



## Purpose

These guidelines have been prepared to provide guidance to arts and cultural organisations, and commercial organisations, intending to use the venues available for hire within the King Street Arts Centre.

## Background

The King Street Art Centre (KSAC) is a home for arts and cultural organisations representing a blend of youth, regional, community and professional arts activity and practice. There are 10 arts organisations resident in the building.

A number of venues within the KSAC are available for hire to arts and cultural organisations and commercial organisations. This is in keeping with the KSAC's role as a hub of cultural life in the City. It is also in keeping with the KSAC's objective to provide infrastructure to support the development of Western Australian creative talent.

These guidelines have been developed by the Department of Culture and the Arts as the agency responsible for managing the KSAC.

## Who can use the King Street Arts Centre Venues?

There are three categories based on hire charge and order of priority:

Tenants of the King Street Arts Centre  
Other funded art and cultural organisations  
All other hirers

Advanced bookings for non-tenants will be limited to 8 weeks.

Pricing Structure: The following is the pricing structure for the ground floor and first floor venues. The prices shown are per 1 hour period of hire and include GST.

Daytime Rates applicable from 6am to 6pm

Category	Booking Priority	Foyer	Meeting Room 1	Meeting Room 2	
Tenants	1	No charge	No charge	No charge	
Other non-commercial	2	\$30.00	\$30.00	\$20.00	
Commercial	3	\$60.00	\$60.00	\$40.00	

Evening Rates applicable from 6pm to 6am

Category	Booking Priority	Foyer	Meeting Room 1	Meeting Room 2	
Tenants	1	No charge	No charge	No charge	
Other non-commercial	2	\$15.00	\$15.00	\$10.00	
Commercial	3	\$30.00	\$30.00	\$20.00	

Details of available spaces

All venues have disabled access and disabled toilet facilities.

Ground Floor Foyer

Suitable for stand-up cocktail-style functions only, not for seated events.

Capacity 200 people

First Floor Meeting Room 1

Capacity for 80 people

11.5 x 8.5 metres

7 tables

50 chairs

Whiteboard

Lighting tracks

First Floor Meeting Room 2

Capacity for 14 people

6.1 x 3.6 metres

2 tables

14 chairs

Whiteboard

2nd Floor Dance Studios

The pricing schedule is divided into 3 categories:  
 Ausdance members where no fee is being charged  
 Ausdance members where an entry/participation fee is charged  
 Non members, commercial and private businesses for all dance activities

Category	Studio	1-4 hrs	4-8 hrs	14hr max	5days(8hr)	7days(8hr)	5/7days(12hr)
1	1,2 & 3	\$30	\$45	\$60	\$200	\$300	On application
2	1,2 & 3	\$50	\$76	\$92	\$351	\$504	On application

Category	Studio	per hr	½ day (4hr max)	Full day (8hr max)	Ext. day (14hr max)	5 days	7 days
3	1 & 2	\$39	\$107	\$199	\$229	\$794	\$993
3	3	\$54	\$131	\$229	\$260	\$840	\$1146

All studios are equipped with sprung wooden floors, evaporative air conditioning and gas heating. Access to showers, kitchen facilities and green room is by arrangement. There are 50 chairs available for use. There are 3 portable barres available on request.

Studio 1  
 Capacity for 50 people  
 14 x 11 metres  
 Portable Mirrors  
 Portable Stereo

Studio 2  
 Capacity for 50 people  
 14 x 11 metres  
 Wall Mirrors  
 Barres  
 Tarkett  
 Sound system  
 Piano available to be hired separately for \$6 per day

Studio 3  
 Capacity for 125 people  
 14 x 14 Metres  
 Portable Mirrors  
 Portable Stereo

\*\*Organisations seeking to use Munster Lane must contact the City of Perth on 9461 3419.

Building Access

Access to the ground and 1st floor venues is organised by contacting the Department of Culture and the Arts (DCA) on 9224 7300.

Access to the dance studios is organised through Ausdance on 9322 6101

## Conditions of Hire

### 1. Booking

Applications for hiring meeting rooms is done via the DCA website [www.dca.wa.gov.au](http://www.dca.wa.gov.au)

The DCA may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.

The booking will not be considered effective until the DCA has informed the applicant formally by email of the acceptance of the application.

### 2. Charges and deposits

2.1 The charges payable by the hirer shall be those set by the DCA and will be those in force at the time of the hirer's use of the premises.

2.2 The hirer shall pay the balance of charges at such time as determined by the DCA.

### 3. Cancellations

3.1 A booking for which no deposit has been received may be cancelled by the DCA at any time without notice.

3.2 If a hirer cancels a booking less than twenty four hours before the time set for use, the full charges for the hire of the premises, less any deposit paid, will be levied by the DCA upon the hirer.

3.3 The DCA will not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by civil disturbance, industrial action, Act of God or any circumstance which is beyond the control of the DCA.

### 4. Insurance

4.1 The hirer shall indemnify and keep indemnified the DCA against all losses, expenses, liabilities, claims and damages incurred as a result of, or arising out of the hiring of premises whether caused by any act or omission of the hirer, its servants, agents, or invitees or any other person whomsoever.

4.2 The DCA does not accept any liability for monies collected and/or held at the premises, or any loss or damage to equipment or personal effects of the hirers or their associates. It is the obligation of the hirer to take out adequate insurance such as workers compensation, personal accident, public liability and general property insurance.

### 5. Care of meeting rooms and equipment

5.1 The hirer is responsible for all equipment in the hired premises including furniture, fittings, walls and floors during the hire period. A bond payable by the

hirer may be levied from time to time by the DCA and will be forfeit where hirers are deemed negligent in this regard.

5.2 The hirer must obtain the prior approval of DCA before bringing any rostra, rigging, seating, large props or other equipment onto the premises.

5.3 The hirer is responsible for ensuring that all air-conditioners, heaters, lights and any other electrical equipment used in the hired premises is turned off after use.

5.3 All property and equipment brought onto the premises by the hirer must be removed from the premises immediately after vacating the space. Any property not removed by the hirer may be disposed of by the DCA at the cost of the hirer.

## 6. Damage to premises and equipment

6.1 The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring. The DCA may carry out at the expense of the hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition.

6.2 Except fair wear and tear, the hirer shall be liable to the DCA for any damage to premises, or to any fittings, equipment, furniture, or other property therein, which occurs during the period of the hiring.

## 7. Smoking

Smoking is not permitted in any part of the venue, including outside balconies. Participants and personnel must be informed by the hirer of this requirement. No smoking is permitted within any enclosed public space, within five meters of building entrances and within 10 meters of air intake for ventilation equipment.

## 8. Publicity

8.1 The hirer shall not issue any advance publicity to the use of the premises before receipt of written acceptance of the hiring by the DCA.

8.2 The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by the DCA.

8.3 The hirer shall not display any poster or advertisement in any part of the premises without a written acceptance of the hiring from the DCA.

## 9. Security

9.1 Any losses incurred by the DCA or King Street Arts Centre tenants as a result of negligence in security by the hirer will be charged in full to the hirer.

9.2 All studio doors and windows must be closed and locked when vacating the hired premises.

9.3 If using the premises 'after hours' all doors and windows which secure the building must be closed and locked when vacating the building.

9.4 If security personnel are called in after hours to secure the building and the hirer is deemed to be at fault, the cost of the call-out fee will be charged to the hirer.

9.5 Any security cards must be returned on the first working day after the conclusion of hiring.

## 10. Good Order

10.1 The hirer shall be responsible for the maintenance of good order in and around the premises during the period of the hiring.

10.2 The hirer shall observe and conform with all the reasonable rules and regulations for the time being made for the management of the hired premises and the building by the DCA.

#### 11. Observance of Laws

The hirer shall comply with the provisions of all Acts and Regulations applicable to the hirer, including the Health Act, the Local Government Act and any regulations made thereunder and shall indemnify and keep indemnified the DCA against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, Local Law Statute or Regulation.

#### 12. Liquor and Refreshments

The hirer shall not sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved by the DCA and the appropriate licences obtained.

#### 13. Application of the conditions of hire

The DCA reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the hirer is notified prior to confirmation of the booking of any changes made to the conditions. The application of the various conditions may therefore vary from hirer to hirer as the DCA in its sole opinion considers necessary.

#### 14. Disputes

Any disputes between the hirer and DCA arising from or in relation to any hiring of premises from the Terms and Conditions of Hire may be referred by either party to DCA who may appoint an independent arbiter of their choice for determination and whose decision shall be binding on all parties.

Other limitations on using the King Street Art Centre are based on the possibility of there being an adverse impact on other organisations and patrons in the building. This includes, but is not limited to:

excessive noise

antisocial and illegal activities, i.e. consumption of alcohol, offensive language, display of offensive material, and racial vilification;

impediments to the free movement of pedestrians, including those with disabilities;

impediments to emergency access/egress, including vehicles; and  
potential damage or defacement to structures and facilities.

#### How to book one of the King Street Arts Centre Spaces

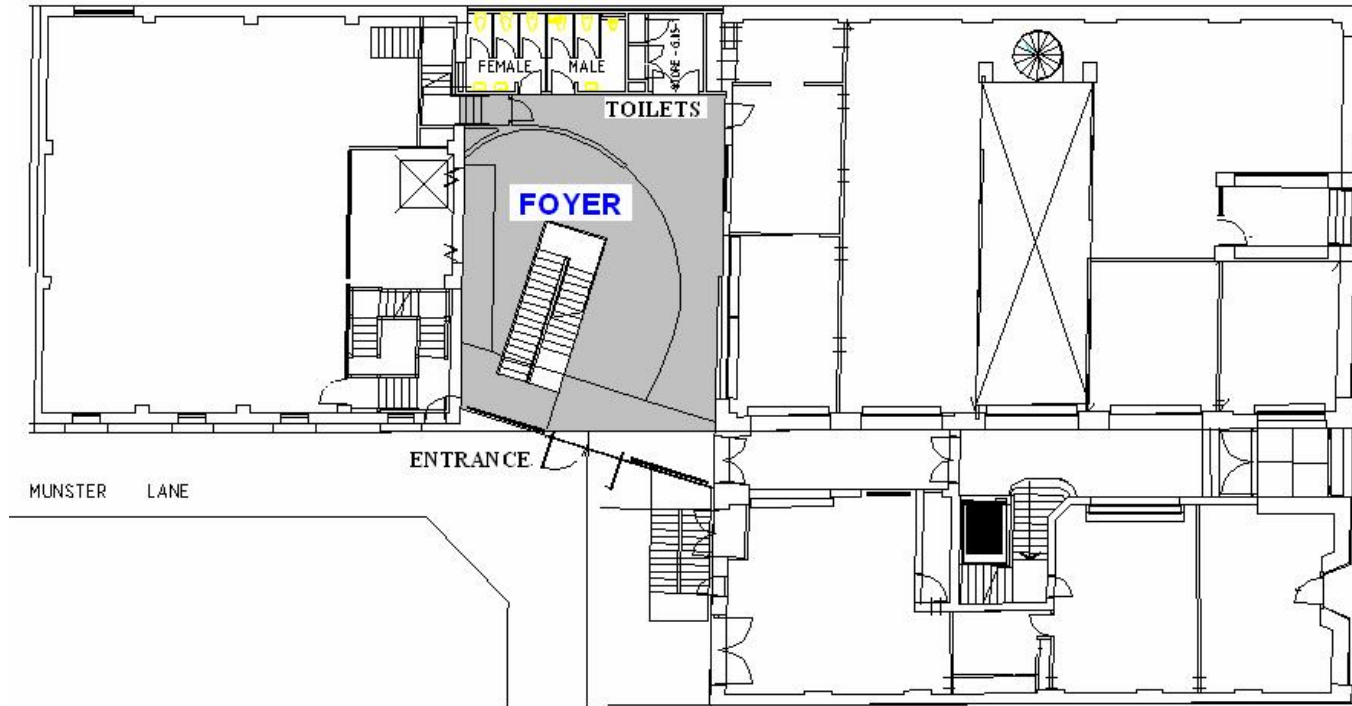
Organisations interested in booking one of the available spaces are required to complete an on-line booking form that is located on the Department's website at ([www.dca.wa.gov.au](http://www.dca.wa.gov.au)).

Following approval the application form constitutes an agreement on usage. A confirmation of the approved booking will be emailed to the applicant and may include additional comment from the Department relating to conditions of usage. Please allow five working days before the event to process the application.

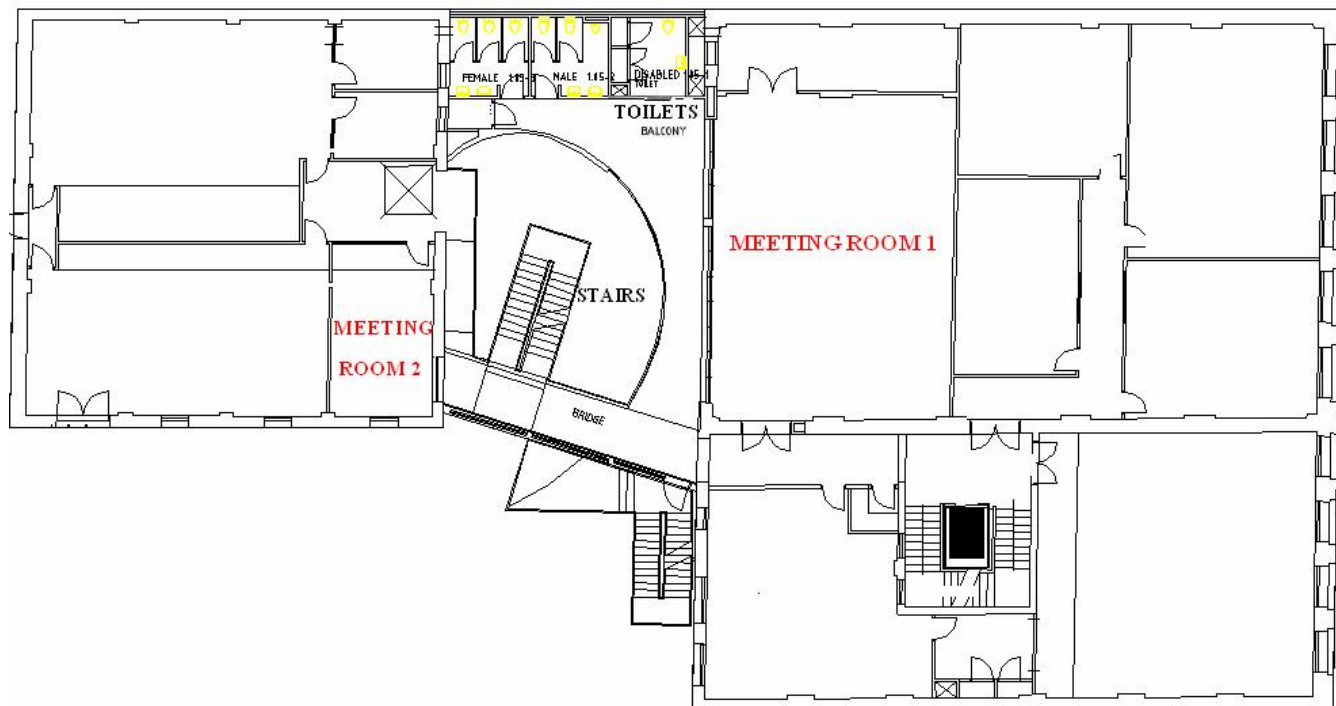
Floor plans of the King Street Arts Centre are available on the Department's website. These maps highlight the available rooms, the location of the building and nearby public parking.

## FLOOR PLANS

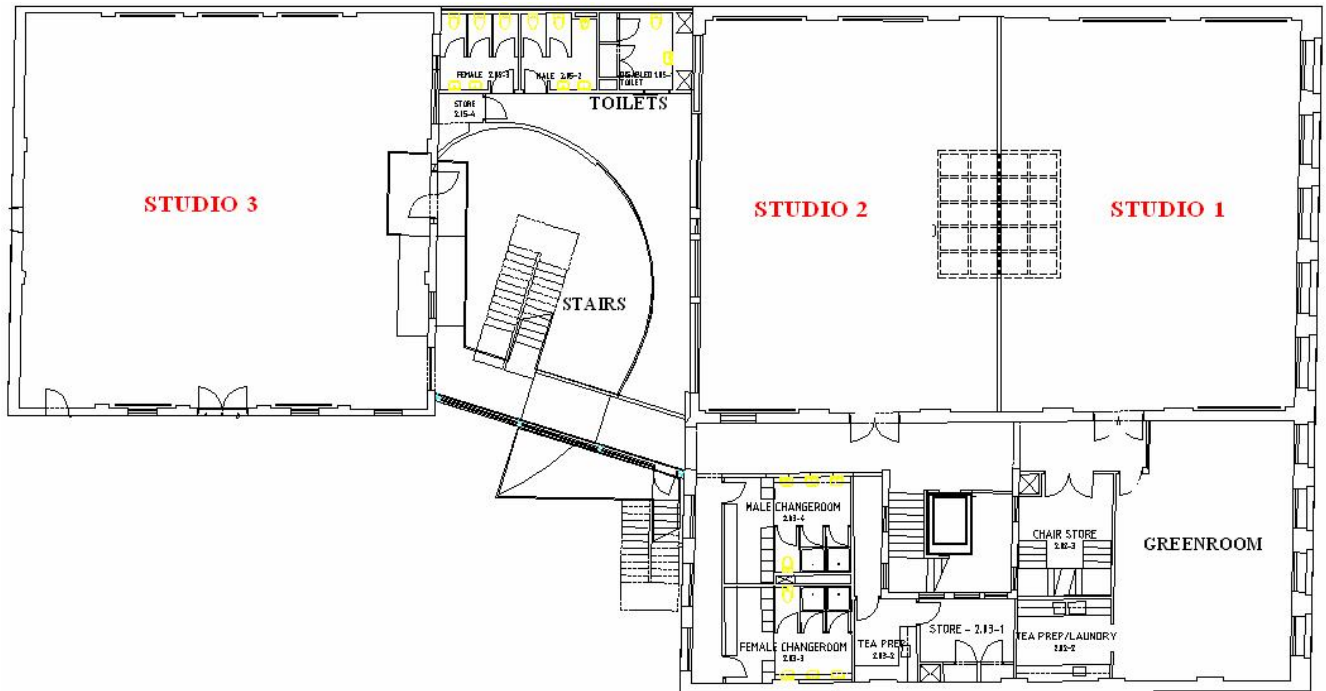
### GROUND FLOOR



### FIRST FLOOR



## SECOND FLOOR



CAR PARK MAP

