

APPLICATION TO HIRE WAAPA FACILITIES



Welcome to WAAPA at Edith Cowan University.

All booking applications must be made on this 'Application to Hire WAAPA Facilities' form and must be lodged with the WAAPA Senior Venue Services Officer at least 14 working days prior to the event. Once received and assessed, a hire quote will be generated and emailed to you within 5 working days.

If you have any queries regarding the hiring of WAAPA venues, or the information requested on this form, please email t.landauer@ecu.edu.au or contact Tim Landauer on +61 8 9370 6936

Organisation "the Hirer":		
Contact Name:		ABN:
Address:		
Ph:		Fax:
Mobile:		Email:
Are you a not for profit organisation?		Will an Admission Fee be charged?

Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm
Event Date: ___/___/___	Day: _____	Start: _____ am/pm	Finish: _____ am/pm

Function/Activity Title:

Type of Event: <i>(Tick more than one option if applicable)</i>					
Seminar	<input type="checkbox"/>	Live Entertainment	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>
Awards/Graduation	<input type="checkbox"/>	Expo	<input type="checkbox"/>	School Program	<input type="checkbox"/>
Performance	<input type="checkbox"/>	Auditions	<input type="checkbox"/>	Sports Event	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>	Exam	<input type="checkbox"/>	Other	<input type="checkbox"/>

APPLICATION TO HIRE WAAPA FACILITIES 2017



waapa
Western Australian
Academy of Performing Arts

Type of Venue Required:

Studio	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
Rehearsal Room	<input type="checkbox"/>	Music Auditorium	<input type="checkbox"/>	Green Room	<input type="checkbox"/>
Ensemble Room	<input type="checkbox"/>	Sound / Lighting Room	<input type="checkbox"/>	Other	<input type="checkbox"/>

***Please note: The Geoff Gibbs Theatre, The Roundhouse and the Enright Studio are rarely available for external hire. There is no guarantee that venues will be available, as first priority is always given to teaching, rehearsals and WAAPA performances.**

Other Venue Specifications: *(Additional charges may apply)*

Mirrors	<input type="checkbox"/>	Tarkett	<input type="checkbox"/>	Sprung Floor	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	Audio Visual Equipment *	<input type="checkbox"/>	Tables & Chairs	<input type="checkbox"/>
Piano/s *	<input type="checkbox"/>	Other*	<input type="checkbox"/>		

***Please specify:**

Services Required: *(Additional charges may apply, please provide details)*

Signage	<input type="checkbox"/>	Internet Access/Phone	<input type="checkbox"/>		
Parking	<input type="checkbox"/>	Liquor Licence*	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Room Set-up	<input type="checkbox"/>	Security/Crowd Control	<input type="checkbox"/>	Other	<input type="checkbox"/>

***Required for the selling of liquor at any event held at WAAPA.**

Brief Details:

Number of Participants:

Seating Style:	Judging Panel	<input type="checkbox"/>	Board Room	<input type="checkbox"/>	Class Room	<input type="checkbox"/>
	Lecture Theatre	<input type="checkbox"/>	Other	<input type="checkbox"/>		

APPLICATION TO HIRE WAAPA FACILITIES 2017



Will there be VIPs in attendance? Yes No

If Yes, please advise additional arrangements that need to be made.

Insurance:

As per clause 7.1 of ECU's 'Terms and Conditions of Hire', have you, the Hirer, enclosed a copy of your Public Liability policy to an amount of not less than \$10 Million?

Yes No

As per clause 10.i of ECU's 'Terms and Conditions of Hire';
Will alcohol be consumed?

Yes No

Will alcohol be sold?

Yes No

Will alcohol be brought on to campus by you, the organiser?

Yes No

Occasional Liquor Licence

It is the responsibility of the user to contact the Department of Racing, Gaming and Liquor (Contact details: Department of Racing, Gaming & Liquor, 1st Floor Hyatt Centre, 87 Adelaide Terrace, East Perth WA 6004 Telephone: 08 9425 1888 Fax: 08 9325 1041

Website: www.rgl.wa.gov.au to determine the need for an occasional liquor licence. If a liquor licence is not required according to advice from the Department of Racing, Liquor and Gaming please confirm this below.

Occasional Liquor Licence NOT required; Signature:

Date:

Occasional Liquor Licence REQUIRED: The Hirer will need to submit a copy of the Occasional Liquor Licence prior to final approval being granted by WAAPA. Please allow 21- 28 days for your application to be processed by the Department of Racing, Gaming and Liquor.

I / We hereby undertake:

1. To serve or sell liquor responsibly in accordance with the guidelines published by the Office of Racing, Gaming and Liquor. To that end will ensure that anyone serving or supplying liquor to attendees of the function will hold a valid certificate of approved training in responsible liquor service.
2. to ensure the Responsible Promotion of Liquor Policy of the Office of Racing, Gaming and Liquor in regard to promotions of the function and liquor at the function

Name of RSA holder attending the event:

Signature:

Date:

APPLICATION TO HIRE WAAPA FACILITIES 2017



This application must be fully completed and signed by the Hirer where indicated below. In consideration of WAAPA approving the Hirer's application to hire the facilities, the Hirer agrees to ECU's Terms and Conditions of Hire (copy attached).

I / We hereby understand and undertake:

1. To accept responsibility for any incidents, claims or litigation arising from the function or gathering.
2. To pay for any damage or costs reasonably incurred in cleaning and restoring the venue to its original condition.
3. To comply and abide by the provisions and by-laws of Edith Cowan University (refer to 'Appendix A – Conditions of Hire of ECU Facilities & Buildings' attached)

SIGNED for and on behalf of the Hirer by its duly authorised representative:

Signature

Date

Full name (please print)

Position