



Government of **Western Australia**
Department of **Culture and the Arts**

King Street Arts Centre [KSAC] Venue Booking Guidelines

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Department of Culture and the Arts
Gordon Stephenson House
140 William Street
Perth WA 6000

Telephone: +61 8 6552 7300

Toll Free (country WA callers only): 1800 199 090

TTY users phone 133 677 then ask for 08 6552 7300

Speak and Listen users phone 1300 555 727 then ask for 08 6552 7300

Internet relay users connect to the NRS www.iprelay.com.au/call/index.aspx then ask for 08 6552 7300

Email: info@dca.wa.gov.au

Website: www.dca.wa.gov.au

About DCA

The Department of Culture and the Arts (DCA) guides the delivery of culture and arts for Western Australia through the provision of policy development, coordination and support services to the Culture and Arts portfolio. DCA also supports the culture and the arts sector.

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KSAC Venue Booking Guidelines

Background

The King Street Art Centre (KSAC) is a home for arts and cultural organisations representing a blend of youth, regional, community and professional arts activity and practice. There are nine arts organisations resident in the building.

A number of venues within the KSAC are available for hire to arts and cultural organisations, not-for-profit and commercial organisations. This is in keeping with the KSAC's role as a hub of cultural life in the City. It is also in keeping with the KSAC's objective to provide infrastructure to support the development of Western Australian creative talent.

These guidelines have been developed by the Department of Culture and the Arts (DCA) as the building's owner and agency responsible for managing the KSAC on behalf of the Western Australian State Government.

Availability

The facilities at the KSAC are available for hire by KSAC tenants, DCA funded art and cultural organisations, not-for-profit organisations and commercial hirers. The Large and Small meeting rooms are available for hire between 8:00am and 9:00pm all days of the week.

Restrictions of use

Tenants of the KSAC are restricted to booking the Large and Small meeting room respectively, to a maximum of 20% of the available booking times (between 8:00am – 9:00pm all days).

The Ground Floor Foyer is available for hire by KSAC tenants, DCA funded arts and cultural organisation and not-for-profit organisations only. Bookings for exhibitions in the Foyer are restricted to 8:00am – 4:00pm all days. Bookings for functions/events in the Foyer are restricted to out of business hours; from 4:00pm and vacated by 9:00pm all days.

KSAC tenants are not permitted to book KSAC venues on behalf of third parties wishing to use them.

Hire of the Large and Small meeting rooms by DCA funded arts and cultural organisations and commercial hirers is unrestricted, but is subject to availability.

Venue hire bookings cannot be made less than three (3) hours prior to the start of the hire commencement time.

All hirers are to provide assurances and indemnities and adhere to these Guidelines. All bookings and are subject to DCA approval. Booking cancellations and refunds are subject to the discretion of the DCA.

Venue Details

Floor plans of the King Street Arts Centre showing the rooms available for hire are located at [Appendix 1](#) of these Guidelines. Maps showing the location of the KSAC building and nearby public car parks can be found at [Appendix 2](#). All venue spaces have disabled access and access to disabled toilet facilities.

Ground Floor Foyer

The Ground Floor Foyer is available for hire by KSAC tenants, DCA funded arts and cultural organisations and not-for-profit organisations **only**. Commercial enquires into hire of the Foyer can be forwarded to: KingSt.ArtsCentre@dca.wa.gov.au

The Foyer is suitable for small exhibitions or **stand-up functions/events only** and has capacity for 80 – 100 people. Bookings for exhibitions in the Foyer are restricted to 8:00am – 4:00pm all days. Bookings for functions/events in the Foyer are restricted to out of business hours; from 4:00pm and vacated by 9:00pm all days. Foyer bookings are to be made online via the DCA website www.dca.wa.gov.au.

Tenants are to consult with all other KSAC tenancies for approval prior to submitting a booking request to DCA to hire the Foyer.

NOTE: An Exclusion Zone applies to an area in the Foyer (see diagram on Page 12) where clear access/egress is required to be maintained at all times for emergency and security purposes.

First Floor Large Meeting Room

The First Floor Large Meeting Rooms is 11.5 x 8.5 metres in size and has capacity for 80 people. Facilities in the room include five (5) tables, 60 chairs, portable whiteboards and lighting tracks.

First Floor Small Meeting Room

The First Floor Small Meeting Rooms is 6.1 x 3.6 metres in size and has capacity for 10-12 people. It is best suited for sit down Boardroom style meetings. Facilities in the room include two (2) tables, 14 chairs and a portable whiteboard.

Munster Lane

Organisations seeking to use Munster Lane must contact the City of Perth on Phone: (08) 9461 3419. Events must not obstruct the Munster Lane access way.

Second Floor Dance Studios

All bookings of the second floor dance studios are to be made through AusDance on Phone: (08) 9322 6101

All studios are equipped with sprung wooden floors, evaporative air conditioning and gas heating. Access to showers, kitchen facilities and Green Room is by arrangement. There are 50 chairs available for use and three (3) portable barres available on request.

Studio 1

Studio 1 is 14 x 11 metres in size and has capacity for 50 people. Facilities in the studio include portable mirrors and a portable stereo.

Studio 2

Studio 2 is 14 x 11 metres in size and has capacity for 50 people. Facilities in the studio include wall mirrors, barres, tarkett floors, sound system and a piano available to hire separately for \$6 per day.

Studio 3

Studio 3 is 14 x 14 metres in size and has capacity for 125 people. Facilities in the studio include portable mirrors and a portable stereo.

Pricing structure

Foyer and First Floor Venues

The following is the pricing structure for the ground floor and first floor venues. The prices shown are per one (1) hour period of hire and include GST –

Category	Ground Floor Foyer	Large Meeting Room	Small Meeting Room
Tenants	\$40	No charge	No charge
DCA funded arts and cultural organisations; not-for-profit organisations	\$40	\$75.20	\$27.71
Commercial hirers	N/A	\$190.00	\$70.00

Second Floor Dance Studios

The pricing structure for the dance studios is divided into three (3) categories:

Category 1 – Ausdance members only where no fee is being charged i.e. rehearsals, informal showings

Category 2 – Ausdance members only where an entry/participation fee is charged i.e. classes, workshops

Category 3 – Non-members, commercial and private businesses for all dance activities

Category	Studios	Single session 1-4 hours	Double session 4-8 hours	Extended session (14 hour max)
1	1, 2 & 3	\$41	\$75	\$110
2	1, 2 & 3	\$68	\$125	\$185
Category	Studios	Per hour	Half day (4 hour max)	Full day (8 hour max)
3	1, 2 & 3	\$65	\$195	\$390

Note: All prices are inclusive of GST. Current as at December 2015.

Building access

Access to the first floor venues for non-tenant hirers of the facilities is organised by contacting the Department of Culture and the Arts (DCA) on Phone: (08) 6552 7300. Access to the second floor dance studios is organised through Ausdance, Phone: (08) 9322 6101.

Conditions of hire

NOTE: These conditions of hire are applicable to the Foyer, Large and Small meeting rooms. Conditions of hire for the second floor dance studios can be obtained by contacting Ausdance.

1. Bookings

1.1 Bookings of the first floor Foyer, Large and Small meeting rooms are to be made via the DCA website at www.dca.wa.gov.au. Booking for the second floor dance studios are to be directed to Ausdance on Phone: (08) 9322 6101.

1.2 The Large and Small meeting rooms can be booked between the hours of 8:00am – 9:00pm all days. Bookings for exhibitions in the Foyer are restricted to 8:00am – 4:00pm all days. Bookings for functions/events in the Foyer are restricted to out of business hours; from 4:00pm and vacated by 9:00pm all days. Bookings cannot be made less than three (3) hours prior to the start of the hire commencement time.

1.3 If difficulties are experienced during the online booking process please contact DCA at KingSt.ArtsCentre@dca.wa.gov.au or on Phone: (08) 6552 7300. Telephone enquiries are welcome, however, queries via email are preferred. The booking is only considered effective once the applicant has received a receipt of their booking and unique booking reference code via email.

1.4 The DCA may require the hirer to supply, at any time, a detailed written description of all activities to be conducted on the premises during the period of hire.

2. Charges

2.1 The charges payable by the hirer shall be those set by the DCA and will be those in force at the time of the hirer's use of the premises.

2.2 Payments are to be made online by credit card at the time of booking.

3. Cancellations

3.1 If a hirer cancels a booking less than twenty four (24) hours before the time set for use, the full charges for the hire of the premises will be levied by the DCA upon the hirer.

3.2 The DCA will not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by civil disturbance, industrial action, Act of God or any circumstance which is beyond the control of the DCA.

4. Refunds

4.1 A hirer must give seven (7) days' notice to receive a refund. Refunds must be applied for in writing to KingSt.ArtsCentre@dca.wa.gov.au and booking reference quoted.

4.2 Each hirer can receive a maximum of two (2) booking refunds per calendar month.

4.3 Refunds will be provided for full bookings only and seven (7) days' notice is required. There will be no partial refunds provided for a portion of a booking no longer required. Increases to the duration of a booking can be made online via the creation of a new booking, subject to availability.

4.4 All refunds will be transferred back to the credit card used to make the original booking.

5. Insurance

5.1 The hirer shall indemnify and keep indemnified the DCA against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of, the hiring of premises whether caused by any act or omission of the hirer, its servants, agents, or invitees or any other person whomsoever.

5.2 The DCA does not accept any liability for monies collected and/or held at the premises, or any loss or damage to equipment or personal effects of the hirers or their associates. It is the obligation of the hirer to take out adequate insurance such as Workers Compensation, Personal Accident, Public Liability and General Property insurance.

6. Care of meeting rooms and equipment

6.1 The hirer is responsible for all equipment in the hired premises including furniture, fittings, walls and floors during the hire period. A bond payable by the hirer may be levied by the DCA dependent on the intended use of the facility and will be forfeited where hirers are deemed negligent by DCA in this regard.

6.2 At no time may adhesives of any description (including, but not limited to, sticky tape, sticky/post-it notes, glue or blue-tack) or nails/pins be used on the windows, window frames, walls or wooden floors.

6.3 The hirer must obtain the prior approval of DCA before bringing any rostra, rigging, seating, large props or other equipment onto the premises. All equipment is to comply with current Australian standards.

6.4 The hirer is responsible for ensuring that all air-conditioners, heaters, lights and any other electrical equipment used in the hired premises are turned off after use.

6.5 All property and equipment brought onto the premises by the hirer must be removed from the premises immediately after the end of the booking period. Any property not removed by the hirer may be disposed of by the DCA at the cost of the hirer.

7. Damage to premises and equipment

7.1 The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring. The DCA may carry out at the expense of the hirer, such cleaning or other work as may be required to restore the premises to a satisfactory condition.

7.2 Except for wear and tear, the hirer shall be liable to the DCA for any damage to premises or to any fittings, equipment, furniture, or other property therein which occurs during the period of the hiring.

8. Smoking

8.1 Smoking is not permitted in any part of the venue, including outside balconies. Participants and personnel must be informed by the hirer of this requirement. No smoking is permitted within any enclosed public space, within five (5) meters of building entrances and within ten (10) meters of air intake for ventilation equipment.

9. Parking

9.1 There are no reserved on-site car parking bays for KSAC hirers. The City of Perth's parking local laws are applicable to the streets and laneways around the KSAC. A map of near-by public car parks is located in [Appendix 2](#).

9.2 No vehicles are to park in front of the bollard located in Munster Lane.

10. Publicity

10.1 The hirer shall not issue any advance publicity to the use of the premises before receipt of booking confirmation by the DCA.

10.2 The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by the DCA.

10.3 The hirer shall not display any poster or advertisement in any part of the premises without a written acceptance from the DCA.

11. Security

11.1 Any losses incurred by the DCA or King Street Arts Centre tenants as a result of negligence in security by the hirer will be charged in full to the hirer.

11.2 All studio doors and windows must be closed and locked when vacating the hired premises. If used 'after hours', the doors and windows which secure the building must be closed and locked when the building is vacated.

11.3 Should security personnel be called in after hours to secure the building, and the hirer is deemed to be at fault, the cost of the call-out fee will be charged to the hirer.

11.4 Security swipe cards must be returned to the DCA on the first working day after the conclusion of hiring or on confirmation of it being posted back to DCA.

11.5 Hirers will be charged \$50 per card for lost/damaged or non-returned swipe cards.

12. Good order

12.1 The hirer shall be responsible for maintaining good order in and around the premises during the period of hire.

13. Observance of Laws

13.1 The hirer shall comply with the provisions of all Acts and Regulations applicable to the hirer, including the *Health Act 1911*, the *Local Government Act 1995* and any regulations (including City of Perth noise management regulations) made thereunder and shall indemnify and keep indemnified the DCA against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, Local Law, Statute or Regulation.

14. Exit doors and signs

14.1 Exit doors and signs are to remain clear and unobstructed at all times. The Munster Lane entrance is automatically closed between 6:00pm and 7:00am weekdays and all day Saturday and Sunday. This exit can always be used as a fire exit in the event of an emergency during these times.

15. Liquor and refreshments

15.1 The hirer shall not sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved by the DCA and the appropriate licences obtained.

16. Applications of conditions of hire

16.1 The DCA reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions, provided that the hirer is notified prior to confirmation of the booking of any changes made to the conditions. The application of the various conditions may therefore vary from hirer to hirer as the DCA in its sole opinion considers necessary.

17. Disputes

17.1 Any disputes between the hirer and DCA arising from or in relation to venue hire and the Terms and Conditions of Hire, may be referred by either party to DCA who may appoint an independent arbitrator of their choice for determination and whose decision shall be binding on all parties

18. Privacy

18.1 Any KSAC venue hirer information collected by DCA during the booking process is managed in accordance with the [DCA Privacy Policy](#).

18.2 Third parties Redzy (online booking software) and eWAY (payment gateway) are used by DCA to process online KSAC bookings and payments. Each company has its own privacy policy. DCA encourages the reading of the applicable privacy policies of these third parties at time of booking. DCA is not responsible for the content or practices of the third parties, nor their privacy policies regarding the collection, storage, use and dissemination of your personal information.

The privacy policies of Redzy and eWAY can be accessed via the links below:

Redzy - <https://www.rezdy.com/privacy-policy/>

eWAY - <https://www.eway.com.au/legal>

19. Other Limitations

19.1 Any disputes between the hirer and DCA arising from or in relation to venue hire and the Terms and Conditions of Hire, may be referred by either party to DCA who may appoint an independent arbitrator of their choice for determination and whose decision shall be binding on all parties.

19.2 Other limitations on using the King Street Art Centre are based on the possibility of there being an adverse impact on other organisations and patrons in the building. This includes, but is not limited to:

- excessive noise;
- anti-social and illegal activities, i.e. consumption of alcohol, offensive language, display of offensive material, and racial vilification;
- impediments to the free movement of pedestrians, including those with disabilities;
- impediments to emergency access/egress, including vehicles; and
- potential damage or defacement to structures and facilities.

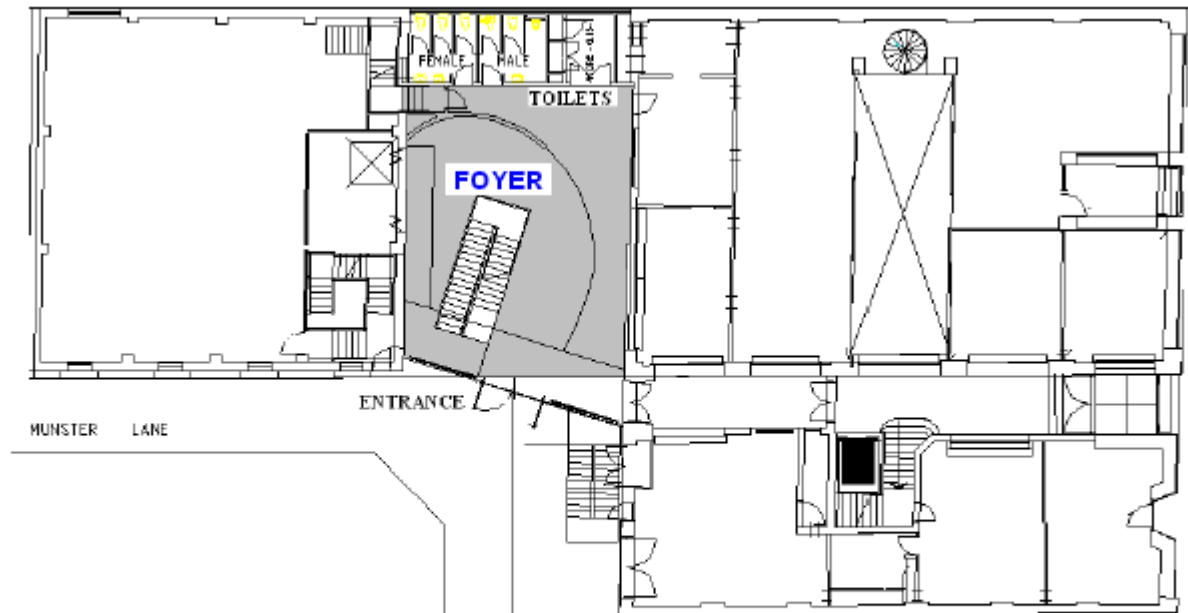
Approval and revision

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Date of next revision:	1 November 2016

Revision Date	Revision Description	Prepared by	Authorised by	Pages amended

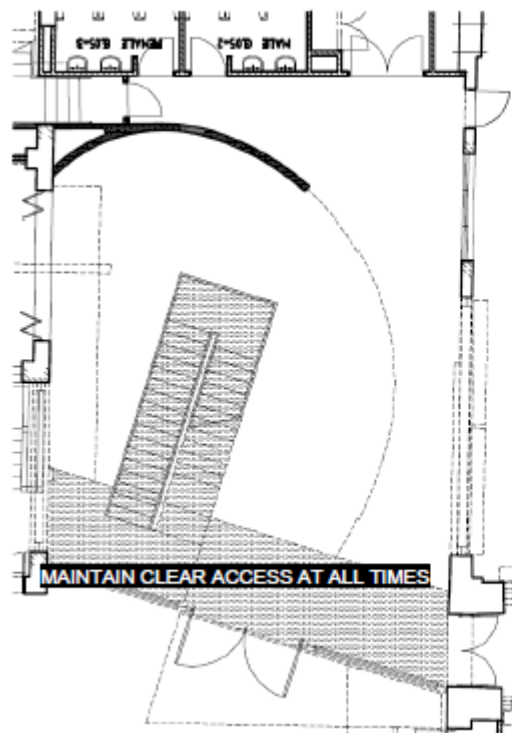
Appendix 1 – King Street Arts Centre – Floor Plans

Ground Floor

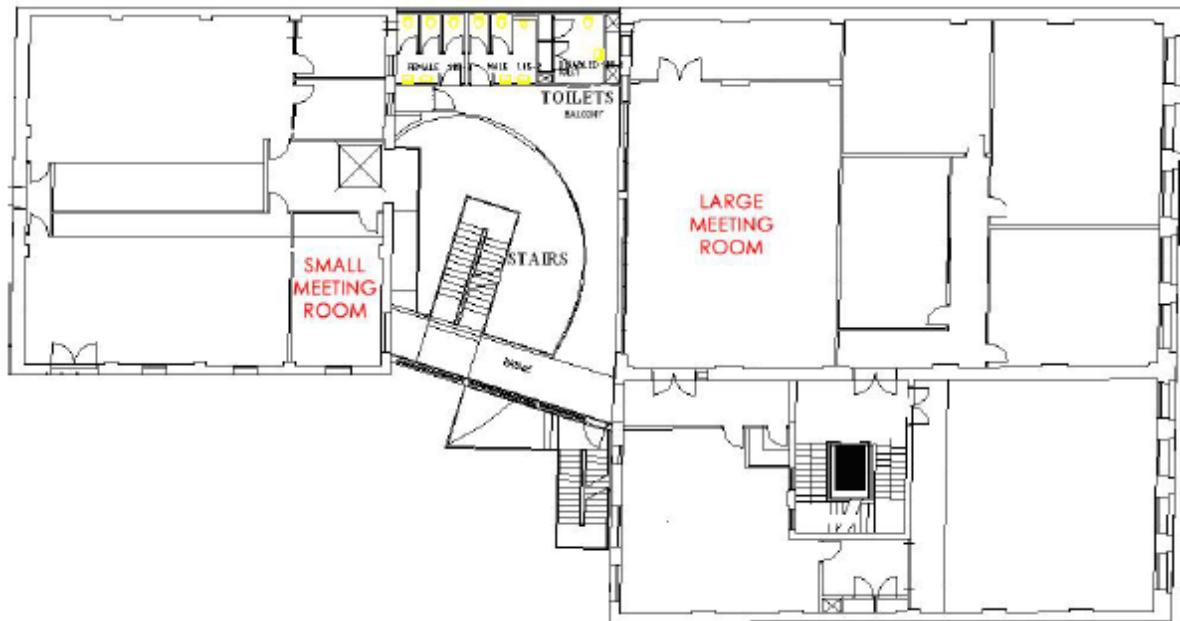


FOYER EXCLUSION ZONE

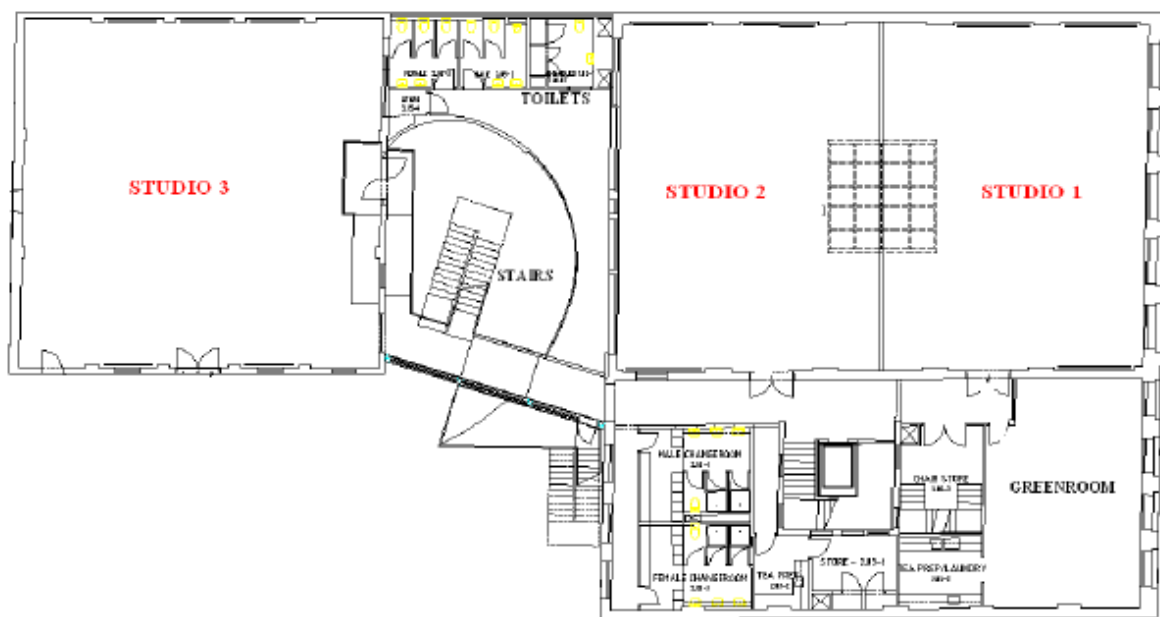
Maintain clear emergency access/egress at all times in area highlighted below.



First Floor

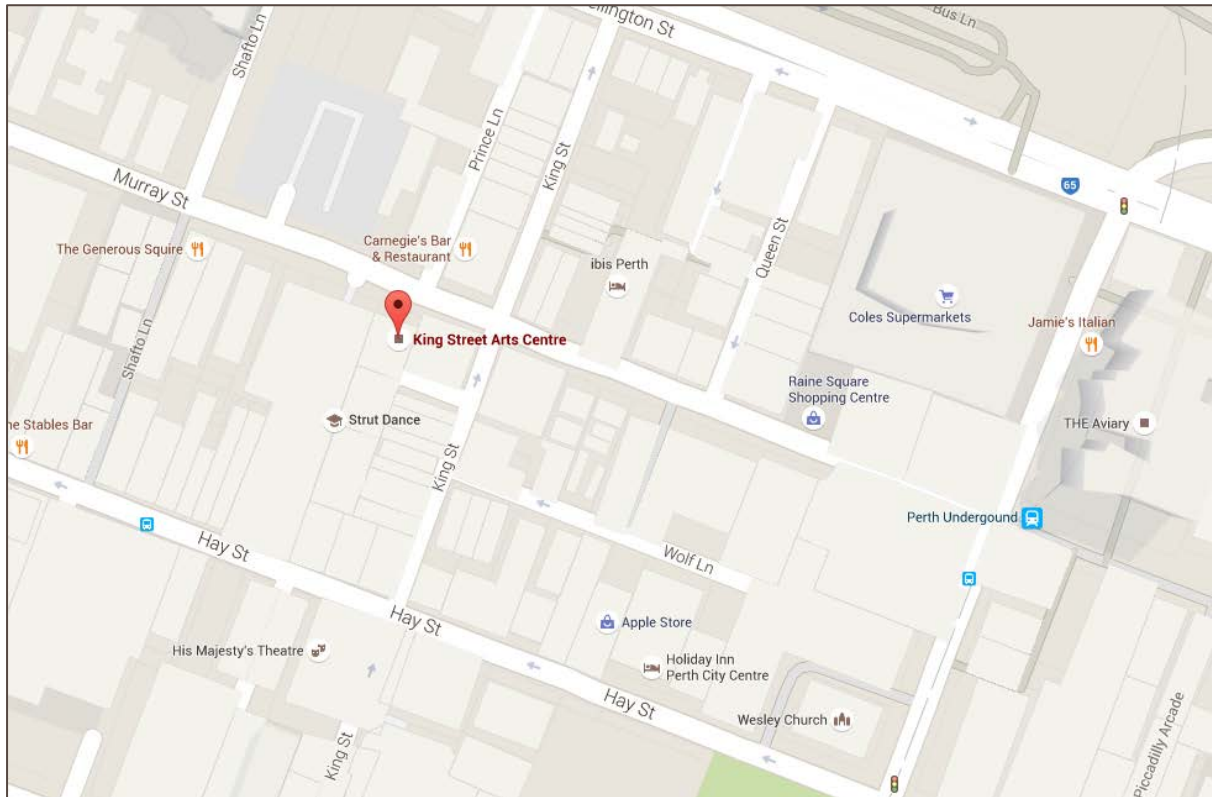


Second Floor



Appendix 2 – King Street Arts Centre – Location and Parking

(Google Maps, 2015)



CAR PARK MAP

