners or occupiers of any adjoining property or property within the vicinity of the facility.

2. **Capacity:** The number of persons attending the venue shall not exceed twenty (20) in the Meeting Room; sixty (60) in the Dance Studio; and seventy (70) in Studio 2. The maximum number of persons to be accommodated at any function is determined by the Department of Health. By admitting a greater number than permitted on this form, the hirer is liable to prosecution and forfeiture of all or part of the bond.

- 3. Evacuation:** The Evacuation Procedure is attached to this document. Please sign the declaration and return it to Bunbury Regional Art Galleries to confirm the procedure has been read and understood. You must retain a copy of the Evacuation Procedure and have it to hand throughout the duration of your booking.
- 4. Basic requirements:** No hire can commence until Bunbury Regional Art Galleries has received a signed application form, payment in full of hire fees for the first month of hire and any applicable bond and proof that all conditions have been met.
- 5. Licence requirements:** Evidence of an appropriate liquor licence, public liability insurance, engagement of a private security guard and an appropriate APRA licence may be required.
- 6. Bond refunds:** If a bond is required, the full amount will be refunded if, in the City's opinion, the facility is vacated on time, undamaged, and in a reasonably clean condition, and all other conditions for hire have been met. A refund cheque will be posted in the name specified on this form. Allow up to 4 weeks for processing.

A "reasonably clean condition" indicates: All rubbish removed to rubbish bins located in the bin store in the courtyard of the building; tables and chairs cleared and stacked neatly in store room; floors swept to remove debris; breakages cleared and spills wiped up at time of spillage; no areas left unusually dirty and the kitchen left as clean as it was found. All decorations including flowers and any other equipment brought into the facility are to be removed by the end of the hire period or another time prearranged with Bunbury Regional Art Galleries. Cleaning equipment and materials can be supplied if requested.

"On time" means no more than ten minutes after the booked finishing time. If, in the City's opinion, the facility is left in a dirty condition, or if damage is caused to the facility or any property, chattels, equipment, fixtures or fittings therein; the period of hire terminates; or if the event goes more than ten minutes over the specified time of hire, part or all of the bond fee may be withheld to cover the costs of cleaning, repairs and/or hire fees.

- 7. Smoking:** Smoking is not permitted anywhere in the building or courtyard.
- 8. Cancellation:** Cancellation of bookings is required in writing, and must be received at least 48 hours (Monday—Friday) before booking commencement. 50% payment will be charged if cancellation of a booking is received less than forty-eight (48) hours prior to booking commencement.
- 9. Indemnity:** Upon acceptance of hire, you bind yourself as the hirer to hold the City of Bunbury and the employees of the City of Bunbury indemnified against claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue, the property of the City of Bunbury during all periods when such venue is on hire to the hirer.
- 10. Compliance:** Failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond. In extreme cases, additional charges for cleaning and/or repair of damage may be imposed.

I have read Conditions of Hire above and I accept responsibility for compliance with the conditions for the use of Council property.

Signature:

Date:

ATTACHMENT 1

BUNBURY REGIONAL ART GALLERIES - EMERGENCY EVACUATION PROCEDURE

If smoke is detected or fire alarm is raised please proceed to the nearest exit. *DO NOT USE THE LIFT.*

The contact person on the application form is responsible for ensuring all members attending your event have evacuated the building.

All groups hiring the Bunbury Regional Art Galleries facilities are to familiarise themselves with all emergency exists. Please refer to Attachment 2A-C.

The assemble area is located at Civic Park, on the corner of Prinsep and Wittenoom streets. Please refer to Attachment 3 to familiarise yourself with the Assembly area location. Please be mindful of traffic on your way to Civic Park.

The fire brigade will automatically attend when the alarm is raised.

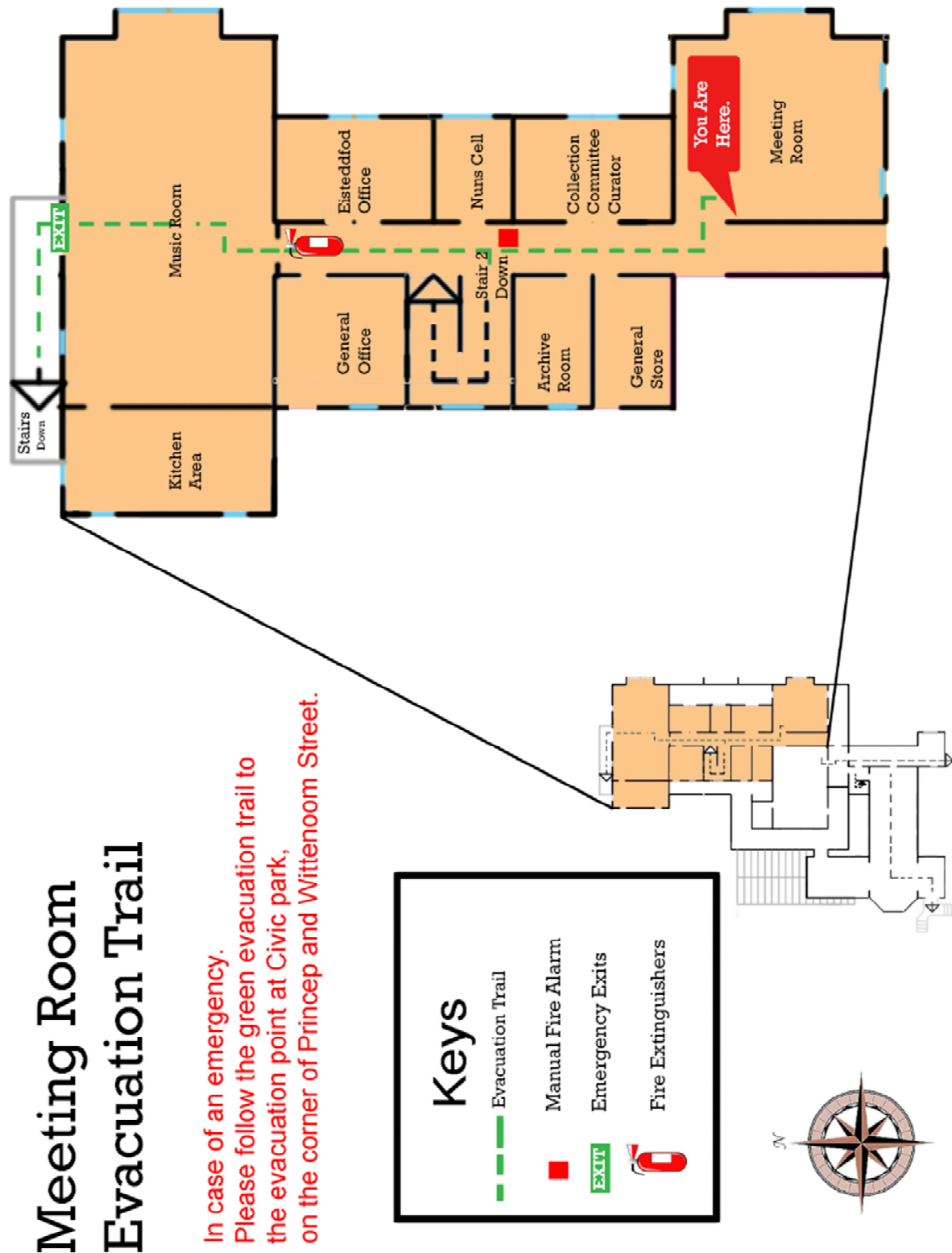
I have read and understood the Emergency Evacuation Procedure above.

Signed:

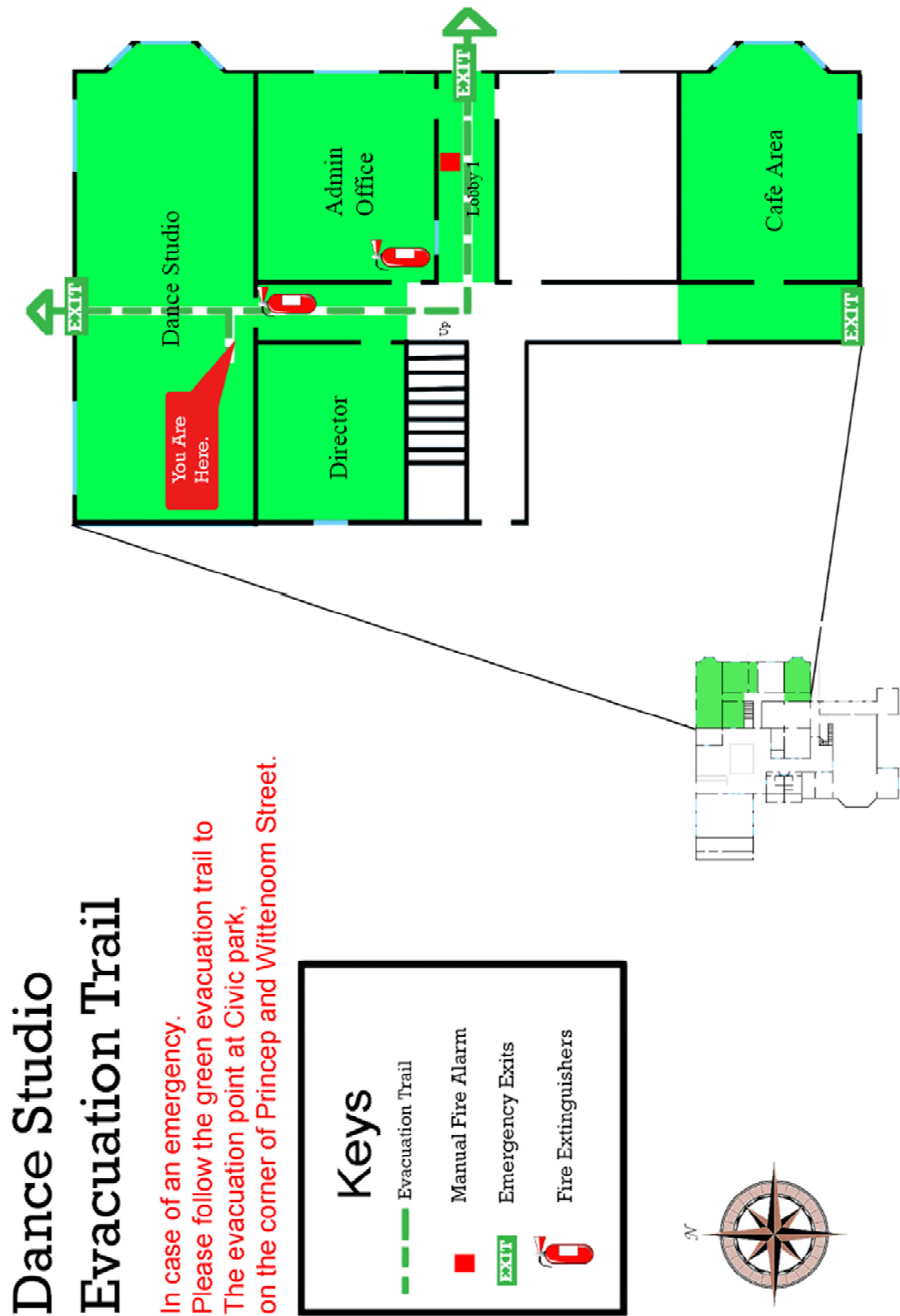
Date:

ATTACHMENT 2A

EVACUATION –MEETING ROOM FIRST FLOOR DIAGRAM BUNBURY REGIONAL ART GALLERIES



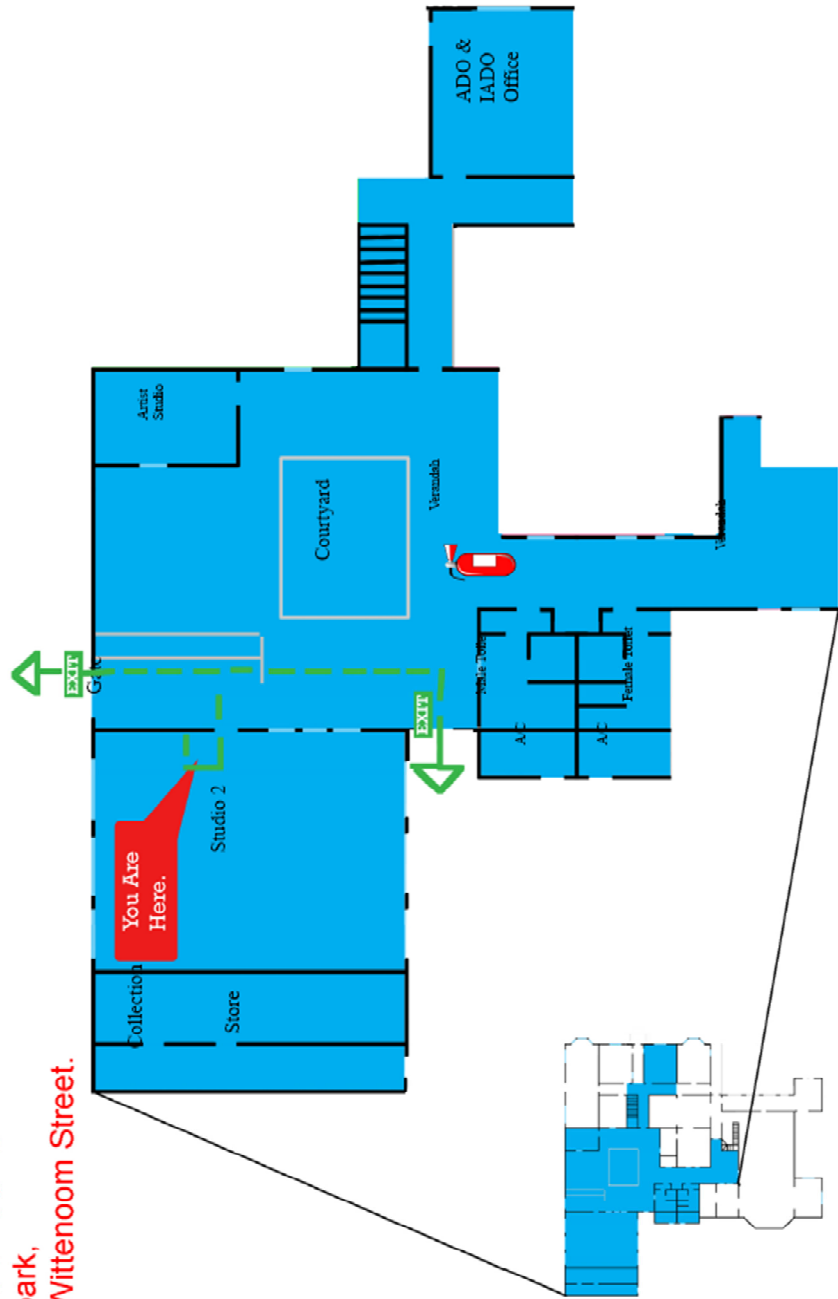
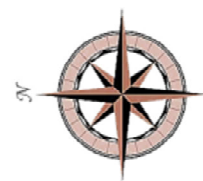
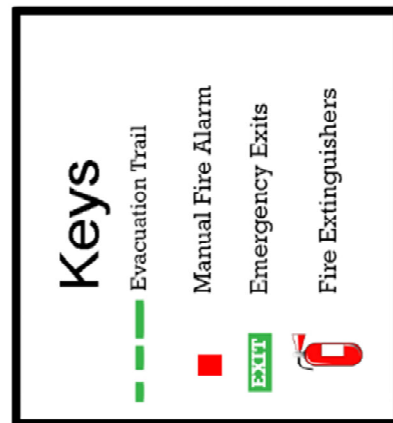
EVACUATION – DANCE STUDIO GROUND FLOOR DIAGRAM
BUNBURY REGIONAL ART GALLERIES



EVACUATION –STUDIO 2 GROUND FLOOR DIAGRAM
BUNBURY REGIONAL ART GALLERIES

Studio 2 Evacuation Trail

In case of an emergency.
Please follow the green evacuation trail to
the evacuation point at Civic park,
on the corner of Princep and Wittenoom Street.



ATTACHMENT 3

EVACUATION – ASSEMBLE POINT BUNBURY REGIONAL ART GALLERIES

