



# Hire Agreement: Main Building (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:	

**Auditorium**  \$65.00 Per Hour (minimum 3 hour booking)  \$400.00 Day Rate

<u>Set Up</u>	<u>Equipment upon Request</u>	<u>Inclusions</u>	<u>Booking Notes</u>
<input type="checkbox"/> Lecture/Theatre (100pax) <input type="checkbox"/> Classroom (50pax) <input type="checkbox"/> Ushape (30pax) <input type="checkbox"/> Cocktail (80pax)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn <input type="checkbox"/> Microphones <input type="checkbox"/> Data Projector/ Screen <input type="checkbox"/> Laptop/DVD Player (presentation use only)	Air-conditioning Trestle Tables Plain Chairs Lectern	

**Boardroom**  \$35.00 Per Hour

<u>Set Up</u>	<u>Equipment upon Request</u>	<u>Inclusions</u>	<u>Booking Notes</u>
<input type="checkbox"/> Boardroom (12-14pax) <input type="checkbox"/> Private luncheon (16pax)	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Urn <input type="checkbox"/> Speaker Phone	Air-conditioning Boardroom Table and Chairs Side Table	

**Foyer/ Auditorium (After Hours)** \$200.00 flat fee (other charges applicable, please check with staff)

<u>Set Up</u>	
<input type="checkbox"/> Cocktail (150pax) <input type="checkbox"/> Dinner (80pax)	Please contact WPCC staff to discuss your specific needs as well as inclusions and charges

**Please Note:**

- All equipment, setup and venue cleaning is included in the hire fee
- Breakout rooms and video conferencing equipment are available upon request – additional fees apply. Please contact the centre coordinator for information, fees and availability.
- The WPCC does not provide mints, tablecloths, tea and coffee equipment. Please arrange these services through your catering provider

Business hours are 9am – 5pm Monday to Friday) and 10am – 4pm (Saturday and Sunday). Venue hire times must include your set up and is not to interfere with general access to the facility. Please include all set up and pack up time in your booking times as well as within our business hours. Early arrival and late departures may be accommodated, additional fees may apply. Please call the Centre Coordinator for further details.

- For **Corporate hire** bookings please contact the Centre Coordinator of WPCC on 0268014446
- For **Catering** and available packages please contact The Outlook Cafe on 02 6884 7977 or theoutlookcafe@wpccdubbo.org.au. The Outlook Cafe is open from 9am – 5pm every day except Tuesday. After hours catering is available on request.

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

For Office Use Only Hire Agreement Signed Risk Assessment Public Liability Initial _____ Working with Children Check	For Records Use Only Trim Events Perfect Email Date _____ Initial _____	The personal information provided in this document is protected under the privacy and personal information protection act, 1998 (PIPA)
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## 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 every day 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 \$20,000,000.00. 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.

**Checklist: Please ensure you have completed the following before returning this from:**

- Tick relevant boxes on page 1
- Hire Agreement signed
- Risk assessment signed and completed (please contact WPCC staff if you have any questions)
- Billing address complete
- Email and telephone details included
- Public Liability insurance attached
- Catering arranged through supplier
- Read and understood Emergency Evacuation procedure outlined in 5.9 above

**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**

Print Name			
Position			
Email			
Telephone		ABN	
Billing Address		Signature Date	



**Risk Assessment – Foyer, Boardroom and Auditorium**

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.