



CENTRE FOR PERFORMING ARTS

Facility Hire Procedure (External Use)

Purpose

The purpose of this procedure is to outline terms and conditions governing the hire of College Facilities.

Application

This procedure applies to all requests to hire CPA facilities from individuals, groups and organisations that are not current employees or students of the College.

Procedure

Activities permitted to be held on College premises: The College facilities can be hired by the community and commercial organisations to run workshops, seminars, private functions and events, subject to these activities not impacting on the key teaching, learning and student activities.

The facilities cannot be hired to conduct any activities judged to be: illegal, or conflicting either the College's Mission and Values, or likely to bring the College's name into disrepute.

Priority of allocation

The College's requirements for rooms and facilities by staff and students take precedence over all external requests. Requests from groups or individuals affiliated with the College shall take precedence over non-College applications.

Process and procedure for external hire requests

All enquiries for external hire and availability of venues are to be made to:

The Manager
All Saints' College Centre for Performing Arts,
Adrian Arnold (Theatre Manager)
Phone: 9288 2408 or Mobile: 0415 333 978
E-mail: adrian.arnold@allsaints.wa.edu.au

1. If the venue/space requested is currently available for hire, a Facilities Hire application form will be e-mailed to the interested party and the date will be provisionally added to the calendar pending approval by the College's Facilities Operations Committee.
2. On receipt of the Facilities Hire Application form, the College's Facilities Operations Committee will review the booking request.

3. If the booking is approved by the College Facilities Operations Committee, the interested party will be forwarded a confirmation of hire and a facilities hire package including:
 - Estimate for venue hire based on enquiry information
 - Hire Agreement (contract)
 - Terms and Conditions of Use form (contract)
 - Technical Hire requirements form
 - All Saints' OHS guidelines
 - Venue Maps showing upper and lower floors
 - Stage and seating plan
 - All Saints' College map showing campus layout and car parks
4. The Hire Agreement, Terms and Conditions of Use forms must be completed by the interested party and returned with the booking deposit within 7 days of taking the booking.
5. The Technical Hire Requirements forms must be returned as soon as possible, so the Centre for Performing Arts Management Team can generate and forward a quotation of costs based on the requirements together with a signed copy of the Hire Agreement.
6. Part payment of 50% of the total hire quote must be forwarded to the College a minimum of four weeks prior to the event.
7. A production meeting must be scheduled at least 7 days prior to the event.
8. The hirer must provide proof of public liability insurance and a signed copyright release either at the scheduled meeting or to the Theatre Manager a minimum of 7 days prior to the event.
9. During the event the hirer shall comply with all conditions as set out in the conditions of Use and Hire Contract at all times.
10. Following the completion of the event, the hirer shall be issued an invoice for the balance of the event charges including all extra charges incurred in accordance with the conditions detailed in the Hire Contract. This must be paid within 7 days of receipt.
11. On completion of all external events, the Centre for Performing Arts Management Team will review the impact of these functions on the venue and College and present a report with recommendations to the College's Facilities Operations Committee.