



## HIRE AGREEMENT FOYER, AUDITORIUM AND BOARDROOM

WESTERN PLAINS CULTURAL CENTRE  
76 WINGEWARRA STREET, DUBBO

- **For corporate hire bookings** please contact the Centre Coordinator, Western Plains Cultural Centre on 02 6801 4446.
- **For catering** and available packages please contact The Outlook Café on 02 6884 7977 or [theoutlookcafe@wpccdubbo.org.au](mailto:theoutlookcafe@wpccdubbo.org.au)  
The Outlook Café is open from 9 am – 5 pm everyday except Tuesday, after hours catering available on request.

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

Please tick as required ✓

AUDITORIUM	BOARDROOM	FOYER/AUDITORIUM <i>(after hours only)</i>
<b>Charges</b> <input type="checkbox"/> \$65 per hour (minimum 3 hour booking) <input type="checkbox"/> \$400 full day <input type="checkbox"/> Multiple day bookings by negotiation	<b>Charges</b> <input type="checkbox"/> \$35 per hour	<b>Charges</b> <input type="checkbox"/> \$200 flat fee
<b>Set up style</b> <input type="checkbox"/> Lecture/Theatre Style – 100 pax <input type="checkbox"/> Classroom Style – 50 <input type="checkbox"/> Dinner Presentations – 50 <input type="checkbox"/> Cocktail – 80 pax <input type="checkbox"/> U Shape/Boardroom Style – up to 30	<b>Set up style</b> <input type="checkbox"/> Boardroom Style 12 – 14 pax <input type="checkbox"/> Private Luncheon – 16 pax	<b>Set up style</b> <input type="checkbox"/> Cocktail – 150 pax <input type="checkbox"/> Dinner – 80 pax
<b>Set up requirements</b> <input checked="" type="checkbox"/> Air conditioning <input checked="" type="checkbox"/> Trestle tables <input type="checkbox"/> Chairs <input type="checkbox"/> Lectern <input type="checkbox"/> Microphones (cordless, fixed and lapel) <input type="checkbox"/> Data Projector <input type="checkbox"/> Screen <input type="checkbox"/> Laptop & DVD player (for presentation use only) <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn	<b>Set up requirements</b> <input checked="" type="checkbox"/> Air conditioning <input checked="" type="checkbox"/> Boardroom table and chairs <input type="checkbox"/> Additional side tables <input type="checkbox"/> Whiteboard <input type="checkbox"/> Speaker phone <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn	<b>Set up requirements</b> <input checked="" type="checkbox"/> Air conditioning <input checked="" type="checkbox"/> Trestle tables <input checked="" type="checkbox"/> Chairs <input type="checkbox"/> Lectern <input type="checkbox"/> Microphones (cordless, fixed and lapel) <input type="checkbox"/> Wireless Internet <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Laptop <input type="checkbox"/> Urn
<ul style="list-style-type: none"> <li>• All equipment, setup and venue cleaning is included in the hire fee.</li> <li>• Breakout rooms and video conferencing equipment are available on request – additional fees apply. Please contact the Centre Coordinator for information, fees and availability.</li> <li>• The WPCC does not provide mints, tablecloths, tea and coffee equipment. Please arrange these services through your catering provider.</li> <li>• 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.</li> </ul>		



**TERMS AND CONDITIONS OF HIRE**

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

**1. GENERAL**

1.1. Business hours are from 9 am – 5 pm Monday to Friday and 10 am – 4 pm Saturday and Sunday. Gallery and Museum opening hours are 10 am – 4 pm everyday except Tuesday.

**2. CATERING**

2.1. The on-site café, The Outlook Café, is the Western Plains Cultural Centre's caterer.

2.2. Catering is negotiated directly between the hirer and the caterer. Please contact The Outlook Café on 6884 7977.

**3. ROOM HIRE FEE**

3.1. WPCC will invoice the hirer within 14 days of the event. The hirer agrees to pay the hire fee thirty (30) days from the receipt of invoice.

3.2. Cancellations for room hire are to be made five (5) working days prior to the function otherwise a \$100 cancellation fee applies.

3.3. For functions out of business hours, the Gallery and Museum spaces will not be open unless prior arrangements have been made and a WPCC staff member is present (at an additional cost refer 3.6)

3.4. It is suggested the Hirer arrange a representative to arrive at the site prior to the function to greet guests. This is not the responsibility of WPCC/The Outlook Café staff.

3.5. The venues are not available for hire on Christmas Day, Boxing Day, New Year's Day and Good Friday.

3.6. After hours events not using the services of The Outlook Café will require a staff member of the WPCC to be on site. This will incur an additional fee of \$50 per hour (\$65 on public holidays).

**4. EXHIBITION AREAS**

4.1. Food and beverages are not permitted in the exhibition areas.

4.2. If the exhibition spaces are required to remain open for the function, a WPCC staff member is to be present and charges outlined in 3.6 will apply.

**5. HOUSEKEEPING**

5.1. Western Plains Cultural Centre is a SMOKE FREE environment. Smoking is only permitted in the paved outdoor Café area with smoker's ashtray provided.

5.2. WPCC and The Outlook Café management, or their representatives, reserves the right to exclude or remove any objectionable person(s) from the function 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, staples 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 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

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act, 1998 (PPIPA).