



**The Grapevine Community Arts Space
Booking & Hire Agreement Form**

Contact Details

Company/group name:

ABN/ACN:

Contact name:

Phone number:

Mobile number:

Email address:

Postal address:

Have you hired the Grapevine before?

Yes

No

Booking Requirements

Casual booking:

Long term booking:

Number of attendees:

Proposed hire date/s:

Time of venue access:

Time of departure:

All bookings: venue must be left in pre-booking condition, or additional charges may be incurred.

Long term bookings: please attach a list of required dates for the calendar year. Invoices for long term hire must be paid one month in advance.

Please return completed form to Ellenbrook Arts

Address:

Ellenbrook Arts
34 Main Street, Ellenbrook WA 6069

Office opening hours:

Monday – Friday, 10am – 5pm

Phone number:

08 9395 2939

Email:

info@ellenbrookarts.com.au

The Grapevine Community Art Space

Terms and Conditions of Hire

Glossary of Terms

The Venue refers to the Grapevine Community Art Space, 1 Arrowsmith Avenue, Charlottes Vineyard WA 6069

The Hirer refers to the individual responsible for the booking

The Booking & Hire Agreement refers to this document and is a binding agreement between the Hirer and Ellenbrook Arts

How to Hire the Grapevine Community Art Space

Complete the Grapevine Booking & Hire Agreement Form on the Ellenbrook Arts website.

Once the Grapevine Booking & Hire Agreement Form has been assessed the Hirer must then:

Pay the Hire Fee in full

Pay the Venue and Key Bond at Ellenbrook Arts

Complete a brief site induction, if required

A booking is not confirmed until the Booking & Hire Agreement Form has been returned and the required Fees and Bonds have been paid.

Please note that the Ellenbrook Arts office is located at 34 Main Street, Ellenbrook and open from Monday to Friday, 10am to 5pm.

Fee Structure

Minimum hire period is one hour. Hire periods must fall within half hour increments.

All Hire Fees are inclusive of GST.

| | | |
|----------------------------|----------------|-------------------------------------|
| Community Groups | \$25/hr | Not-for-profit and community groups |
| Private Hire | \$35/hr | Private events, seminars, classes |
| Commercial Hire | \$44/hr | Business and corporate use |
| Functions after 5pm | \$410 flat fee | |

Capacity must not exceed 50 attendees.

Venue and Key Bond

Venue and Key Bond must be paid at Ellenbrook Arts. Bond can be either be paid in cash, EFT or a credit card number can be provided.

| | |
|--------------------------------|---------------------|
| Venue Bond (all Hirers) | \$200 |
| Key Bond (all Hirers) | \$50 per key |

The Bonds will be returned once the Venue has been inspected and terms and conditions have been met.

Keys

For Long Term Bookings

Once all payments have been received keys can be collected from Ellenbrook Arts. Please ring at least a week prior to your booking to make an appointment to collect the keys. If you cancel or terminate your booking please return keys within a week of your booking finishing.

For Short Term Bookings

Once all payments have been received instructions on how to retrieve keys from the Key Safe will be issued.

The key holder is responsible for securing the premises. Check that all windows and doors are securely locked, heater/air conditioner and lights are off, and ensure that alarm is activated prior to exit and ensuring the key is returned securely to the Key Safe

Unless notification is made in writing to Ellenbrook Arts and a new signature recorded, the original key register signatory will be held accountable for Venue security. The key signatory must not share keys with other users.

Lost keys will result in forfeit of Key Bond.

Payment

Upon receipt of signed and completed Booking & Hire Agreement Form an invoice for all fees can be emailed to the Hirer or they can pay in person at our office located at 34 Main Street, Ellenbrook. Grapevine Hire Fees are payable by EFTPOS or direct debit at time of booking.

Hire Agreement for recurring bookings will be renewed annually and fees must be paid one month in advance.

Cancellation & Termination Policy

Cancellation of Grapevine bookings must be sent in writing to info@ellenbrookarts.com.au

Cancellation with four weeks notice will result in a full refund of the Hire Fee and Bonds.

Hirers who cancel with less than four weeks but greater than two weeks notice will forfeit of 50% of the Hire Fee.

The full Hire Fee will be forfeited when less than two weeks notice of cancellation is given.

Ellenbrook Arts reserves the right to refuse, cancel or terminate a booking at any time should the terms and conditions of this agreement be breached.

Cleaning

The Grapevine must be left in a clean and tidy condition following Hire. Please bring your own cleaning materials.

Hirers must ensure:

Kitchen utensils are washed and packed away
Internal bins are emptied
Floor is swept and/or mopped
Toilets are left clean and tidy, and bins empty
Oven and microwave wiped and spills removed
Food is not left in freezer or fridge and appliances are wiped

A cleaning fee of \$100 will be deducted from Venue Bond if the Venue is not left in a neat and tidy state.

Damages

Loss or damage of any fixtures, fittings, equipment or furniture will be invoiced in full at replacement value to the Hirer responsible for Venue hire at the time that damage occurred.

Incident Reporting

The Hirer must notify Ellenbrook Arts immediately if an event occurs that:

- Causes damage to the Venue
- Causes injury to a person using the Venue
- Is likely to be a danger to the Venue or any person who uses the Venue

Hirers should use the Incident Report Template provided or call Gemma on 9395 2939.

Equipment

Hirers must ensure that adequate time has been booked to allow for set up and pack down time and this is included in the time booked, as back to back bookings often occur. If any Hirer is found to be earlier or later than their booked time then they will be charged in 30 minute increments accordingly.

The Venue is hired on an 'as is' basis. The Hirer must provide any additional equipment required during hire. *Additional equipment must be removed following hire period.*

All electrical equipment used on site must be tagged and tested by a licensed electrician.

Storage is provided only on agreement with Ellenbrook Arts as there is limited space available.

Chairs and Tables

Chairs and tables are available for use during hire. Tables must be wiped clean, folded and stacked on the table trolley, or returned to the main storeroom if applicable. Chairs must be stacked no more than 5 high and stored neatly in the room nearest the kitchen.

Air Conditioning and Ceiling Fans

Air conditioning at the Venue works best at 22 degrees with windows, drapes and doors closed. Please ensure that air conditioning is switched off at the wall unit inside upon exit.

All ceiling fans and lights must be turned off prior to exit.

Vertical Drapes

If drapes become loose, please re-hang. If you are not able to re-hang drapes, please inform staff at Ellenbrook Arts. Any damage to the drapes will incur a loss of Bond.

Walls, Windows and Floors

Posters, flyers, banners, decorations **must not** be adhered to internal and external walls and windows. Pictures may be hung using available rails and hanging wires. Please submit a request for hanging equipment at info@ellenbrookarts.com.au.

A notice board has been provided for use by groups that hire the Venue.

Floors must be clean and spillages from water, drinks, paint etc must be mopped and dry ready for the next booking. Please inspect the floor at the end of your session and clean accordingly.

Storage

Limited space is available and is allocated at the discretion of Ellenbrook Arts staff. Stored items must be clearly labelled with Hirer/group name.

All items are stored at Hirer's own risk. Ellenbrook Arts will in no way be held responsible for missing or damaged items.

Alcohol

Alcohol may be served at private functions. Under no circumstances can alcohol be sold from the Venue.

Guests must remain on the premises when consuming alcohol. The area outside the building is a strict alcohol-free zone.

Smoking

Smoking is prohibited in and around the Venue.

Food Preparation and Service

Hirers must bring their own cutlery, crockery, food preparation and cleaning items.

Kitchen must be left clean and tidy after use.

General

Hirers must not rope off any area outside the Venue. Hire is limited to the building itself and does not include any outdoor space. The outdoor areas surrounding the Grapevine are open to the public and are the property of the City of Swan.

Public Liability Insurance

Hirers must provide proof of currency for a Public Liability Insurance Policy before hiring the Venue.

Do you have public liability insurance? Yes No

If yes, please attach your certificate of currency

If no, please provide your reasons and read the indemnity clause below:

Indemnity Clause:

The Hirer indemnifies Ellenbrook Arts against any liability or loss arising from and any costs, charges and expenses incurred in connection with:

Any damage to the Venue, or any loss or damage to anything within it; and

Any injury to any user of the Venue

Ellenbrook Arts will not be liable for loss, damage or injury to any person or property in or about the Venue however occurring due to negligence of the Hirer, or the Hirer’s invitees.

Statutes:

- A. The Hirer shall conform to the requirements of the Health Act, Local Government Act, Working with Children Act of 2006, and all other statutes of the Commonwealth of Australia and state of Western Australia and shall be liable for any breach of such acts, bylaws or regulations.
- B. The Hirer shall be responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works in the Venue.
- C. Permission to consume liquor in the Venue must comply with the ECF Terms and Conditions of Hire.
- D. Permission to prepare and consume food within the Venue must comply with the ECF Terms and Conditions of Hire.
- E. Smoking is prohibited in and around the Venue.

I (the hirer) acknowledge that I have read and understood the Terms and Conditions of Hire, and agree to the Hire Agreement. I hereby indemnify the Ellenbrook Cultural Foundation against any claim whatsoever from activities during the time of hire.

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| Hirer Name: | |
| Hirer Signature: | |
| Date: | |

The Grapevine Community Arts Space Incident Report

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|---|--|--------------------------|--|
| Reported By: | | Date of Report: | |
| Company/Group: | | | |
| Incident Information | | | |
| Incident Type: | | Date of Incident: | |
| Address of Incident: | | | |
| Specific Location of Incident: | | | |
| Incident Description | | | |
| | | | |
| Name/Contact of Parties Involved | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| Name/Contact of Witnesses | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| Office Use Only | | | |
| Follow Up Action | | | |
| | | | |
| Staff Name: | | | |
| Staff Signature: | | Date Received: | |