

COUNCIL POLICY NO: 073

Responsible Directorate	Planning and Community Services
Responsible Section	Community Services
Responsible Officer	Manager Community Services

OBJECTIVE:

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

SCOPE:

This policy applies to the Town of Cambridge Quarry Amphitheatre.

POLICY STATEMENT:

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

Standard Booking Procedure:-

- Hirer submits a completed 'Application for Hire & Hire Agreement' form, and an event specific emergency evacuation plan if required. This form outlines the requested date(s), the nature of the event and the Conditions of Hire.
- Town assesses the availability of the venue and the suitability and strength of the application using the Assessment Criteria.
- If the application is declined the hirer is advised in writing.
- If the application is deemed suitable the 'Application for Hire & Hire Agreement' form is counter signed by the Town and returned to the hirer.
- 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.
- 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.

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

Mandatory Requirements:-

The hirer must comply with the following mandatory requirements:-

- (a) Signed and completed 'Application for Hire' form;
- (b) Attendance at a site induction
- (c) Completion and submission of an event specific Evacuation Plan if required
- (d) Prior to accessing the Site and at least 15 Business Days prior to an Event the Hirer and its relevant Personnel must complete: the Induction Form (which includes the Contractor Work Site Rules & Regulations), the Quarry Amphitheatre Contract Permit to Work Form and the Performance Event Information Form;
- (e) Public Liability Insurance to the Value of \$20,000,000. (N/A for private events); and
- (f) Current Working With Children Check. (For hirers working with children under 18 years of age) Assessment Criteria; and
- (g) Each application for hire is assessed against the following criteria:-
 - (i) Effective and comprehensive Emergency Evacuation Plan if required
 - (ii) Skilled and Proficient Organisational Management;
 - (iii) Effective Ticket Sales Methodology and Reporting Ticket Sales;
 - (iv) Regular and/or Local Hirer;
 - (v) History of Successful Events at the Quarry Amphitheatre;
 - (vi) Skilled and Proficient Artists;
 - (vii) Suitable Event/ Production Content;
 - (viii) Number of Nights Applied For; and
 - (ix) Low Impact on Other Hirers/ Bookings.

Seasonal Release for Ticketed Events

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

The Seasonal Release opens on 1 October for a period of 2 months, closing on 30 November 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 30 November 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.

1. 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.
2. 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.

Fire danger triggers

On days of Extreme and Catastrophic Fire Danger Ratings (FDR), the Quarry will be closed to staff and the public.

In the instance of a Total Fire Ban, and the FDR is very High or Severe, only essential staff are allowed onsite.

In the event that a booking has to be cancelled due to the Fire Danger Rating hirers may:

1. Reschedule the event to a date that is mutually acceptable to the Town and the hirer, with no financial penalty to the hirer
2. Should 1, above, not be possible a total refund will be provided to the hirer, with no financial penalty to the hirer

DEFINITIONS:

Definitions are taken as those detailed in the *Local Government Act 1995* and associated legislation.

Document Control			
Office Use Only:			
Previous Policy No	Policy No. 2.1.31		
Statutory Legislation and Compliance	Local Government Act 1995		
Related Documents/Legislation	Local Government (Administration) Regulations 1996		
Date of Adoption by Council	Council Meeting – 26 June 2012		
Date Reviewed/Amended	28 June 2016 4 October 2021 (AU21.26)	24 June 2018	28 July 2020
Next Review Date	April 2024		