

Arts Centre application for casual hire

Bankstown Arts Centre is a cultural facility, where artists and community groups collaborate to explore ideas and learn, create and experience contemporary community based arts.

The priority for bookings at the facility will be for programs that focus on:

- Facilitating community learning and experience of the arts through music, film, visual arts, theatre, dance, literature and new media;
- Support for professional arts development;
- Support for emerging artists community cultural development programs and projects.

To make a booking or to view the Centre, please contact our Venue Coordinator on 9707 5400.

PLEASE PRINT ALL INFORMATION AND TICK APPROPRIATE BOXES .

ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO BANKSTOWN ARTS CENTRE VIA FAX: 02 9707 5717 OR BY EMAIL: ARTSCENTRE@CBCITY.NSW.GOV.AU

1. Applicant's details			
Name of hirer	Mr	Mrs	Miss Ms
Organisation			
Postal address			Postcode
Home phone			Work phone
Mobile (required)			
Email			
2. Proposed site location and type of function			
Theatre Room and Foyer		Theatre – Rehearsal only	
Maximum Capacity – 130			
Theatre Description: A multipurpose space for performance, lectures and meetings. Retractable seating for 116 people also enables it to function as a flat floor space. It is air conditioned and fully equipped with theatre lighting, video projection, lecture and conference facilities.			
Please specify what type and name of event you will be holding:			
Performance		Lecture Seminar Conference	
Foyer Description: The foyer provides the main entry to the facility and can be utilised for ticketing and event registration.			
Maximum Capacity – 80			
<i>*If you require technical support or specific set up, please complete the set up form and attach to your application. Council's technician is for a minimum of four (4) hours and cost for this service is additional to the rental charge.</i>			
<i>*Theatre and Foyer hire after hours (after 5pm weekdays, Saturday and Sunday) requires a security guard to be present during the event, please see section 4. Security page 2 for more information.</i>			
Rehearsal Studio 2		Maximum Capacity - 60	
Description: The Rehearsal Studio is suitable for activities such as: various rehearsals, creative development, theatre, dance and music training.			
Please tick what type of event you will be holding:			
Rehearsal		Creative development Theatre Dance Music training	
No food or drink is allowed inside.			



Studio 1 Maximum Capacity - 15

Description: Studio 1 hire is available for workshops, multimedia and arts and crafts.
Minimum of 4 hours hire is required.

Please tick what type of event you will be holding: Workshop Multimedia Arts and Crafts Activities

3. Hire details

Name of event			
Purpose of hire			
Date/s of event			
Set up date/s			
Pack up date/s			
Last date of hire			
Facility required from (access time)		Required until (including packing / cleaning time)	
Event times - start		Finish	
Expected attendance			
Extra equipment		Additional cost	
Up to 50 cups, glasses, teaspoons, forks or knives (price includes set up and cleaning)		\$100	
Urn		\$20	
Tablecloth – each per booking (total of 6)		\$5	
Projector and/or screen		\$50	
Lectern		\$20	
Whiteboard		\$10	
Gallery set up – per hour		\$50	
Plinth – each per booking (total of 9)		\$10	

***ALL BOOKINGS MUST BE SUBMITTED A MINIMUM FIVE BUSINESS DAYS BEFORE THE REQUESTED HIRE DATE.**

4. Security

If Council determines your proposed function is of a high-risk nature and for all after hours/ weekend Foyer hire, it will be compulsory for you to hire Security (arranged by the Council at full recovery cost from the Hirer) prior to, during and after the event/function.

To determine whether your function is considered high-risk, contact the Arts Centre on 9707 9224.

If council deems your event as requiring additional security to the arrangements you have made please be aware that the cost of this may be added to your hire fee.

5. Food & beverages

Please note no food and drinks (except water) are allowed in Rehearsal 2 and the Theatre.

Will food be served? Yes No

Will alcohol be consumed? Yes No

Will alcohol be sold on the premises (including any prepaid function selling alcohol)? Yes No

If alcohol is sold on the premises OR alcohol is to be consumed on the premises and you are an incorporated Community Group, a liquor licence application must be completed and submitted to your nearest Police station. Please forward a copy of the licence to Council at least 10 days before the function.



6. Community groups

Community groups seeking the community rate are to provide documentation that proves your organisation's not-for-profit status and how the event/function will benefit the community of Canterbury-Bankstown. Please provide one of the documents below:

Copy of your group's Certificate of Incorporation (from the Department of Fair Trading)

or

An Authority to Fundraise (from the Department of Gaming and Racing)

or

Income Tax Exempt Charity Statement (from Australian Taxation Office)

Please also send

A letter explaining how your function/event will benefit the community of Canterbury-Bankstown. This must accompany your application.

7. Insurance

Incorporated bodies, educational, religious organisations and commercial enterprises must provide Canterbury-Bankstown Council with a minimum of \$20,000,000 Public Liability Insurance cover

This policy **must** name Canterbury-Bankstown Council as an interested party.

A current certificate of currency **must** be forwarded with this application.

Tax invoices or summary sheets WILL NOT be accepted.

Please attach a copy of the one page Certificate of Currency of your Public Liability insurance policy.

Insured (name on policy)			
Insurance company			
Policy Number		Expiry Date	

8. Bond

Please identify to whom the refund of any fees and/or bonds should be made out to

Name / Organisation (If applicable)			
Postal Address		Postal Code	

Please identify preferred payment method for the refund of any fees and/or bonds:

Cheque or Direct deposit into a nominated Bank Account (complete details below)

Bank Account Name			
Bank		Branch	
BSB No.		Account No.	

The Organisation/Group/Individual agrees with Canterbury-Bankstown Council to use the Facility and the key/swipe card to that Facility on the following terms:

- To abide by the Terms and Conditions applying for the use of the Arts Centre;
- To use the hired area only for agreed time and purpose specified on the application;
- To leave the hired area, on each occasion of use, in a clean and tidy state;
- To lock all windows and doors, if applicable, and to arm the Centre security system as required upon exit;
- To report any damage to Council immediately;
- Please note that copies of the key can only be made by Council and Council has the right to refuse a booking without the necessity to give reason;
- A Casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes less frequently than 12 times per calendar year; and
- I the hirer have read, understood, and agree to abide by the Canterbury-Bankstown Council Terms and Conditions for the hire of Council's Arts Centre. I agree to be fully responsible for the payment of fees and any.

Arts Centre indemnity and release form

Details of hirer			
Name of hirer	Mr	Mrs	Miss Ms
Organisation			
Postal address			Postcode
Home phone			Work phone
Mobile (required)			
Email			

Indemnity

(Name of hirer) (hereafter known as 'the Hirer') agrees to indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

Loss of, loss of use of, or damage to property of the Hirer; or

Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by the Hirer arising at the Arts Centre.

The Hirer's liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss."

Release

The Hirer unconditionally releases Council from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the Hirer or any of the Hirer's Agents.

The Hirer agrees not to sue or make any claim or demand against Council, in respect of matters covered by this release.

I declare the information supplied by me on this form is complete, true and correct to the best of my knowledge.

Agreement	
Name	
Signature	
Date	

Terms and conditions for the hire of Council's Arts Centre

Terms

We aim to provide clean, quality, affordable facilities for community use. We appreciate your assistance in providing these facilities to the community. Penalties for breaching any of these conditions of hire can include fines or immediate cancellation of hire.

The hirer must:

- Be over 18 years of age to book the facility and sign the Application Form;
- Understand that no booking is confirmed until full payment has been made and a confirmation letter received;
- State precisely the type of activity to take place in the facility and any set up involved i.e. signs on walls;
- Under no circumstances enter any areas other than the section hired;
- Only be in the facility the times your application states. Any additional time will be charged to the hirer;
- Provide proposal for approval and risk assessment for any outdoor activity;
- Notify police immediately if there is any threat of trouble;
- Report any accidents or near accidents to Council Customer Service staff upon return of your key or as soon as possible;
- Ensure the area is clean and all windows and doors are locked when leaving, and where required, the alarm is activated;
- Ensure all Council buildings and surrounding areas are smoke free zones;
- Arrange a person to assume responsibility on behalf of the hirer in their absence;
- Ensure all appliances, air conditioning, lights and fans are turned off when leaving the premises;
- No pets or animals are to be on the premises;
- Council facilities are not available for overnight hire. Sleeping or staying overnight on the premises is not permitted;
- All cancellations are to be made in writing. Cancellations made within 10 days of the function will incur a cancellation fee;
- Helium balloons are not permitted at the facility. Smoke machines are not allowed; and
- Only trained Council Officers are allowed to operate the Acromat Seating in the Theatre. Throwing of confetti, glitter, sprays, poppers or rice is not permitted. A charge will be deducted from the hirers bond, or added to their invoice, if the above items are required to be removed from the facility.

Cleaning

The facility must be left clean and ready for the next user. The hirer must:

- Sweep the floor. Any spills are to be mopped with warm water only;
- Wipe down all benches, tables, chairs and fridge (if applicable);
- Dispose of rubbish correctly into outside bins before leaving. Rubbish is not to be dumped on the ground near the bins. Recycle if possible;
- Ensure the toilets are left in a clean manner;
- Safely stack all tables and chairs. All furniture should be accounted for;
- Ensure that the outside area, including the car park is free of litter;
- Supply own garbage bags, cutlery, crockery and cleaning materials;
- Ensure any excess waste is taken away and disposed of appropriately;
- Report if the facility was not found in a clean and tidy state; and
- Ensure that no food or drink is left on the premises (especially in the refrigerator, if applicable).

Noise impact on surrounding residents

The hirer is responsible for the preservation of good order during and following the hire of the facility.

- Vehicles should not obstruct access to driveways or restrict parking in the street;
- Hirer's must meet the requirements of the Noise Pollution Act; and
- All music and noise levels must be kept at an acceptable level. Music must cease at 12am.



Bond

The bond is held as a deposit against possible damage of the community hall, centre and meeting rooms, its furniture and fittings, including fire and electrical services. Reasons that all, or part of the bond may be retained include: the function running overtime; smoking in the facility; or additional cleaning being required. The hirer is required to provide photographic evidence to support claims the facility was in an unsatisfactory condition prior to their hire. Providing that all Terms and Conditions of hire are adhered to, the bond will normally be returned approximately three (3) weeks after the function. Should Council be investigating concerns arising from your booking, you will be notified accordingly.

Keys

Keys and/or swipe card are to be collected by the hirer the working day before your function, from Council's Customer Service Centre, upper ground floor, Civic Tower, 66 Rickard Road, Bankstown. If the key is not collected, access may not be possible, or the hirer will be charged all resulting fees including an after-hours callout fee. It is illegal to make a duplicate copy of the key issued or change existing locks in any of the facilities.

Personal property / storage

All items brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement. Hirers are responsible for the care and control of their own property and personal effects. Loss or damage to such items is not covered by Council's insurance policy.

Fees

Regular Hire - Applications are renewed on an annual basis from 1 July to 30 June the following year. Hire is paid in advance on a quarterly basis, unless otherwise agreed with Council. Failure to pay accounts on time will result in hire being terminated. Regular hirers are to comply with Public Liability insurance requirements as noted on the application form.

Casual Hire - full hire fee and bond must be paid before any booking is accepted.

Late application fee applies for application received less than 48 hours (business hours) notice.

Special terms

- Council has the right to set out special conditions and hire fees for functions not covered in the current fees and charges.
- No game of chance, gambling or any other kind of illegal activities are permitted inside Council facilities.
- If alcohol is sold at the venue, a Liquor Licence must be obtained from the Police, with a copy supplied to Council.
- The selling of goods is not permitted in the Arts Centre.
- The Centre is not equipped with an emergency first aid kit. It is the responsibility of the hirer to have first aid supplies available at all times.
- Council approval must be sought to:
 - Sub lease the facility;
 - Advertise or promote community material; and
 - Charge an entry fee.
- Council reserves the right to refuse any booking and to cancel a booking already made for whatever reason. With such cancellations, Council will refund the hirer any monies paid. The Council will not be liable for any loss, injury or damage or otherwise of the exercise of any right stated under this agreement, including the right of cancellation.
- Hirers are required to bring their confirmation letter to their function.
- Council halls, centres and meeting rooms are hired under the condition that the person(s) whose signature appears on the application form, accepts and agrees to abide by the above prescribed terms and conditions.