



ROOM HIRE INFORMATION

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FACILITIES, EQUIPMENT AND SERVICES

AREAS AVAILABLE

Room	Size	Capacity (number of persons)
Meeting Room	20m ²	20 standing
Dance Studio	60m ²	60 standing
Studio 2	96m ²	70 standing

The use of the Bunbury Regional Art Galleries building does not include the following resources or components:

- The exhibition galleries, where art is displayed;
- The courtyard;
- The kitchen

Separate applications and approvals must be sought for the each of the above components.

EQUIPMENT AVAILABLE

Item	Description of Equipment provided
Chairs	80, vinyl upholstered (red/pink) 50, plastic molded (beige/brown) Chairs are included in the hire of the facility if the hirer sets them out and stacks afterward. A fee may be applicable if the gallery staff perform this task.
Misc tables	16 1800 x 800 x 720mm foldable tables, beige laminated top with black powder coated legs 4, 500 x 500 x 720mm beige/brown tables
Urn, cups & saucers	10L urn 40 cups & saucers Urn, cups and saucers are available for a \$10 fee. Please wash, dry and stack in plastic tubs after use.
Audio Visual Equipment	<ul style="list-style-type: none"> ▪ Acer PD523 Digital Multimedia Projector ▪ 2000 x 2000mm tripod projection screen, free-standing Audio visual equipment is available for a \$35 fee. You must supply your own video input for projector (e.g. laptop or dvd player). Access and instructions for use will be provided prior to the commencement of the event by the gallery staff. Please note that technical assistance during the event is not included. The equipment is to be returned to its original settings at end of event.

SERVICES PROVIDED

Before the hire

Please contact 9792 7320 or email aedmundson@bunbury.wa.gov.au for:

- Enquiries about the use of the Bunbury Regional Art Galleries building;
- arrange for pre-hire inspections of the venue during gallery hours;
- to make a booking;
- enquiries about invoices and bond refunds.

During the hire

During Bunbury Regional Art Galleries open hours (10am to 4pm daily), gallery staff will be present to:

- provide access to the facility at the agreed start time and remain onsite until the facility is vacated (except during meal breaks or at prior notice);
- provide a quick induction to the buildings evacuation plan and point out the emergency exits and fire fighting equipment.
- act as Chief Warden should an evacuation be necessary;
- assist with your event setup (by prior arrangement only);
- be available to assist with other aspects of your event, including providing access to the facility for your guests;
- provide assistance with the pack up of your event (by prior arrangement only). It is the hirers responsibility to pick up any rubbish and to sweep, vacuum and mop and crumbs or spills;
- lock up the facility after the hirers use.

Outside of Bunbury Regional Art Galleries open hours, an access code will be provided to hirers to allow easy access into and out of the facility. The hirer must arrange a tour of the facility in advance of their booking in order to receive the access code and an induction to the buildings evacuation plan.

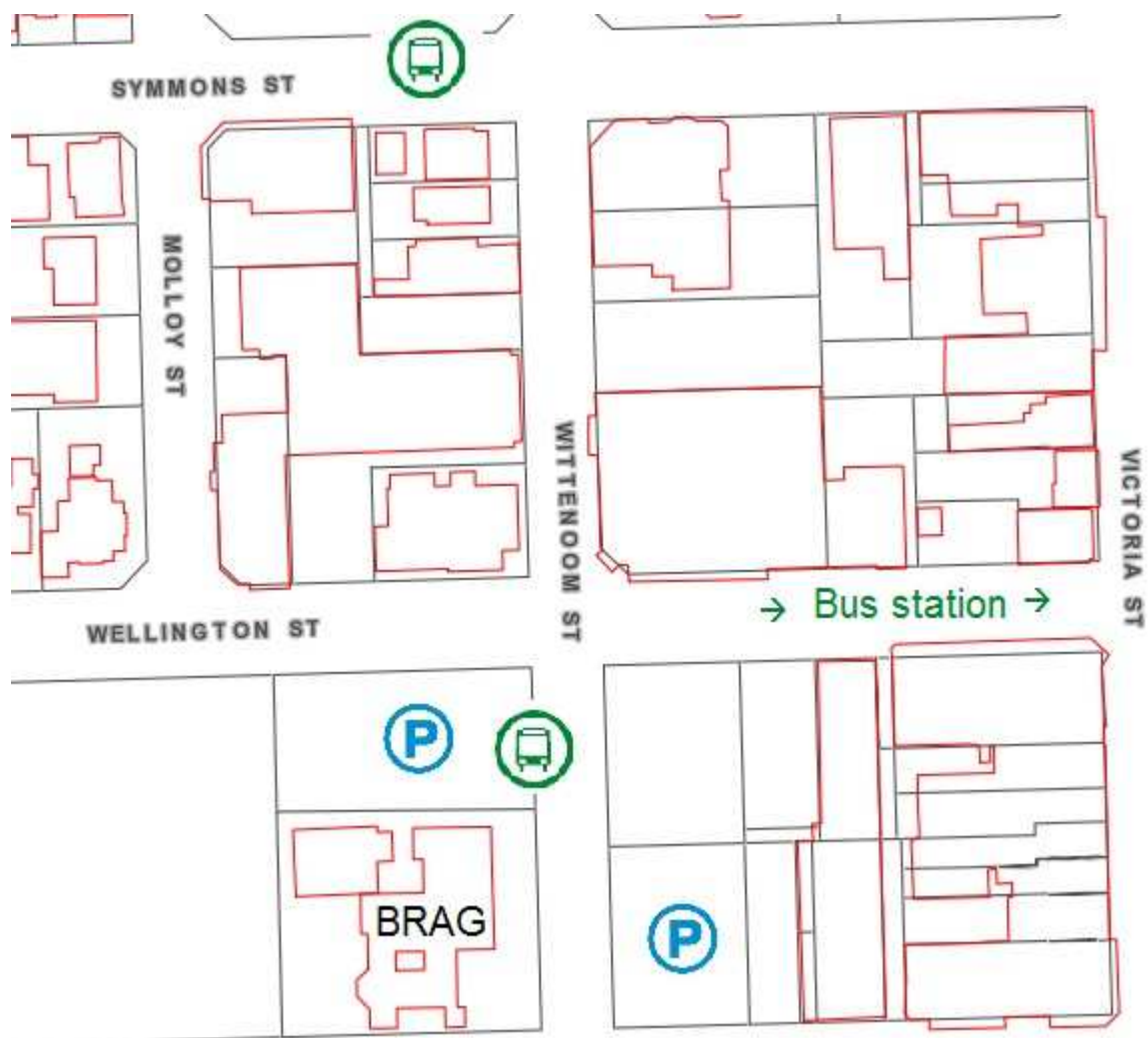
When the gallery is unattended, please refer to the emergency evacuation procedures attached to this document.

In some circumstances, the hirer will be required to pay an additional fee to ensure there is a staff member present during the hire period (at the discretion of Bunbury Regional Art Galleries).

LOCATION, PARKING AND PUBLIC TRANSPORT

LOCATION

Bunbury Regional Art Galleries is located at the corner of Prinsep and Wittenoom Streets in Bunbury.



NEAREST PARKING

- Wittenoom Street – Entry at 39-43 Wittenoom Street
- Wellington Street – Entry at 24 Wellington Street

For current information about the hours and fees and charges of these parking stations go to <http://www.bunbury.wa.gov.au/Pages/Parking.aspx>

PUBLIC TRANSPORT

- Bunbury Regional Art Galleries is located 2 blocks from the Bunbury bus station.
- The 828, 829, 830 and 832 busses stop directly outside the gallery.
- The 831 stops 1 block North of the gallery.

HIRE FEES

ROOM HIRE FEES BUNBURY REGIONAL ART GALLERIES

	Commercial Rate (companies / individuals / groups engaged in financial gain)	Concession Rate Charitable organisation and/or not for profit Community organisations/groups
MEETING ROOM		
Per hour	\$40	\$15
Per half day (up to 4 hours)	\$160	\$50
Per full day (up to 8 hours)	\$320	\$100
DANCE STUDIO		
Per hour	\$45	\$20
Per half day (up to 4 hours)	\$180	\$75
Per full day (up to 8 hours)	\$360	\$150
STUDIO 2		
Per hour	\$45	\$20

ADDITIONAL CHARGES

GALLERY ATTENDANT

Monday-Friday 10am to 4pm	\$38.50 per hour
Weekends and after hours	\$60 per hour
After midnight	\$77 per hour

PROJECTOR AND SCREEN

\$35

TEACUPS AND URN

\$10

REFUNDABLE BOND

A discretionary refundable bond of \$250 may be charged.

Please note: Fees are subject to change from 1 July.

APPLYING TO USE THE BUNBURY REGIONAL ART GALLERIES ROOMS

Call (08) 9792 7320 or email aedmundson@bunbury.wa.gov.au to confirm availability, arrange a tour of the facility and to make a booking.

Hirers should be aware that the Bunbury Regional Art Galleries is primarily an exhibition and events space. The rooms for hire are located directly adjacent to the exhibition spaces. As a result noise can be generated from exhibitions and related 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.

TENTATIVE BOOKINGS

Tentative bookings can be made will be held without deposit until one month before the booked date, with the following condition:

If another enquiry is received for the date that a pencil booking is held, the original party will have 48 hours in which to confirm the booking. If the holder of the tentative booking cannot be reached within 24 hours, the tentative booking is relinquished. ***The City of Bunbury reserves the right to take precedence over a tentative booking.***

CONFIRMING A BOOKING

For a booking to be considered confirmed the Room Hire Application Form must be signed and returned. An invoice will be sent when a request to confirm the booking is made. ***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.***

HIRE FEES DUE

The entire hire fee, plus bond, if applicable, is payable before the initial date of hire. An invoice will be sent on confirmation of booking. In the case of regular bookings, an invoice will be sent monthly. For information on how to make a payment please see section five.

BOND REFUNDS

If a bond is payable, 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 at time of hire. Allow up to 3 weeks for processing.

A “reasonably clean condition” indicates:

- Tables and chairs cleared and stacked neatly in store room;
- All rubbish removed from the rooms into the bin located in the kitchen.
- Floors swept to remove crumbs and other possible debris;
- Breakages reported to admin and cleared up, 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 removed by the end of the hire period

“On time” means:

- No more than ten minutes after the booked finishing time after the period of hire terminates;
- 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.

OTHER POSSIBLE INCIDENTAL COSTS

The following are not fees paid to the City of Bunbury but may be required for the hire of the facility to go ahead.

- **Licences and Insurance** See section “Licences and Insurance” section.
- **Equipment** Additional tables, additional chairs, and audio visual equipment may be hired through any appropriate supplier.
- **Caterers** Hirers are free to choose any appropriate caterer for your event, or to self-cater.

HOW TO MAKE A PAYMENT

Payment of hire fees can be made as follows.

- **In person** at Bunbury Regional Art Galleries, 64 Wittenoom Street, Bunbury. Payments can be made by Cash, Cheque, EFTPOS or by credit card. Cashier Hours are Monday to Sunday, 10am to 4pm.
- **By mail** to City of Bunbury, PO Box 21, Bunbury WA 6231. Cheque or money order payments are to be made payable to CITY OF BUNBURY. Please attach the remittance advice at the bottom of your invoice to your cheque or money order.
- **Over the Phone** by credit card * by calling (08) 9792 7323.

** Note - only MasterCard and Visa are accepted.*

ACCESS

ACCESS TO THE BUILDING

During Bunbury Regional Art Galleries' open hours the gallery staff will provide access to the building at the agreed start time and remain onsite until the facility is vacated (except during meal breaks or at prior arrangement).

Outside of gallery hours, an access code will be provided to hirers to allow easy access into and out of the facility. Hirers must arrange a tour of the facility in advance of their booking in order to receive the access code and an induction to the buildings evacuation plan.

OFF LOADING AND PICKING UP EQUIPMENT

A loading bay is available for hirers use to off load and pick up equipment. Use of this bay is by prior arrangement only.

DISABILITY ACCESS

WHEELCHAIR ACCESS

Access to the facility by wheelchair is through the main entrance on Wittenoom St. Follow the paved pathway and enter the facility through Southern main door.

DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

Event organisers must, to the extent practicable, implement the City of Bunbury 'Disability Access and Inclusion Plan' prepared under the Disability Services Act 1993. For further information on the City of Bunbury DAIP please refer to the following: <http://www.bunbury.wa.gov.au/Pages/Access-and-Inclusion.aspx>.

DISABILITY DISCRIMINATION ACT 1992 (DDA)

It is the responsibility of the applicant to ensure that the event complies with the DDA. Further information may be obtained from the Disability Services Commission. For further information on the Disability Services Act and Guidelines please refer to the Disability Services Commission, www.disability.wa.gov.au - A Guide to Creating Accessible Events. This list is not exhaustive. While City of Bunbury staff may offer advice, it is the hirer's responsibility to obtain other approvals required for a particular event.

HEALTH AND SAFETY AT BUNBURY REGIONAL ART GALLERIES

FIRST AID, ACCIDENTS AND INCIDENTS

A First Aid Kit is available in the Kitchen. A list of all emergency numbers is within the First Aid Kit

EVACUATION PLAN

A complete Emergency Response Procedure is attached to the Room Hire application Form. Please retain a copy and have it on hand throughout the duration of your booking.

SMOKING

Smoking is not permitted anywhere in the building or courtyard.

NOISE

Hirers must comply with the provisions of the Environmental Protection (Noise) Regulations 1997. A breach of the Environmental Protection Act may result in a Noise Abatement Direction being served. Non compliance with a Noise Abatement Direction is evidence of an offence, maximum penalty \$5,000.00.

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.

LICENCES AND INSURANCES

Proof of all required licences and insurances is required. Please email proof of all required licences to aedmundson@bunbury.wa.gov.au before your booked function. Entry to the facility will not be permitted if proof of required licences and insurances is not presented before commencement of hire.

PUBLIC LIABILITY INSURANCE

The Hirer is responsible for their own liability should injury/death arise from the Hirer's occupation or use of the facility. Businesses and organisations will be requested to provide a Certificate of Currency proving public liability cover of \$10M or more.

LIQUOR LICENCE

Genuinely private parties where alcohol is supplied free of charge do not require a licence. Most other events do require a licence, including:

- Events where alcohol is sold or supplied as part of a ticket price require a licence.
- Events where alcohol is provided free of charge to sponsors, volunteers or clients require a licence.
- Events where alcohol has been paid for out of members' fees require a Licence.
- Events where alcohol is served where a product is made available for sale require a licence.

Many caterers hold a liquor licence. If yours does not, or if you are supplying alcohol yourself, applications for occasional liquor licences can be obtained from the Department of Racing, Gaming and Liquor on (08) 9425 1888, or www.rgl.wa.gov.au (click on Liquor, Application Kits and Occasional Licence). You must apply for a licence at least two weeks before an event. Alcohol should be served by a responsible adult with a Responsible Service of Alcohol (RSA) qualification.

Bunbury Regional Art Galleries – Room Hire Information

If alcohol is served you must notify Bunbury Regional Art Galleries at least 2 weeks in advance of the event so that a Gallery Officer can be in attendance. An additional fee will be charged for staffing the event.

APRA AND PPCA LICENCES

Public events involving the use of music require licences from the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA), exempting events using broadcast radio. Event organisers requiring a licence may be contacted by APRA.

CONTACT LIST

Service	Contact	Phone	Email
Room Hire	Anna Edmundson	9792 7320	aedmundson@bunbury.wa.gov.au
General Enquiries	Bunbury Regional Art Galleries	9792 7323	artgallery@bunbury.wa.gov.au

GENERAL 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 are understood, and ensure that all the conditions are met.
2. Pay the hire fees specified 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 a reasonably clean condition, 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 as clean as it was found.
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) The hirer does not cause obstruction of any thoroughfare or emergency access point at any time.

Bunbury Regional Art Galleries – Room Hire Information

- b) No light and no light fitting is interfered with, covered or decorated any way except with the written consent of Bunbury Regional Art Galleries;
- c) No candles, bain-maries or other device that creates smoke or steam may be used on the premises.
- d) 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;
- e) No damage is caused to the premises or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith;
- f) No property, chattels, equipment, fixtures or fittings are removed from the premises;
- g) No nuisance or annoyance is caused to the owners or occupiers of property in the vicinity of the premises.
- h) Nothing is stuck to the walls using sticky tape, blue-tac or any other adhesive.
- i) 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: Total capacity of each room is indicated above; and must not be exceeded. 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 the Room Hire Application Form. 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 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: The full amount of the bond 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 3 weeks for processing.

A "reasonably clean condition" indicates: All rubbish removed to rubbish bins located in the bin store, outside and to the rear 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.