

## DENMARK ARTS VENUE BOOKING FORM

First Name		Surname	
Organisation			
Billing Address		State	
Town/Suburb		Postcode	
Mobile (preferred)		Email	

Denmark Arts Membership Number	
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Activity Title:
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Please describe the activity/s to be undertaken at the Artshouse during the hire:
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Event Type:	Public	Members only	Private	<b>Entry Charge:</b> Free / Ticketed by self / Ticketed by Denmark Arts / Donation at the door
Who is your activity for?	All ages / Family	Adults 18+	Seniors 65+	Children / Youth / Vulnerable Persons
Out of Hours?	Yes	No	Alcohol Service?	Yes / No

Access to the room/s will only be provided during the dates/times list below – this includes set up/pack down

ROOM	DATE IN	TIME IN	DATE OUT	TIME OUT
Artshouse Lounge (Half)				
ArtsHouse Lounge (Full) - includes front courtyard				

Please indicate if you require use of the front courtyard and bar area: Yes / No

Project Room				
Workshop Room				
Residency Studio				

Residency Accommodation				
Hallway Gallery				

By signing below, I verify that I have read, understood and agreed to the Denmark Arts Artshouse Room Hire Terms and Conditions 2022/2023			
Signature		Date	

### Marketing for Public/Member Activities

Hirers wishing to promote their activity through Denmark Arts website and e-news must submit the following information to [ops@denmarkarts.com.au](mailto:ops@denmarkarts.com.au)

- one high resolution image which can be used to promote your activity in our e-newsletter
- Images must be provided as a .jpeg and be a minimum resolution of 180dpi.
- Images must be supplied with a title, description and the name of any photographer that needs to be credited.
- Max 50 words of text to promote your activity
- Information on where and how to book tickets or rsvp

### Ticketing

Denmark Arts can handle ticketing for you for a small commission - please discuss this with staff at the time of booking.

Hirers are expected to offer two rates for public events - a members rate and a public rate. Hirers are encouraged to budget according to member rates and then add a premium of between 30 and 50% on top of this for the general public, this supports the Denmark Arts membership program to offer ongoing value to members.

### Acknowledgements

Hirers need to acknowledge Denmark Arts funders in any promotional and marketing material for events held at Denmark Arts. These include the Shire of Denmark, Regional Arts WA and the Department of Local Government, Sport and Cultural Industries. A link to where logos can be downloaded from will be provided.

### Documentation

Hirers must provide a short event report to Denmark Arts following the conclusion of hire. Please email the following to [ops@denmarkarts.com.au](mailto:ops@denmarkarts.com.au)

- 1 The number of people who attended your event or participated in your activity
- 2 Any anecdotal feedback from participants or audience members

In addition please also consider providing a high resolution image showing the event activity which we Denmark Arts can use in future promotional activity and in our reporting to funding bodies - please provide any appropriate credits to photographers, names of individuals recognisable in images, and a completed copyright permission form.

## ARTSHOUSE ROOM HIRE RATES, TERMS & CONDITIONS

**Please note:**

- The venue cannot be hired on a Monday - this is reserved for bump out and tidy up activities from any weekend hires
- Artshouse Lounge (Half) can be made for mornings between Tuesday and Friday for quiet activities only.

ROOM	Hourly Rate	Half Day 9-1pm, 1-5pm	Full Day 9-5pm or 2-11pm	Evening from 5pm	Full Week (Tuesday - Monday)
Artshouse Lounge Half (excludes kitchen)	\$12	\$40	\$65	-	-
Artshouse Lounge Full (includes kitchen)	Available only after 1pm \$15	Available only after 1pm \$50	\$80	\$60	-
Project Room	\$10	\$30	\$55	\$40	\$200
Workshop Room	\$10	\$30	\$55	\$40	\$200
Residency Studio	\$10	\$30	\$55	\$40	\$200
Residency Accommodation (includes cleaning and linen at end of stay only)	-	-	\$80 per night - min 2 nights booking	-	\$300
Hallway Gallery - whole gallery	-	-	-	-	\$55
Hallway Gallery - partition walls only	-	-	-	-	\$30
Hallway Gallery - out of hours exhibition opening	-	-	-	\$25	-
<b>Other Fees and Charges</b>					
Key Deposit		\$20 CASH ONLY (refundable upon return of key/s) A Key Deposit will be required for all hire that extends beyond Denmark Arts' opening hours: Tuesdays to Fridays (9am – 4pm). We also have a key lock box and can arrange access to this if a key is not required.			
Cleaning Fee		\$30 per hour (charged only if cleaning terms and conditions are not met)			
Equipment Hire		Contact us to hire or for further information			
Property Damage		Cost of repair / replacement of property (charged only if property is damaged)			

## Terms and Conditions

### Eligibility of Hire

- Venue hirers must be a member of Denmark Arts Council

- Venue hire must be for arts and cultural programs and activities

### **Out of Hours Hire**

- For all hire of the venue outside of normal business hours (which are Tuesday to Friday 9-4pm) Venue Hirers must complete a Building Induction with a staff member and make arrangements for keys or access to the lockbox.

### **Insurances**

Venue Hirers who are running public programs and charging fees to participants and audiences must:

- Have their own Public Liability insurance
- Provide a copy of a current Public Liability cover with the booking form

Venue hirers offering member only programs or free programs for the public and not seeking donations for entry are covered by Denmark Arts Public Liability insurance.

Affordable public liability insurance for artists and one off events can be obtained from <https://www.duckforcover.com.au/html/> which was specifically designed for performing artists.

NAVA (National Association of Visual Artists) also offers a Membership Plus category which includes insurance options: <https://visualarts.net.au/shop/products/?category=Membership>

### **WiFi**

Venue hire includes Wi-Fi: DenmarkArts\_Guest  
The current password will be provided

### **Recurring bookings**

- Half day or evening bookings that reoccur on a weekly basis can be booked for a maximum of 10 weeks in advance.
- Evening bookings that reoccur on a monthly basis can be booked for a maximum of 6 months in advance.

### **Accommodation bookings**

- Accommodation hire is available between December and March, but excluding 16-23 January.
- Accommodation is only serviced at the end of the stay.
- Members booking accommodation for visiting guests are responsible for their guests whilst they stay.
- Linen is provided, however there is no access to a washing machine within the accommodation.

### **Responsible Use**

*Hirers proposing to run programs for children and/or vulnerable persons must;*

- familiarise themselves and comply with the Denmark Arts Child and Vulnerable Person's Safeguarding Policy - please ask Staff for a copy of this.
- Hirers must also provide a copy of appropriate Working with Children Checks and/or National Police Clearances prior to the activity taking place.

*Unless exempt from the Liquor Control Act, hirers selling or supplying alcohol at events must provide:*

- Evidence of a liquor license permit
- Name and contact of the approved manager

(Please see further information below on the Small Functions and Live Entertainment Venue Exemptions from the Liquor Control Act for more information)

### **Cleaning and Safety**

Hirers are responsible for cleaning and returning the venue to its original condition at the end of the hire period. If the venue is left in an untidy condition, a cleaning fee will be charged.

Cleaning checklist at end of hire:

- Furniture configuration same as found, unless otherwise arranged.
- Rubbish, recycling and compost to be emptied.
- Floor spaced cleaned, surfaces wiped
- All lights switched off (also in bathrooms), aircons switched off and windows and doors securely locked

Hirers are obligated to report any identified safety issues, venue maintenance issues, hazards and incidents to staff during or immediately after the hire.

### **Cancellation Policy**

Bookings can be cancelled up to 48 hours and hirers will be eligible to receive a full refund. If bookings are cancelled within 48 hours an admin fee of \$15 will be retained and a partial refund will be given.

### **Exemptions to the Liquor Control Act 1998 Policy**

For full information please see:

<https://www.dlgsc.wa.gov.au/department/publications/publication/exemptions-to-the-liquor-control-act-1988-policy>

### **Small functions**

The 'small functions' exemption:

- is applicable to small events where previously the organiser would have been required to apply for an occasional licence (for example a book launch or a small private event);

The sale or supply of liquor at a function (where the serving of liquor is ancillary to the purpose of the function) is exempt from the Act, provided:

- the total number of attendees over the entire course of the function does not exceed 100 and the service of liquor lasts a maximum of 2 hours (continuous), commencing no earlier than 6 am and finishing no later than 10 pm on the same day; or
- the total number of attendees over the entire course of the function does not exceed 75 and the service of liquor lasts a maximum of 4 hours (continuous), commencing no earlier than 6 am and finishing no later than 10 pm on the same day.

An “attendee” does not include a person who is:

- managing or supervising the function;
- providing services at the function (such as serving food or liquor; security etc);
- providing entertainment at the function or assisting a person who is providing entertainment.

Additionally, a drunk person is not allowed to consume liquor at the function, nor is liquor to be supplied to a drunk person.

For the purposes of this exemption, a function is defined under section 3(1) of the Act as: “a gathering, occasion or event (including a sporting contest, show, exhibition, trade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present.”

Where liquor is sold or supplied at a small function, the premises on which the function takes place is deemed to be ‘regulated premises’ under section 122 of the Act. Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

### **Live entertainment venues**

This exemption applies only when BYO liquor is consumed at a live entertainment venue. “Live entertainment” is defined in regulation 8A for the purposes of this exemption only. Live entertainment is musical, theatrical, dance or comic entertainment provided by one or more persons present at the venue. Live entertainment does not include:

- sporting contests;
- recorded music;
- DJs; and
- live broadcasts or transmissions.

Where the primary purpose of a venue is to facilitate continuous live entertainment, the consumption of BYO liquor on the premises is exempt from the Act, provided this consumption is ancillary to the provision of live entertainment. This exemption does not allow the sale and supply of liquor by the venue operator.

All of the following conditions must be met, in order for the consumption of BYO liquor at live entertainment venues to be exempt from the Act:

- No more than 200 patrons are permitted on the premises at any one time;
- Juveniles must be accompanied by a responsible adult at all times (unless the juvenile is employed at the premises or providing entertainment);
- A drunk person is not allowed to consume liquor on the premises;
- X18+, R18+ or RC classified films are not permitted to be shown on the premises;
- RC, Category 1 or Category 2 restricted publications are not permitted to be shown on the premises;
- RC classified computer games are not permitted to be shown on the premises;
- No person on the premises can be indecently dressed or take part in indecent activities;
- Free drinking water must be provided to patrons at all times;
- The person in charge of the premises must notify the Director of Liquor Licensing, in writing, of their intention to allow the consumption of BYO liquor in their venue, at least 14 days prior to this occurring (a notification template Notice of Intention to Allow Consumption of Liquor at a Live Entertainment Venue, which can be used for this purpose, is available from the department's website);

The person/s in charge of operating the premises, employees, agents and contractors providing services can not:

- be the subject of a prohibition order; or
- have previously been found 'not fit and proper' (by the Licensing Authority) to have an interest in any licence or permit under any section of the Act.

Where liquor consumption takes place at a live entertainment venue, the premises is deemed to be a 'regulated premises' under section 122 of the Act. Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

Whilst the consumption of BYO liquor is exempt from the Act in many circumstances, it is important to note that section 119(7) of the Act prohibits allowing unlicensed premises "to be kept or used as a place of resort for the consumption of liquor". The exemption relating to live entertainment venues therefore clarifies that this type of BYO consumption is not a breach of section 119(7).

OFFICE USE ONLY:

BOOKING	
Hire Approved	
Entered in Skedda (date)	
Confirmation Email Sent (date)	
Certificate of Currency Received	
WWCC / Police Clearance received	
Liquor licence/RSA's received	
Hire fees paid (date)	
Receipt #	
Keys issued	
Cleaning booked (if required)	



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