



HIRE AGREEMENT COMMUNITY ARTS CENTRE – CASUAL HIRE

WESTERN PLAINS CULTURAL CENTRE
76 WINGEWARRA STREET, DUBBO

For venue hire bookings please contact the Centre Coordinator, Western Plains Cultural Centre on 02 6801 4446.

Function Name			
Room required			
Function Date	From:		To:
Booking Time			
No of People			
Setup Comment			
Contact Name & Number		BH:	Mob:
Email Address (<i>please print</i>)			

CLASSROOMS Coolabah, Kurrajong, Brigalow & Bindyite	STUDIOS Wet Studio, Dry Studio & Dark Room	GROUNDS CAC Courtyard
<p>Charges Corporate</p> <input type="checkbox"/> \$20 per hour (minimum 3 hour booking)	<p>Charges Corporate</p> <input type="checkbox"/> \$40 per hour (minimum 3 hour booking)	<p>Charges Corporate</p> <input type="checkbox"/> by negotiation
<p>Charges Community</p> <input type="checkbox"/> \$6 per hour (minimum 3 hour booking)	<p>Charges Community</p> <input type="checkbox"/> \$13 per hour (minimum 3 hour booking)	<p>Charges Community</p> <input type="checkbox"/> by negotiation
<p><i>additional charges may apply for cleaning, materials and chemicals.</i></p>	<p>Set up style</p> <input type="checkbox"/> Lecture/Theatre Style – 40pax <input type="checkbox"/> Classroom Style – 24 – 30 pax <input type="checkbox"/> U Shape – 16 pax <input type="checkbox"/> Boardroom Style – 16 pax	<p>Set up style</p> <input type="checkbox"/> Boardroom Style – 30 pax (Dry) <input type="checkbox"/> Classroom Style – 40 pax (Wet)
<p>Set up requirements</p> <input checked="" type="checkbox"/> Air conditioning/heating <input type="checkbox"/> Chairs <input type="checkbox"/> Chairs - tablet <input type="checkbox"/> Trestle tables <input type="checkbox"/> Additional side tables <input type="checkbox"/> Whiteboard <input type="checkbox"/> Speaker phone <input type="checkbox"/> Urn	<p>Set up requirements</p> <input checked="" type="checkbox"/> Air conditioning/heating <input checked="" type="checkbox"/> Chairs <input checked="" type="checkbox"/> Tables – large art style <input type="checkbox"/> Additional side tables <input type="checkbox"/> Whiteboard <input type="checkbox"/> Speaker phone <input type="checkbox"/> Urn	<p>Set up style</p> To be confirmed with WPCC staff.
<p>Please list equipment being hired or brought on to premises. A Risk Assessment Form must be attached.</p>		

- Business hours are from 9 am – 5 pm Monday to Friday and 10 am – 4 pm Saturday and Sunday. Venue hire commences from set up and is not to interfere with general public access to the facility. Please include all set up and pack time for your function within these business hours.
- Early arrival and late departures may be accommodated, please contact the Centre Coordinator.
- Please refer to the Community Arts Centre Hire Policy for full details and conditions.
- This Hire Agreement must be completed and returned to confirm your booking.



TERMS AND CONDITIONS

It is agreed by both parties that the following terms and conditions apply:

1. GENERAL

- 1.1 The terms and conditions of the Western Plains Cultural Centre, Community Arts Centre Hire Policy are deemed to be incorporated into this Agreement. This Agreement will prevail to the extent of any inconsistency.
- 1.2 Business hours are from 9 am – 5 pm Monday to Friday and 10 am to 4 pm Saturday and Sunday.
- 1.3 The Community Arts Centre is not available for hire on Christmas Day, Boxing Day, New Year’s Day and Good Friday and during the annual closure outlined in the “Community Arts Centre Hire Policy”

2. CATERING

- 2.1 The on-site café, The Outlook Café is the Western Plains Cultural Centre’s preferred caterer.
- 2.2 External caterers can be engaged for the Community Arts Centre. Cleaning associated with catering is the responsibility of the hirer.
- 2.3 Catering is negotiated directly between the hirer and the caterer.
- 2.4 Hirers of the Community Arts Centre are allowed to self-cater within the “Community Arts Centre Hire Policy” guidelines.

3. ROOM HIRE FEE

- 3.1 Hire charges as outlined in the “Community Arts Centre Hire Policy” apply.
- 3.2 Casual hirers are required to pay at reception on the day of hire unless arrangements to be invoiced have been made with the WPCC in which case the hirer will be invoiced within 14 days of the event. The hirer agrees to pay the hire fee thirty (30) days from the receipt of invoice.
- 3.3 Cancellations for room hire are to be made five working days prior to the function otherwise a \$100 cancellation fee applies.

5. HOUSE KEEPING

- 5.1 Western Plains Cultural Centre is a SMOKE FREE environment.
- 5.2 WPCC Management reserves the right to exclude or remove any objectionable person (s) from the Community Arts Centre or grounds without liability.
- 5.3 The Hirer is financially responsible for any damage sustained to WPCC premises or equipment by the hirer or guests during or after the event.
- 5.4 WPCC Management reserves the right to approve/disallow the display of any signage both within the function spaces and outside the building. No items are to be nailed, screwed, stapled or adhered to any wall, door, floor or other surface.
- 5.5 Chairs, tables and equipment must not obstruct fire exit doors or fire fighting equipment.
- 5.6 WPCC Management reserves the right to change any event set up if it impedes the flow of traffic or poses a risk to staff or the general public.
- 5.7 All Corporate/Commercial Hirers must provide a copy of their current Public Liability Policy insurance cover with a minimum indemnity limit of \$10,000,000.00. A copy of the policy is to be attached to the signed agreement.
- 5.8 The Hirer warrants that the person(s) signing this Agreement on behalf of the Hirer has the authority of the Hirer to enter into this Agreement.
- 5.9 When a fire alarm is activated hirer and clients must exit the building at the nearest exit point and proceed to the emergency evacuation assembly point on the south/western side of the adjoining sports oval. Directions from the WPCC Chief Fire Warden must be observed

6. PARKING

- 6.1 WPCC has a 80 parking spaces available as well as unlimited parking in Gipps Street and Wingewarra Street. The concrete path leading to the WPCC front entrance is not to be used as a loading bay.

I have read, understood and agree to comply with the guidelines outlined in the Terms and Conditions of Hire and any additional reasonable requests made by WPCC Management to protect property and the safety of patrons.

SIGNED for and on behalf of the Hirer:

Print Name		Please check list ✓ before returning application
Signature		<input type="checkbox"/> Tick boxes completed on Page 1
Date		<input type="checkbox"/> Agreement Signed
Telephone		<input type="checkbox"/> Billing Address complete
Position		<input type="checkbox"/> Email and telephone details included
Billing Address		<input type="checkbox"/> Public Liability Insurance attached
		<input type="checkbox"/> Catering arranged with supplier
Email		<input type="checkbox"/> Read and understood Emergency Evacuation procedures outlined in 5.9 above