



## Hire Agreement: Community Arts Centre (Casual Hirer)

Western Plains Cultural Centre (WPCC)  
76 Wingewarra St, Dubbo 2830

Function Name:	
Style of Room:	No of People Attending:
Function Date/s:	
Booking Times:	
Contact Name:	
Contact Number:	Mobile:
Contact Email:	

**Classroom**  Community: \$8.00/hour  corporate: \$22.00/hour minimum 3 hour booking

Set Up	Equipment upon Request	Inclusions	Booking Notes
<input type="checkbox"/> Classroom(30pax) <input type="checkbox"/> Lecture/Theatre (45pax) <input type="checkbox"/> Ushape (16pax) <input type="checkbox"/> Boardroom (16pax)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn <input type="checkbox"/> Tablet Chairs	Air-conditioning Trestle Tables Plain Chairs	

**Studios**  Community: \$16.00/hour  corporate: \$44.00/hour minimum 3 hour booking required

Set Up	Equipment upon Request	Inclusions	Booking Notes
<input type="checkbox"/> Classroom (40pax) <input type="checkbox"/> Lecture/Theatre (60pax) <input type="checkbox"/> Boardroom (30pax)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn <input type="checkbox"/> Tablet Chairs	Air-conditioning Large Art Tables Chairs/ Stools	

### CAC Courtyard Charges by negotiation

Please contact WPCC staff to discuss your specific needs as well as inclusions and charges

**Please Note:**

- Business Hours: 9 am – 5 pm Monday – Friday and 10 am – 4 pm Saturday and Sunday. Please include all set up and pack up times for your function within the hours specified above. Venue hire is not to interfere with general public access to the facility. Early arrival and late departures may be accommodated for but please contact the Centre Coordinator as additional fees may apply.
- Please refer to the Community Arts Centre Policy 2013-2014 for full Terms and Conditions.

This Hire Agreement must be entirely completed and returned to confirm your booking

**Terms and Conditions**

Terms and conditions are provided in the **Community Arts Centre Hire Policy 2013/2014**. If you have not received a copy of this please contact WPCC on 02 6801 4444. It is also available on our website [www.wpccdubbo.org.au](http://www.wpccdubbo.org.au).  
 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. I have read and understood the **Community Arts Centre Hire Policy 2013/2014**. I agree to comply with these conditions and any additional reasonable requests made by WPCC Management to protect the property and the safety of patrons.

Will Persons under 18 years of age be attending your event without parental supervision? Yes No  
 If Yes, please provide a current working with children check when returning this Hire Agreement

Billers Name:	Position:
Company Name:	ABN:
Email:	Telephone:
Billing Address:	Signature: Date:

For Office Use Only Hire Agreement Signed Risk Assessment Public Liability Working with Children Check	For Records Use Only Trim Events Perfect Email Initial
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The personal information provided in this document is protected under the privacy and personal information protection act, 1998 (PIPA)



**Risk Assessment - Community Arts**

Branch	Western Plains Cultural Centre	Contact Name		
User Group		Room Name		
Telephone: BH		Telephone: Mob		
Assessment By		Signed & Dated		
Specific Task/ Activity	Potential Hazards	Risk Level <small>(Before Control Measures are implemented)</small>	Control Measures	Residual Risk Level <small>(After Control Measures are implemented)</small>
<i>(Example)</i> Electrical cords and Leads	<i>(Example)</i> Tripping  Electrocution	<i>(Example)</i> Medium  Medium	<i>(Example)</i> Cords to be covered by electrical tape or cord covers  Cords to be tag tested to standards	<i>(Example)</i> Low  Low

Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
A Almost Certain	Medium	High	High	Extreme	Extreme
B Likely	Medium	Medium	High	High	Extreme
C Possible	Low	Low	Medium	High	High
D Unlikely	Low	Low	Low	Medium	High
E Rare	Low	Low	Low	Medium	High

Qualitative measures of likelihood or probability		
Level	Descriptor	Example description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur or should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative measures of consequence or exposure		
Level	Descriptor	Example description
1	Insignificant	Injuries not requiring first aid
2	Minor	First aid required
3	Moderate	Medical treatment required
4	Major	Hospital admission required
5	Severe	Death or permanent disability to one or more persons

Please contact WPCC if you have any questions regarding the Risk Assessment on 02 6801 4444.