



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 or 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 the venue are to be made to:

The Theatre Manager (Administration)
All Saints' College Centre for Performing Arts,
Adrian Arnold
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 can be obtained from the college Web Site.
(<http://www.allsaints.wa.edu.au/community/hire-of-college-facilities/hire-the-cpa/>)
2. Or, if requested, can be e-mailed to the interested party.
3. On receipt of the Facilities Hire Application form, it will be added to the College's Facilities Operations Committee agenda for review and consideration.

4. If the booking is approved by the College, the interested party will be forwarded a confirmation of hire and the link to the following facilities hire documents:
 - CPA Hire Terms and Conditions of use hire contract
 - CPA Hire rate charges
 - CPA Venue general technical information
 - CPA Technical requirement form

The following information can be supplied on request:

 - Estimate for venue hire based on enquiry information
 - Venue Maps showing upper and lower floors
 - Stage and seating plans
 - All Saints' College map showing campus layout and car parks

5. The Hire Agreement: CPA Hire Terms and Conditions of use hire contract and the CPA Technical Requirements forms, must be completed by the interested party and returned with within 7 days of taking the booking. On receipt of these, the Centre for Performing Arts Management and accounts Team will generate and forward an estimation of costs based on the requirements together with the signed Hire Agreement.
6. To confirm a booking the individual/organisation must pay:
Booking deposit of \$500 within 7 days after receipt of invoice – applicable to first time hirers only.

Deposit of 50% of the hire cost 4 weeks prior to the event.

The balance of hire charge and hiring of equipment costs shall be paid within seven (7) days of receiving the final account.
Note: for all new clients to the College, full payment is required four weeks prior to event. C.O.D. of all charges.
Payment either by EFT (details provided on tax invoice) or by cheque (made payable to "All Saints' College").
7. A pre-production meeting will 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 Management a minimum of 7 days prior to the event.
9. During the event the hirer shall comply with all requirements as set out in the CPA Terms and Conditions of Use Hire Contract at all times.