



**CITY OF PERTH  
LIBRARY**

# Auditorium Hire Guide

[perth.wa.gov.au/library](http://perth.wa.gov.au/library)

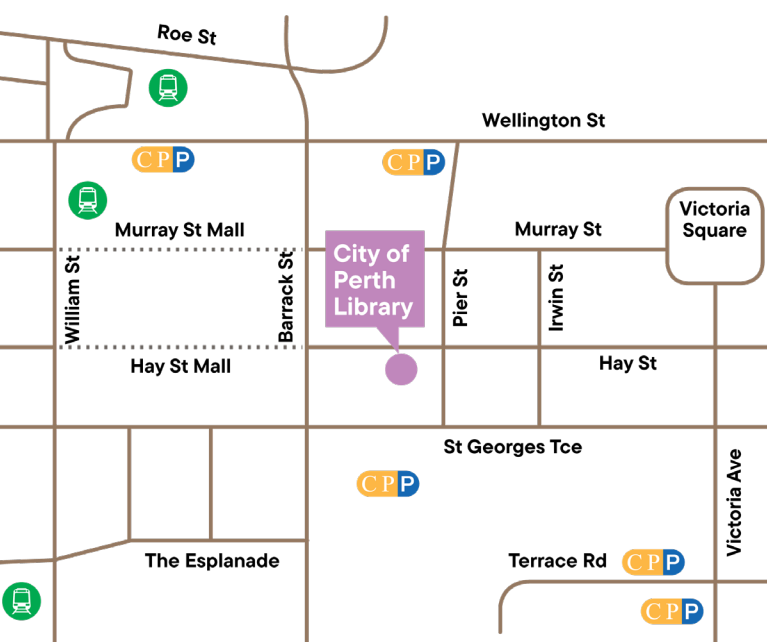




*The City of Perth acknowledges the traditional custodians of the land we are situated on, the Whadjuk people of the Nyoongar nation. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbal Yerrigan. We offer our respects to Elders past and present.*

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 the 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.



 Train Station  City of Perth Parking

## 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 1 hour 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 daytime and evening functions. The venue includes a complimentary lectern, microphone and AV equipment. A small finishing kitchen is available should catering be required for your function. Universal access toilet facilities and a baby change table are also located on this level.

### Capacity

| Set-up         | Capacity |
|----------------|----------|
| Theatre style  | 90       |
| Cocktail style | 90       |
| U-shape        | 20       |
| Boardroom      | 22       |
| Workshop       | 30       |



*Auditorium in standard workshop set-up*



*Auditorium in standard boardroom set-up*



*Auditorium in standard U-shape set-up*



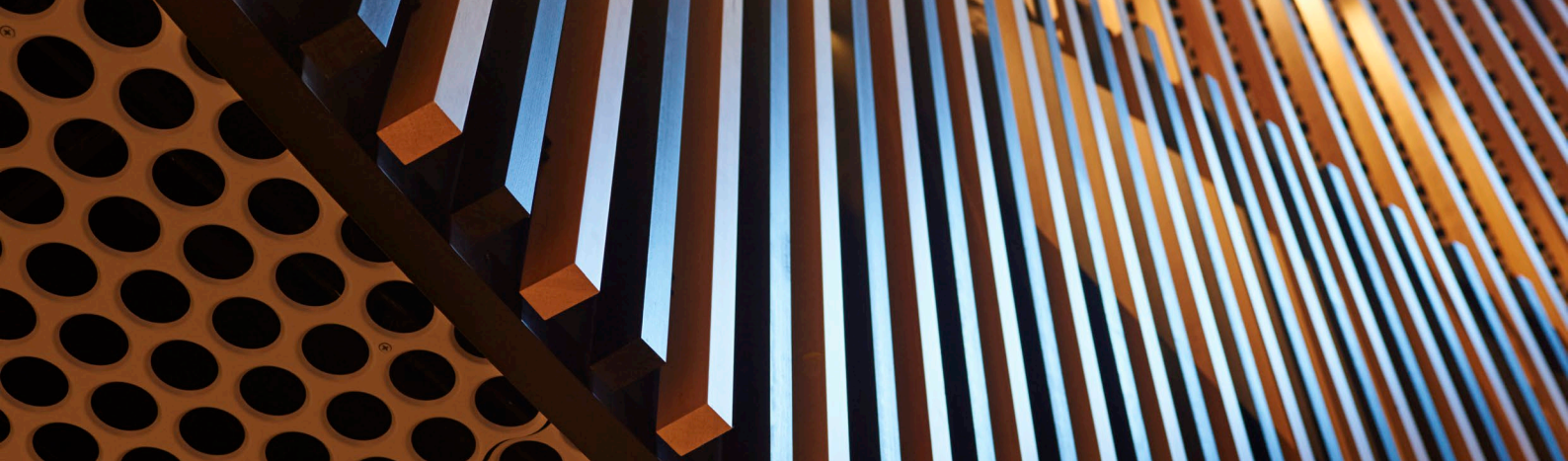


## Hourly Rates

A minimum booking of 3 hours is required.

| Day and Time                             | Duration        | Cost            |
|--|-----------------|-----------------|
| <b>Mon to Fri</b><br>Between 8am and 6pm | 1 to 5 hours    | \$100 per hour  |
| <b>Mon to Fri</b><br>Between 8am and 6pm | 5.5 to 10 hours | \$600 flat rate |
| <b>Mon to Fri</b><br>From 6pm to 10pm    | 1 to 4 hours    | \$125 per hour  |
| <b>Saturday</b><br>Between 10am and 4pm  | 1 to 6 hours    | \$125 per hour  |
| <b>Saturday</b><br>From 4pm to 10pm      | 1 to 6 hours    | \$150 per hour  |
| <b>Sunday</b><br>Between 12pm and 4pm    | 1 to 4 hours    | \$150 per hour  |
| <b>Sunday</b><br>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 half hour.
- If access to the building is required before Library opening hours, an early access fee will be charged.
- Security is required for out-of-hours bookings.



## Licences and Insurances

### Public Liability Insurance

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

### 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 Programs & Venues 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 Programs & Venues 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 booking 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.

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.





## Limitations of Facility

- 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 Programs & Venues Team.
- Live food demonstrations or food stalls are not permitted.
- Cooking on the premises is not permitted (including in the finishing kitchens).
- The venue is unsuitable for some events, including 18th and 21st birthday celebrations and children's parties.

## 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.

## 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, 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.

## Serving Alcohol

As the Library does not hold a liquor licence, where possible we suggest that hirers engage a licensed caterer for alcohol service. Please note that alcohol can only be served along with food service.

Some types of events may require an occasional liquor licence and it is the hirer's responsibility to understand if that is required.

## Cleaning

Hirers are 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 Programs & Venues Team. No glitter or confetti are to be brought to or used in the venue.

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, 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 Programs & Venues 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 Programs & Venues 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 Programs & Venues Team, at a time when the venue is staffed and they do not interfere with other bookings.

## Signage

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

Directional signage for your function will be organised by the Programs & Venues 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 Programs & Venues Team, security guard or a City of Perth Library staff member. The Programs & Venues 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 Programs & Venues 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.

## 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 in 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

If a spill occurs, 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. Cleaning equipment and appropriate signage is available in the kitchen.





*Photography throughout by Frances Andrijich and Viewfinder Photography.*

## 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 Programs & Venues Team up to date with requirements of your function.
4. Advise the Programs & Venues 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 Environment 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, you bind yourself as the hirer 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 or 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.