



# CITY OF PERTH LIBRARY

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## Auditorium Hire Guide



*The City of Perth acknowledges that the Whadjuk Nyoongar people are the Traditional Owners of the land and waters on which Perth City sits today.*



## The Building

The award-winning City of Perth Library is located in the vibrant Cathedral Square precinct in the heart of the City. The Library boasts beautiful views of the City and Swan River and the interiors are warm and inviting. Clever design provides interesting light and shadow effects throughout the building.

The Library building employs universal design principles, making it accessible for people with diverse abilities. There are ample public transport and parking options nearby.

## Logistics

### Location

The City of Perth Library is located at 573 Hay Street.

### Public Transport

The City of Perth Library is located 10 minutes' walk from the Perth Busport and both the Perth and Elizabeth Quay Train Stations.

The nearest CAT Bus stop is outside the Perth Town Hall, 100m from the Library.

A taxi rank is located near the Library on Hay Street.



### Nearest Parking

Pier Street (City of Perth Parking)  
87-89 Pier Street (near corner of Murray Street)  
Open 6.00am to midnight

Council House (City of Perth Parking)  
27 St Georges Terrace  
Open 6.00am to 1.00am

For information about City of Perth Parking fees and charges, visit [www.cityofperthparking.com.au/parking-fees](http://www.cityofperthparking.com.au/parking-fees) and download the Parking Guide.

### Nearest ACROD Parking

The nearest accessible parking is a 30 minute bay on Hay Street in front of the Library.





*Auditorium in standard theatre style set-up.*

## Auditorium

The Library's Auditorium is a flexible space suitable for functions of up to 40 guests. The venue includes a complimentary lectern, microphone and AV equipment. A small finishing kitchen, next to the lifts, is available should catering be required for your function. Universal access toilet facilities and a baby change table are also located on this level.

Set-up	Capacity	COVID-19
Theatre style	90	40
Cocktail style	90	40
U-shape	20	10
Boardroom	22	10
Workshop	30	10 - 16

## Capacity

In line with government restrictions to prevent the spread of COVID-19, fewer people can be in the space, and social distancing must be practiced at all times.



*Auditorium in standard workshop set-up.*



*Auditorium in standard boardroom set-up.*



*Auditorium in standard U-shape set-up.*





## Limitations of Facility

- The venue is unsuitable for some events, including 18<sup>th</sup> and 21<sup>st</sup> birthday celebrations and children's parties.
- Cooking on the premises is not permitted (including in the finishing kitchens).
- Live food demonstrations or food stalls are not permitted.
- Use of heat or smoke generating equipment, including heating items (such as bain maries, ovens and urns) are only permitted under strict conditions in prior consultation with the Events Team.

## Hourly Rates

A minimum booking of 3 hours is required.

Rates increase for bookings after Library opening hours, please see below.

Day and Time	Duration	Cost
Monday to Friday Between 8am and 6pm	1 to 4 hours	\$100 per hour
Monday to Friday Between 8am and 6pm	4.5 to 10 hours	\$80 per hour
Monday to Friday From 6pm to 10pm	1 to 4 hours	\$125 per hour
Saturday Between 10am and 4pm	1 to 6 hours	\$125 per hour
Saturday From 4pm to 10pm	1 to 6 hours	\$150 per hour
Sunday Between 12pm and 4pm	1 to 4 hours	\$150 per hour
Sunday From 4pm to 9pm	1 to 5 hours	\$175 per hour

- All prices include GST and are subject to change.
- The Not-for-Profit (NFP) rate is calculated at 20% off the standard hire rate.
- Eligibility for the NFP rate is determined at the point of booking and is applied at the City of Perth Library's discretion.
- When requesting a quotation please allow time for setup (bump in), and pack down and clean-up (bump out). As a guide, most events involving food and drink will require 1 hour for setup and 1 hour for clean-up.
- There will be a 15 minute grace period with bump in and bump out, after which time the hirer will be charged for an additional hour.
- If access to the building is required before Library opening hours, an early access fee will be charged.



## Bookings

Please email [library.events@cityofperth.wa.gov.au](mailto:library.events@cityofperth.wa.gov.au) to confirm availability, arrange a tour of the facility, make a pencil booking and obtain a quotation.

### Tentative (pencil) bookings

Pencil bookings will be held without a deposit for a maximum of two weeks, unless another enquiry is received for the date that a pencil booking is held, in which case the original party will have 48 hours to arrange to pay a deposit.

### Confirmed bookings

A deposit is required to confirm a booking. The City of Perth reserves the right, in rare circumstances, to take precedence over confirmed bookings.

The total function cost is payable no later than one week before the date of hire. If the date of hire is less than one month away the total function cost is payable at the time of booking.

For larger or more complex bookings, the Events Team will require a detailed run sheet with key timings as well as a supplier list and contact information prior to the function taking place.

### Timing

The Events Team will require information regarding the key timings for all events held at the City of Perth Library. This includes the bump in, guest arrival, guest departure and bump out timing of the function. The bump in time is when you require access to the space either for the organiser or any suppliers. The bump out time is when all the event personnel have left, including guests, organisers and any suppliers.

Events that run past the booked time may incur extra charges. This includes suppliers arriving prior to the confirmed access time of the function or taking longer to pack up and leave after the confirmed conclusion time of the function.

### Cancellation refunds

No cancellation fee will apply for cancellations where notification has been given 28 or more calendar days before the event. The full deposit, if paid, will be refunded by cheque.

Deposits will not be refunded for cancellations where notification has been given 27 to 8 calendar days before the event. The full cost is forfeited for cancellations where notification has been given any time within and including 7 calendar days prior to the event.

If a hirer wishes to reschedule their booking, the original deposit can be used towards the new booking, provided they have:

- a) given 28 days' notice;
- b) the new date is no more than 6 months away, or at the end of the current financial year (whichever is less).

Only one change of date will be accepted.

## Security

For any function that occurs outside of the Library's normal opening hours, the presence of the City's licensed security guards will be required, at the cost to the hirer. The cost of security will be included in the quoted hire fees, based on the event details at the time. If those details change, the security requirements may also need to be adjusted. At management's discretion, security may also be required at other times, such as when large numbers of children are present or if the function is conducted over multiple levels of the building.

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## Catering

All professional caterers who work at the City of Perth Library need to be properly registered with their local government authority. Those who have not worked at the venue before may be asked to present evidence of registration.

Self-catering is permitted at the City of Perth Library to a limited degree. Cakes, biscuits, oven-ready commercially prepared foods and similar low risk foods are permitted. For other foods, self-caterers need to be aware of the increased risks of handling and transporting food in bulk for large numbers. They will be asked to review food handling information and to complete a food safety plan.

## Cleaning

To leave the space in a 'reasonably clean condition' all rubbish must be placed in rubbish bins, tables must be cleared, floors must be swept and free from debris, breakages must be cleared and spills wiped up at time of spillage. The kitchen and all other areas must be returned to their original clean condition. Decorations (including flowers) and other equipment brought into the venue are to be removed by the end of the hire period or at another time prearranged with the Events Team.

If, in the City's judgement, the space is left in a dirty condition, or damage is caused to the venue or property, equipment, fixtures or fittings therein, an additional fee may be incurred to cover the cost of cleaning and/or repairs.

## Passenger Lift and Deliveries

The passenger lift is intended primarily for the use of Library visitors, especially people with prams or limited mobility. If goods and equipment need to be transported in this lift, the Events Team must be consulted, and the delivery and collection timing and logistics of goods must be organised prior to the event. Failure to do so may result in deliveries being turned away.

## Storage

Due to storage restrictions, all event equipment must be removed at the conclusion of the function.

If this is not possible, alternative arrangements must be made and confirmed with the Events Team prior to the event date.

We do not charge for the drop off and pick up of gear outside of booked hours, as long as these activities are scheduled in agreement with the Events Team, at a time when the venue is staffed and they do not interfere with other bookings.

## Decorations and Signage

Signage and/or any fixtures on the walls are prohibited. All signage must stand alone, not impede access and be approved by the Events Team.

Directional signage for your function will be organised by the Events Team. You are welcome to supply a logo to be included on the signage prior to the event.

## Health and Safety

### First Aid, Accidents and Incidents

First aid kits are available on every floor of the building. If required please contact the Events Team, security guard or a City of Perth Library staff member. The Events Team should be notified in the event of an accident or incident and the hirer may be required to provide information.

### Induction

At the commencement of the hire, the Events Team will briefly explain the workings of the venue – i.e. access, first aid, equipment, and evacuation procedures. Please allow 10 minutes for this. The hirer is provided a short housekeeping note. We recommend that this is read to guests at the beginning of the function.





## Licences and Insurances

### Public Liability Insurance

Businesses and organisations must provide a Certificate of Currency proving Public Liability cover of \$20 million or more.

### Liquor Licence

Applications for occasional liquor licences can be obtained from the Department of Racing, Gaming and Liquor at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) (click on Liquor, Application Kits and Occasional Licence). Licences must be applied for two weeks before the event and a copy provided to the Events Team.

Except where a licensed caterer is engaged, the following types of events may require an occasional liquor licence:

- Events where alcohol is sold or supplied as part of a ticket price;
- Events where alcohol is provided to sponsors, volunteers or clients;
- Events where alcohol has been paid for out of members' fees, including social club events.

There are some exceptions for small events (up to 75 or 100 persons) under specific conditions. It is the hirer's responsibility to understand if they require a liquor licence.

### APRA and PPCA licences

Public events involving the use of music may require licences from the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA). The City of Perth Library holds licences for both APRA and PPCA, which cover the use of incidental background music at non-ticketed events.

Ticketed events involving music (live or recorded), and most other events where music is a feature of the program may require an additional licence. It is the hirer's responsibility to understand if they require an APRA OR PPCA licence.

## Testing and Tagging Electrical Equipment

All electrical items brought into the building must be tested and bear current tags. Proof of this will be required prior to the event.

## Smoking and Fire

Smoke, mist and haze machines are not allowed as they are incompatible with the fire safety system. No smoking is permitted in the Library or on the Terrace. No candle, oil lamp, essential oils or flame of any kind is to be used within the Library, even with a glass covering. Please do not block or lock emergency exits. No light fitting may be interfered with, covered or decorated any way.

## Unacceptable Behaviour

No person using the venue shall behave in a disorderly manner, use profane or indecent language, be in an intoxicated condition, create or take part in any disturbance, or cause any nuisance or annoyance to the owners or occupiers of any adjoining property or property in the vicinity of the precinct.

## Floor Safety

No glitter or confetti are to be brought to or used in the venue. If anything is spilled on the floor, a person should be posted at the site to keep people from slipping until the spillage is attended to or appropriate signage is in place.



## General Conditions

In return for the use of the venue and services, it is expected that the hirer will:

1. Complete and sign a booking form acknowledging that all the conditions set out in this document are understood, and ensure that all the conditions are met.
2. Pay the deposit specified in addition to the hire fees and other fees as applicable.
3. Keep the Events Team up to date with requirements of your function.
4. Advise the Events Team if alcohol is to be served, even if no liquor licence is required
5. Conclude the function on schedule. Additional costs will be incurred for exceeding finishing time.
6. Leave the venue in a reasonably clean condition.

7. Comply with the provisions of the Environmental Protection (Noise) Regulations 1997. A breach of the Environmental Protection Act may result in a Noise Abatement Direction being served. Non-compliance with a Noise Abatement Direction is evidence of an offence, maximum penalty \$5,000.00.
8. Not remove property, equipment, fixtures or fittings from the venue.

## Indemnity

Upon acceptance of hire, the hirer is bound to hold the City of Perth and the employees of the City of Perth indemnified against claims which may be made against them for damages.

Otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue, the property of the City of Perth during all periods when such venue is on hire to the hirer. However this indemnity only applies to the extent that such loss, damage, death or injury is caused by the negligence of City of Perth.

*Photography by Frances Andrijich.*

*Below: City of Perth Library ceiling artwork by Andrew Nicholls.*

