Bookings and Payment

- Booking requests should be made using the Venue Hire Booking Form available on the website: http://www.music.uwa.edu.au/concerts/venue-hire and submitted to the Administrative Assistant at least 2 weeks prior to the event.
- A venue booking is NOT confirmed until you receive written confirmation from the School of Music.
- A 10% deposit is payable in order to secure your booking.
- New customers must pay in full before bookings can be confirmed.
- Venue hire must be paid in full if a booking is cancelled less that 2 working days prior to the event.
- The hirer agrees to pay for any additional rooms or equipment and for any additional staffing used in addition to what was indicated in their booking request.
- The School of Music recognises that its core business is teaching and research and as such School activities take precedence over external customer booking requests. Hirers should be aware that we are unable to provide the types of facilities and services that commercial organisations may be able to.

Audio Visual Equipment

- Any requests for Audio Visual equipment should be made at the time of the initial booking.
- If the equipment requested is not available in the venue then it is the responsibility of the hirer to arrange for hire of this equipment. Audio Visual equipment may be hired through the Audio Visual Unit on 6488 2026 – charges may apply.

Consumption of food and beverages

- Food and beverages must not be consumed inside venues.
- Hirers wishing to serve refreshments should hire the Student Common Room, where there is basic kitchen equipment and food and beverages may be served.
- On campus catering can be arranged through UWA Guild Catering on 6488 2315.
- All function and catering equipment must be removed at the end of the function, or by 9am the following morning, if approved by the School Manager, Music.
- Unless previously arranged school staff will not be available to help with set up of catering tables, chairs etc - this will be the responsibility of the hirer.
- If liquor is being served, an application for a Liquor Permit must be completed at least seven (7) days prior to your event taking place (available from the School of Music).
- If liquor is being sold, an application for a Liquor License must be completed at least twenty-one (21) days prior to your event taking place (available from the School of Music).

Furniture and Equipment

- Furniture and equipment must not be removed from rooms without prior permission. If permission is granted all articles must be returned to their original places at the conclusion of your booking. The hirer is responsible for any charges incurred if a venue needs to be reconfigured after an event.
- Rooms should be left clean and tidy. Additional cleaning costs may be levied if venues are not left in an acceptable manner.

Safety and Security

- Some of our venues contain valuable equipment, if a venue assistant is not being used, hirers are reminded for the need to be vigilant whilst using our venues and to ensure that all windows and doors are securely locked and (if necessary) alarmed before vacating.
- Hirers are asked to report any suspicious behaviour, security staff can be reached on 6488 3020.
- In an emergency, please dial 6488 2222 and our security staff will liaise with the emergency services, alternatively security phones are located on each floor of the central stairwell, they direct dial security.
Objectives

- To ensure that the school is still able to provide a service to individuals/organisations that require the use of our facilities, whilst still able to undertake the necessary maintenance of its equipment and facilities.
- To ensure that all University health and safety requirements are met when the school hires out its venues

Organisational Scope

This policy applies to all University staff, students and other external parties.

Policy

This policy recognises that the UWA School of Music has facilities and equipment that are not readily accessible to many arts organisations and individual performers. Therefore it is important to the school that we are able to continue to provide this service where possible, without compromising the school’s ability to maintain its equipment and facilities.

The School of Music recognises that as its core business is teaching and research we are unable to provide the types of facilities and service that commercial organisations are able to. Therefore hirers need to understand that we can only provide a basic service which is at the discretion of the School at all times. Such service includes:

Venue access (opening of rooms and locking rooms which is negotiated with hirers)
Provision of basic audio equipment in specified rooms (does not include technical support)
Provision of basic instrument facilities as specific to rooms (does not include the moving of instruments or additional equipment that is normally not available in the room)
Provision of basic equipment that is normally available in the room or is easily moved (whiteboards, small tables etc can be accommodated)
Provision of staff assistance to assist with basic requirements (this is required for all venue bookings)
Any piano tuning is to be organised by the hirer, but must be undertaken by the School’s recommended tuner.

The Hirer

The hirer is to adhere to the terms and conditions outlined in the venue booking form at all times. Any deviation from these may result in additional charges and/or the refusal to access the school’s venues in the future.

Costing Assumptions

Summary: The cost recovery of the hire of all rooms ensures that the school can completely recover all expenses.

- Instruments = Includes maintenance of instruments @ 15% of total value divided by 365 days per year – minimum
- Use of audio/visual equipment = Includes maintenance of equipment @ 15% of total value divided by 365 days per year - minimum (dependent on length of use, e.g. 1 day is divided by 365 days)
- Infrastructure charges = Includes the allowance to cover electricity, cleaning etc @15% of average venue hire
- Staff Assistance = Includes minimum staff assistance fee of 1 hours @ $45 per hour

References


Contact Information

Manager, School of Music ph 6488 2052