



**WANNEROO LIBRARY AND CULTURAL CENTRE
FACILITY HIRE MANAGEMENT STRATEGY**
TERMS AND CONDITIONS OF HIRE



1 INTRODUCTION

1.1 Overview

The Wanneroo Library and Cultural Centre provides a state of the art facility for the north metropolitan region. Located in the Wanneroo Town Centre, the Centre consists of the Wanneroo Regional Museum, Wanneroo Library and the Wanneroo Exhibition Centre. A key community hub of the Town Centre, the Wanneroo Cultural Centre attracts more than 1,000 patrons per day. The exhibition facilities are “A” class making them suitable for national and internationally touring exhibitions. The Centre ensures that your exhibition items are displayed in optimum conditions.

1.2 Definitions

The following terms are referred to within this document.

Term	Definition
The City	City of Wanneroo

2 FACILITIES AVAILABLE FOR HIRE

The Wanneroo Library and Cultural Centre is a prominent facility with a whole host of venues for hire. There is no other facility like it in the Northern Corridor of Perth. The City can guarantee you a unique and memorable experience. The Exhibition Space aims to encourage, stimulate and promote local and regional cultural activities through a diverse exhibition program. There is opportunity for artists and groups to support these programs with their own exhibitions. All spaces can be hired with a dry hire kitchen.

2.1 Great Court

The entrance to the centre is beautifully decorated with hanging artworks and is an ideal venue for conferences, weddings or cocktail functions. You can also hire spaces in the great court for your own stall in which you can market your latest brand or offer a service.

Capacity: 100 (Cocktail only)

2.2 Function / Exhibition Spaces

The Wanneroo Cultural Centre has two gallery spaces. The **Gallery** is our large exhibition space and the **Conference Room** is the smaller exhibition space. They can be used individually or together for complementary activities. The Gallery is 376m² and is suitable for major group shows or multiple complementary exhibitions. This space has commanding views over Wanneroo to Lake Joondalup, although if lighting levels are of concern the windows are fitted with panels that can be drawn across to create ‘brown out’ conditions.

The Conference Room the smaller exhibition room is 109m² and is ideally suited to exhibitions of a 3 dimensional nature although hanging works can be accommodated on the movable display panels. This space can also be used for complementary activities such as workshops or installations.

The spaces are fitted with hanging track on all suitable wall surfaces. The spaces will have a number of movable wall panels available for use in any configuration required. They can be used for hanging works, separating areas or creating ‘rooms’ within the space. A number of plinths and display cases are also available for use. Please check for availability.

This gallery space can also be used for your own special function, including formal and cocktail style dinners, audiovisual presentations, product launches and intimate weddings.

AV equipment includes a DVD player, projector & screen, 5 Disc CD player, wireless microphones and sound system. The Gallery is also equipped with a hearing loop.

Capacity Gallery: 250 (Conference), 224 (Banquet)

Capacity Conference Room: 100 (Cocktail only)

2.3 Theatrette

Looking for a funky space to host your own private film night or to hold a VIP company launch? Look no further than this small theatrette with tiered seating.

AV Facilities include a projector & screen, a sound system and is equipped with a hearing loop.

The Theatrette has a capacity of 48 plus 2 disabled

2.4 Meeting Room (Ground Floor)

This room is suitable for small training groups and meetings. It is equipped with a data projector that projects onto a wall. It also has a tea and coffee preparation area.

The meeting room has a capacity of 20

2.5 Group Study Room (First Floor)

This room allows for team meetings perhaps your monthly book club or any club meeting. It is a comfortable room with a table and chairs. This space is only available during library opening hours.

The Group Study Room has a capacity of 12

2.6 Community Education Lab

The room is equipped with 12 PCs, data projector and training PC. This space is only available during library opening hours.

3 BOOKING CONDITIONS

3.1 How to book a facility

Bookings will be managed by the Wanneroo Library and Cultural Centre, Administration Support Officer and arrangement for appointments to inspect the venue must be made 14 days prior to the booking.

Contact Details:

Administration Support Officer
Wanneroo Library and Cultural Centre
Tel: 9405 5900
Email: WLCC@wanneroo.wa.gov.au

The CEO reserves the right to reject bookings

Facility hire and conditions of hire forms are available on request from the Facilities Officer.

3.2 Exhibition Gallery Bookings

Please note: A separate Exhibition Management Strategy applies. For more information please contact the Exhibitions & Programs Officer by email: wfcc@wanneroo.wa.gov.au or by mail to:

Exhibitions & Programs Officer
Wanneroo Library and Cultural Centre
1 Locked Bag
Wanneroo WA 6946

3.3 Access and Security

Depending on the type of function, keys or swipe cards may be issued to any user. The hirer must arrange entry with the Facilities Officer. When the function is finished, the caretaker will arrive to lock up the building. When applicable the hirer must return the keys or swipe card to the caretaker for him/her to do so. Caretakers contact details will be provided prior to the function.

Access will be arranged through the Admin Support Officer.

Please ensure that you are aware of the arrangements for collecting keys. Where a call out to open a building occurs, this could result in a fee being levied to recover the costs incurred. It is the group's responsibility to ensure all doors and windows must be secured when the premises are vacated.

If a Council employee or the Security Company is called out after hours to secure a building, the user at fault will be billed the cost of the call out accordingly.

After securing and vacating the premises, keys to the facility should be returned to the keyholder / caretaker immediately after the event or function.

3.4 Accommodation Numbers

All City facilities have maximum accommodation numbers that restrict the number of people allowed in each room. Failure to adhere to these restrictions will result in cancellation of the booking and no refund for the remainder of the booking fee paid.

3.5 Behaviour of Children

The behaviour of children will be the responsibility of the parents concerned.

3.6 Block Booking and Booking Usage

Any groups found block booking or not utilising the time booked for the use of Council Facilities will lose any unused booking time and may incur a charge for unused time.

3.7 Bond

To make an advanced booking a bond of \$400+GST is payable within 14 days of the initial enquiry. If you intend on serving alcohol at your function the bond cost is \$800+GST. Bonds assessed at high risk are charged a bond of \$1500. The bond along with the hire fee is payable 28 days prior to the event date. No tentative bookings will be made without a bond. This bond will be refunded at the conclusion of your function subject to no damage or breach of conditions.

The bond will be forfeited if:

- The function spaces are damaged in any way;
- Equipment and resources provided by the City are damaged or lost;
- There is a breach of any safety issues;
- Swipe cards or keys are not returned to the City
- Materials and objects are not removed within the allocated time;
- The function space is not left in its original state.

Bonds will be refunded by cheque, made out to the name and address on the original receipt within fourteen (14) days of the function, subject to compliance with conditions.

3.8 Breakdowns

In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the City of Wanneroo but every care and precaution will be taken in this regard.

3.9 Cancellations, Refunds and Tentative Bookings

The City of Wanneroo reserves the right to cancel any bookings and will give written notice within 28 days to the hirer. Any amounts paid will be fully refunded. Cancellation by the hirer must be received in writing 14 days prior to the booking date. An administration charge of 20% of the total charge will be deducted from the refund. The bond will be refunded in the event of cancellation. All cancellation of, or alterations to a booking by regular users must be made in writing a minimum of 14 days prior to event. Tentative bookings will only be held for 7 days. **Bookings are not secure without a deposit.**

3.10 Catering

As stated above all function and exhibition spaces will be hired out on a Dry Hire basis. Catering, crockery, glassware and linen will not be available from The City for hire. If you do require catering it will be at your own expense. The centre does have a warming kitchen available for use but must be booked if required. See booking form for details.

3.11 Cleaning

The facility should be left in a clean and tidy condition immediately after use, to ensure other Hirers are not disadvantaged. Please ensure floors are swept and mopped with all rubbish to be placed in the bins provided. **All cleaning products and equipment needed to clean the facility are to be provided by the Hirer.** Failure to observe this will result in the Hirer being billed for additional cleaning.

3.12 Rubbish

Rubbish should be removed from the facility and any left in the immediate environs left from the function and placed in the bins in the bin room located in the loading dock near the freight lift. Any additional rubbish that does not fit into the bins is to be taken home with the Hirer. Failure to observe this will result in the Hirer being billed for additional rubbish removal. Please contact Waste Services if you require additional bins for your function. Charges for this service do apply.

3.13 Curfew

The curfew for these facilities is **12.00am (midnight)**. Music and refreshments must end at the hire time designated by the Hirer and definitely go no later than curfew. Please ensure you have vacated the building at the designated time for which your booking was approved. Failure to do so may result in additional charges.

3.14 Damage to City's Property

The hirer shall be liable for any damage to or loss of any of the City's plant, equipment, machinery, or other property whatsoever which is used in the performance of hire or which is present at the City's Function Room site irrespective of how that damage or loss may occur.

3.15 Decorations

The driving of nails and screws etc. into any part of the building fixtures and fittings is prohibited. All decorations must be removed after completion of function. No decorations are to be fixed to ceiling/walls, air conditioners or heating appliances.

3.16 Donation and Waiver of Fees & Charges

Organisations or groups who are not for profit and operate within the City of Wanneroo are eligible to apply. Not for profit events, projects or services targeting City of Wanneroo residents will be considered for a donation. Applications must be made prior to the exhibition/function not retrospectively.

The City's policy allows requests for a 50% waiver of fees for the use of Council facilities (for example: building, centre, park or sporting ground). Waiver of Bonds for use of City facilities will not be considered.

Groups must provide the appropriate details on the [Donation/Waiver of Fees Application Form](#). Groups without an ABN must submit a [Statement by Supplier Form](#) with the request form.

Groups intending to use Council facilities need to submit an "Event Approval" form.

Applicants can only receive one sponsorship/donation/waiver of fees per financial year.

All applications are assessed against the City's [Donations, Sponsorships & Waiver of Fees and Charges Policy](#).

Submit applications to:

Governance

City of Wanneroo Civic Centre

1 Locked Bag

Wanneroo WA 6946

Contact Phone for enquiries: 9405 5028

WEBSITE: http://www.wanneroo.wa.gov.au/2/315/1/donation_and_waiver_of_fees_charges.pm

3.17 First Aid

It should be noted that the City does not provide First Aid assistance or supplies within any of the City's Facilities. It is recommended that the group ensure they have adequate first aid supplies and first aid assistance prior to their function or activity.

3.18 Floors

No talcum powder, sawdust or resin is to be used. Kegs of beer are prohibited at all times on any wooden floor area and are only allowed in the kitchen/bar area and/or the outside courtyard. Plants containing water are not to be placed on floors. Please comply with the request otherwise a fee may be levied for additional work required on floor areas

3.19 Functions not permitted

The City reserves the right to reject bookings that are deemed high risk. Applications for 18th or 21st birthday parties will NOT be accepted at the Wanneroo Library and Cultural Centre.

3.20 Gas Bottle Storage

Under no circumstances are any gas bottles permitted to be stored in City of Wanneroo buildings. Any Gas bottles found stored on the premises will be removed without notice to the group.

3.21 Hired Area

People attending functions are to remain within the area hired. Consideration of others is appreciated. Please DO NOT ENTER the building before your designated time as other user groups may be using the facility.

3.22 Hirer's Possessions

Articles and goods left during the hire of the hall are left at the hirer's/owner's own risk. The City of Wanneroo accepts no responsibility for any items left on the premises after the completion of functions.

3.23 Indemnity

The hirer shall indemnify and keep indemnified the City against any loss or damage and against all claims, demands, proceedings, costs, charges and expenses whatsoever, arising out of any negligent act or omission, or it's employees, agents or sub contractors or of any default by the Caterer.

3.24 Insurance

The Building is covered under the Councils ISR/Property Insurance for Fire & perils, some examples of perils covered being Fire/Burglary/accidental Damage/malicious damage/glass etc

The lease that the tenant takes out with Council will state the Insurance conditions. So either it will state that the tenant is responsible for all insurances or an extra premium will be included in the policy and the tenants will be charged a premium applicable to the required portion of The City's Insurance costs. (THIS APPLIES TO Property/ISR INSURANCE ONLY)

'Multi-risk' or 'Object Insurance' will be entirely at the hirer/exhibitors expense. The Exhibitor is responsible for costs and organisation of insurance of works on display at the Exhibition Centre. All care will be taken to ensure that the security of the Exhibition space is of the highest standard.

3.25 Kitchen

When the kitchen is hired along with any of the function rooms it must be left in its original state. A set of instructions will be provided prior to the use of the kitchen facilities. All instructions must be followed otherwise a cleaning bill will be charged to the hirer. For further information please contact the Centre's Administration Support Officer on 9405 5900.

3.26 Law and Order

The Hirer of any facility shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.

3.27 Liability

Casual Hirer's of City Facilities have some cover for their public liability depending on the activities being undertaken. Regular hirers and groups/organisations and the like are encouraged to arrange their own public liability insurance.

3.28 Liquor

Prior written consent of the City must be obtained if alcohol is proposed to be consumed at the event or function. Permission from Council must also be obtained when selling liquor prior to applying for an Occasional Permit.

Occasional Permit: Where a charge for entry or payment for alcohol is involved (eg: Cabarets) an Occasional Permit must be obtained from the Department Racing, Gaming & Liquor,(<http://www.rgl.wa.gov.au/>) Level 1, 87 Adelaide Terrace, East Perth, Western Australia, 6004, Postal Address: PO Box 6119, East Perth, Western Australia, 6892, Tel: (08) 9425 1888 Facsimile: (08) 9325

1041 , fourteen (14) days prior to the event. A copy of this Licence must be forwarded to Council before the event and must be shown on inspection by any authorised person within the licensed premises.

Please note that alcohol is NOT permitted outside the hired area or outdoors of a building.

3.29 Noise

The Hirer must ensure that no undue noise whether at the function or by leaving the venue is created by patrons. Any complaints received from adjacent residents could jeopardise future applications. If Council Rangers are called out due to noise complaints or antisocial behaviour then a call out fee will be deducted from the bond payment. If noise is excessive, it may result in the function being shut down, no refund for the remainder of the booking fee paid and a loss of the bond payment. The Hirer is responsible to ensure all patrons leave the venue and its surrounds immediately after the function.

3.30 Other equipment/furniture

A Portable microphone, lectern, tables and chairs can be provided free of charge. You will need to arrange to book them in advance if they are required. All additional equipment must be returned in same state as received otherwise loss and/or damage charges will be applied.

3.31 Payment of Fees

The room hire fee must be paid in full at least 28 days prior to the event date. Bookings will be confirmed in writing once all fees have been paid.

When submitting your acceptance you will need to include the following:

- A signed copy of the 'Facility Hire Form' agreeing to the terms and conditions set out in the **Facility Hire Management Strategy**
- Payment of the facility hire fee
- Payment of the bond

If you do not respond within the set time frame, the City of Wanneroo will be able to offer the allotted dates to other applicants.

3.32 Several Applications

In the event of two (2) or more applications being received for the hire of any portion of the facility at one time and date, the City of Wanneroo may without considering priority of application, determine to which applicant the hiring shall be granted.

3.33 Smoke Machines

The use of smoke machines within the City's facilities is strictly prohibited as the building smoke detectors become ineffective.

3.34 Smoking

Wanneroo Library and Cultural Centre is a non-smoking facility

3.35 Warning

Every hirer/person shall observe all conditions of the Local Government And Public Property Local Law 1999.

3.36 Schedule of Fees and Charges*

SCHEDULE OF FEES AND CHARGES

Room/Area	Category	Hourly Rate	Half day rate	Full day rate	Day & Night rate	Per Two week block (exhibition only)
Meeting Room GF	Commercial	\$24.00	\$80.00	\$160.00	N/A	N/A
	Community	\$12.00	\$40.00	\$80.00	N/A	N/A
Group Study Room FF	Commercial	\$12.00	\$40.00	\$80.00	N/A	N/A
	Community	\$6.00	\$20.00	\$40.00	N/A	N/A
IT Lab	Commercial	\$24.00	\$95.00	\$190.00	N/A	N/A
	Community	\$12.00	\$45.00	\$95.00	N/A	N/A
Gallery	Commercial	N/A	\$240.00	\$480.00	\$720.00	\$1000.00
	Community	N/A	\$120.00	\$240.00	\$360.00	\$500.00
Conference Room	Commercial	N/A	\$120.00	\$240.00	\$360.00	\$500.00
	Community	N/A	\$60.00	\$120.00	\$180.00	\$200.00
Theatrette	Commercial	N/A	\$120.00	\$240.00	\$360.00	N/A
	Community	N/A	\$60.00	\$120.00	\$180.00	N/A
Great Court	Commercial	N/A	\$180.00	N/A	N/A	N/A
	Community	N/A	\$90.00	N/A	N/A	N/A
Kitchen (First Floor)	Commercial	TBA	TBA	TBA	TBA	TBA
	Community	TBA	TBA	TBA	TBA	TBA

**All prices are GST Inclusive and are subject to review in Dec 2009*

Commercial User Group

A commercial user group is one, which is a registered business with the Ministry of Fair Trading and results in private pecuniary gain (i.e. income generation & profit).

Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the City's facilities.

Community User Group

A community user group is defined as a non-profit organisation and shall include, but is not limited to sporting clubs (that are incorporated under the Associations Incorporations Act), stated not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and emergency service organisations and groups that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community fee for all use of the City's facilities.