

VICTORIA HALL HIRE FEES

Name of Organisation/Hirier _____

Contact Name _____

Address _____

Telephone _____ Work _____ Mobile _____

Email Address _____

Details of the event to be held _____

Which Rooms do you require?

Victoria Hall _____

Green Room _____

Date and Day (s) of Hire _____

Time of Hire – Start (inc set up) _____

Finish (unpack) _____

Anticipated attendance _____

** Please note that Victoria Hall is licensed for 251 people*

Will the General public be involved? YES NO

What equipment will you be using? _____

Will any music be performed or played at the event? YES NO
If your event is for a commercial purposes and you have ticked YES to this question please contact APRA on 9382 8299 to obtain a license

Will there be any live music at your event? YES NO

Do you require a sound system/PA? YES NO

Do you require stage lighting? YES NO

Will you be serving Food and soft drink at your event? YES NO
Please note we do not have kitchen facilities

Will it be for sale? YES NO

Will liquor be sold/ consumed at the event? YES NO

Is your event being advertised or promoted? NO

Please supply a detailed description of your event and any additional information you would like to add _____

Please note that this is an application form only. Your booking has not yet been approved, once we have received your application please allow up to seven days for us to respond with confirmation. We will then require payment to secure the booking

Signature of Hirer _____

Date _____

1. Tentative bookings will only be held for 14 days unless confirmation is received.
2. The hirer is NOT permitted to extend the hire time on the night of the function. Hirers, including caterers, bar staff and any equipment associated with the hire, must vacate the facilities within the hire time. Failure to comply with the above conditions will result in a penalty charge of double the relevant hourly rate
3. In the event of circumstances beyond Deckchair Theatre's control that would prevent safe usage of the venue including but not limited to fire, flood or storm damage to the venue, Deckchair reserves the right to delay or cancel hiring of the Victoria Hall facilities. All monies paid will be refunded in such instances.
4. All bookings are subject to Fremantle City Council by-laws.
5. Smoking is strictly prohibited within in the building and under all covered areas.
6. Use of any nails, hooks, masking tape or similar into walls, fittings or flooring is prohibited.
7. Deckchair staff have the right to act on the company's behalf during a function and shall not be reasonably refused entry to the venue.
8. Hire times shall incorporate any time required for pre-function deliveries and/or set-up arrangements and must be indicated on the application form.
9. Hirers are responsible for public liability and insurance on goods held within the building during the period of hire.
10. If alcohol is to be sold on the premises during the period of hire, it is the hirer's responsibility to ensure an appropriate liquor license is obtained.

11. Deckchair Front of house/Bar manager is to be hired for your event. They are required an hour before the event start time and will lock up after the event. The fee is \$25.00 per hour
12. With all events involving any technical set up you are required to hire our Technical Supervisor for a minimum four-hour call. The fee is \$35 per hour.

Public Health:

Please take note of maximum capacity allowed

Theatre	261 people
Green Room	40 people

Fees and Charges

Victoria Hall

8.00am to 5pm	\$100.00 per hour
5.00pm till 12pm	\$800
Full day and night (8.00am to 12pm)	\$800
Weekly hire rates	\$3,5000

Bonds

8.00am to 5.00pm	\$500 + staff wages
5pm to midnight	\$800 + staff wages
8am to midnight	\$800 + staff wages

Other Charges

Damage to paint work	\$100
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AUDIO /LIGHTING AND OTHER EQUIPMENT

Basic lighting and sound equipment is available in the hall at a small cost. (please see below) Deckchair Technical staff are required to operate all Deckchair equipment. It will be the responsibility of the hirer to arrange all staging, seating, lights and sound equipment as well as technical operation for all outsourced equipment. However, technical assistance is available on request from **Deckchair Theatre** and prices will vary according to your needs.

Basic Audio	\$100
Basic Lighting	\$200

