

# Venue Hire Enquiry - Performing Arts Unit - Willoughby City Council

## **HOW TO MAKE A BOOKING**

To make a booking, a *Venue Hire Enquiry Form* must be submitted by a person over the age of 18 years who will be responsible for payment of fees and any other charges arising from the engagement. This person, under Council's definition becomes the hirer.

If the proposal in your application is possible at your nominated venue, a Hire Agreement will then be offered based on the information provided in this application. This will include the estimated fees and charges for the hire of the venue and services you have nominated.

## **CONFIRMATION**

On confirming you would like to go ahead with your event, your booking will be finalised once the following have been received:

- A signed PART A – WPAU Hire Agreement
- A signed PART C – WPAU Ticketing Agreement (if applicable)
- Evidence of Public Liability Insurance to the value of 20 MILLION DOLLARS in the form of a certificate of currency.
- Hire Deposit – 50% of the total venue hire charge payable.

A letter of confirmation will be forwarded once all documents have been received. Until you have received written confirmation, the booking may be cancelled at anytime without notice.

## **BOOKING REQUIREMENTS AND EVENT SCHEDULE**

The hirer must disclose information about their event through meeting with the Performing Arts Operations Coordinator to discuss requirements and event schedule at least 14 days prior to the booking start date.

## **CANCELLATION**

In the event of cancellation by the hirer, the percentage of the fee forfeited will be as follows:

- Less than 28 days prior notice – 100% of deposit
- More than 28 days prior to function – 50% of deposit

Willoughby City Council expressly reserves the right, to refuse to accept any engagement or to cancel any engagement already made and the Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. In these circumstances, the Council may refund any portion of amounts paid on account of fees, if such a refund is considered to be warranted.

## **PENALTY RATES**

It is the responsibility of the hirer to organise the setting up (bump in), taking down (bump out) and cleaning of the venue back to its original state within the agreed booking time. Should the premises not be vacated by the agreed time the hirer will incur penalty rates at increments of a per hour basis.

## **DISPUTES**

Any dispute arising between the hirer and the Duty Manager shall be referred to the Performing Arts Unit Operations Manager.

The Performing Arts Unit Operations Manager or his departmental representatives shall have admission to the Venue premises, or any part thereof, at all times.

The Performing Arts Unit Operations Manager or his representative may at his discretion, cause the entrance doors to the Venue to be closed and refuse admission to any person or persons.

If you require further information about booking a venue, please contact  
Performing Arts Unit Operations Coordinator on 9777 7555  
or email [paunit@willoughby.nsw.gov.au](mailto:paunit@willoughby.nsw.gov.au)