

## QUARRY AMPHITHEATRE BOOKINGS

**POLICY NO:** 2.1.31

**REVIEW DATE:** June 2016

### OBJECTIVE

To outline the booking procedure for hirers of the Quarry Amphitheatre.

### POLICY STATEMENT

The Quarry Amphitheatre is available for hire by community groups, event promoters and private hirers.

#### Standard Booking Procedure:

1. Hirer submits a completed 'Application for Hire & Hire Agreement' form. This form outlines the requested date(s), the nature of the event and the Conditions of Hire.
2. Town assesses the availability of the venue and the suitability and strength of the application using the Assessment Criteria.
3. If the application is declined the hirer is advised in writing.
4. If the application is deemed suitable the 'Application for Hire & Hire Agreement' form is counter signed by the Town and returned to the hirer.
5. Regular hirers (users for a least 5 years) are required to provide valid credit card details at the time of application to satisfy the Security Bond requirements. The credit card details held for Security Bond purposes must have an expiry date which falls after the proposed event date.
6. The hirer is required to provide valid credit card details at the time of application, to satisfy the Security Bond requirements. The credit card details held for Security Bond purposes must have an expiry date which falls after the proposed event date.

#### Availability/ Dates:

The requested date(s) for hire must comply with the following seasonal events calendar.

<b>QA Seasonal Calendar</b>	<b>From</b>	<b>To</b>
<i>Ticketed events priority</i>	1 <sup>st</sup> November	31 <sup>st</sup> March
<i>Ticketed and private events</i>	1 <sup>st</sup> April	31 <sup>st</sup> October

If the requested dates are unavailable due to a confirmed booking, the application is declined and the hirer is advised in writing.

If the requested dates are available the Town will continue with the booking assessment.

*Note: After the initial applications for Ticketed Events have been confirmed, bookings for private events between 1 November and 31 March may be approved, subject to availability.*

**Mandatory Requirements:**

The hirer must comply with the following mandatory requirements:

- Signed and completed 'Application for Hire' form.
- Public Liability Insurance to the Value of \$20,000,000. (*N/A for private events*)
- Current Working With Children Check. (*For hirers working with children under 18 years of age*)

**Assessment Criteria:**

Each application for hire is assessed against the following criteria:

- Skilled and Proficient Organisational Management
- Effective Ticket Sales Methodology
- Regular and/or Local Hirer
- History of Successful Events at the Quarry Amphitheatre
- Skilled and Proficient Artists
- Suitable Event/ Production Content
- Number of Nights Applied For
- Low Impact on Other Hirers/ Bookings

**Seasonal Release for Ticketed Events**

Applications for hire for ticketed events can be submitted from 1 November.

The Seasonal Release opens on 1 November for a period of 2 months, closing on 31 December or the next available business day. Following the closing date all applications received during this period are then assessed and booking offers made within 10 business days.

All applications received after 31 December are assessed on a 'first come first served' basis.

Providing the booking procedure is followed, booking applications for ticketed events submitted by the following hirers will be guaranteed approval of historical dates in recognition of their significance.

- West Australian Ballet: 'Ballet at the Quarry' by the West Australian Ballet is the Quarry Amphitheatre's flagship production and is required to align with the start of the Perth International Arts Festival.
- The Ballet Workshop, directed by Diana Waldron: Diana Waldron and her husband conceived, designed and constructed the Quarry Amphitheatre with volunteer resources in 1987.

*Note: The abovementioned hirers are still required to submit an 'Application for Hire & Hire Agreement Form' and provide valid credit card details to satisfy the Security Bond requirements as per the standard booking procedure.*