

PERTH CULTURAL CENTRE

HIRER INFORMATION

1. INTRODUCTION

Organisers of events held within the Perth Cultural Centre must lodge an Event Application. The Perth Theatre Trust requires an application form for minor events to be submitted six weeks prior to the event; all other event applications must be submitted at least six months prior to the event.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix. Submission of an application form does not automatically imply approval. Applications that have not been signed will not be accepted. Please complete the enclosed and return to pccevents@ptt.wa.gov.au, for further information please contact venue management on 08 9427 3364.

1.1 Bookings

To receive a booking confirmation for your event, as a minimum, you must complete the following:

- Complete a Perth Cultural Centre Application Form
- Complete a City of Perth Event Application Form
- Arrange a facilitated site visit the Perth Cultural Centre. This is only required if you are unfamiliar with the site.
- Provide a valid copy of valid Public Liability Insurance, with cover no less than \$20 million.
- Provide a detailed scaled site plan.
- Provide a run sheet, including bump in/out.
- Provide a Risk Management Plan and/or assessment.
- Allow provisions for providing further supporting documentation as outlined in the application.
- Confirmation that necessary third party applications have been made for approvals and licenses relevant to your event.

1.2 Site plan

Perth Cultural Centre infrastructure map can be found [here](#). Site specific details on each location can be found by clicking the below links;

[James Street Amphitheatre](#)

[Central Square](#)

[Museum Plaza](#)

[Wetland](#)

[Urban Orchard](#)

1.3 Related documents

1.3.1 Signage

Signage in the Perth Cultural Centre is a vehicle to promote events and activities in the precinct, which contributes to the visual presence and awareness of the activation. Should you be considering signage in the Perth Cultural Centre, this document can be provided.

1.3.2 Event evaluation form

The event evaluation form is to be returned to venue management post event. This information is for internal evaluation purposes only.

1.3.3 Marketing material

Marketing material is to be provided to the Perth Cultural Centre in order for the event to be listed on the venues website and promoted via social media channels.

2. FEES AND CHARGES

All relevant invoiced hire fees are to be paid prior to the event. Fees are subject to GST.

If you are a new hirer, you will need to complete a New Hirer Form. Please ensure you include a redacted bank statement which shows your business details, not the money and a current copy of your Public Liability Insurance.

2.1 Hire Fees

Location	Daily		Weekly	
	Not for Profit	Commercial	Not for Profit	Commercial
James Street Amphitheatre	\$450	\$900	\$2,250	\$4,500
Central Square	\$450	\$900	\$2,250	\$4,500
Museum Plaza	\$450	\$900	\$2,250	\$4,500
Wetland	\$300	\$600	\$1,500	\$3,000
Urban Orchard	\$600	\$1,200	\$3,000	\$6,000

2.2 Additional Fees

Service	Daily		Weekly	
	Not for Profit	Commercial	Not for Profit	Commercial
Power	\$50	\$50	\$350	\$350
PCC staff	<i>An estimate for PTT onsite staffing costs will be provided prior to the event application being approved</i>			

Event hirers must factor in additional costs (including but not limited to) road closures, event security, cleaning, waste removal, site power, water usage, site damage/repairs and third party approvals.

3. PERTH CULTURAL CENTRE EVENT CONDITIONS

3.1 Booking Conditions

Complete this application form and submit to pccevents@ptt.wa.gov.au. Your application will then be evaluated. The PTT reserves the right to give or withhold approval for any events on its sites. The PTT takes no responsibility for any third party commitments entered into by the applicant if an application is declined. Final approval for any application is only granted upon issue of an Event License.

3.2 License Agreement

A legally binding License Agreement must be entered into by the applicant and returned to the PTT prior to the event taking place. Until the License has been signed by the PTT and the Event Holder, final approval for the event has not been granted.

3.3 Access All Areas (AAA)

The PTT representative/s and City of Perth Environmental Health Officer/s must receive AAA passes or equivalent approval to inspect all facets and areas of the event both during the event and set up/pack down times.

3.4 Access and Obstructions

- Access to all workplaces and venues located in the PCC must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas. If a road closure has been approved, alternative plans must be put into place.
- Pedestrian and disability access through the site must be considered in relation to events, including bump-in and bump out. The tactile pathway through the PCC must be free of obstructions at all times.
- Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles. Emergency vehicle access via Beaufort and James Streets must be maintained.
- Events must not create a pedestrian hazard. Event holders must ensure that all equipment associated with their event is made safe and does not pose a risk to members of the public, site workers and others.
- Events must keep clear all public transport routes servicing or passing the PCC.

3.5 Insurance

Event applicants must provide evidence of the following:

- Public Liability Insurance coverage of \$20 Million, listing PTT as an interested party.
- Workers Compensation insurance coverage for any employees involved in the event.

3.6 Third Party Approvals

- The License Holder is responsible for obtaining any necessary third party approvals and licenses relevant to your event, including approvals from the City of Perth.
- The License Holder is responsible ongoing communication with surrounding businesses and Perth Cultural Centre stakeholders.

3.7 Vehicle Access and Parking

- All vehicles entering the site for bump in/bump out or to be used as part of the event must travel at a safe speed of no more than 5km/hour, with hazard lights on and have a person spotting to ensure safe movement around pedestrian areas.

- Event holders are to be aware and abide by the maps identifying the trafficable areas and weight loading restrictions.
- Vehicles must be removed from the site immediately after unloading equipment/bump in and parked offsite for the duration of the event.
- Parking is not permitted in the PCC except by prior arrangement with an PTT Representative.
- Vehicle access to the Urban Orchard is not permitted except by prior arrangement with an PTT representative. Additional fees from the Art Gallery of Western Australia security services may apply for vehicles requiring access to the Urban Orchard.
- A maximum of three (3) light vehicles (2500kg each including loading) is permitted on the Urban Orchard at any one time, outside of event operation hours. No vehicle access is permitted during event operation hours.
- No vehicles or heavy equipment including barrels, pallets or fencing are to be placed on or traverse the 'stoneset' pathways of the Urban Orchard or the 'stoneset' material in other areas of the PCC.

4. Event Documentation

The event holder must submit the following documentation in accordance with the schedule outlined below.

Scaled site plan - initial draft - small event	1 month
Scaled site plan - initial draft - large event	6 months
Scaled site plan - final	2 weeks
Event Management Plan - large events only	2 months
Transport Management Plan and/or a Pedestrian Management Plan	3 months
Structural specifications of infrastructure greater than 20m ²	4 weeks
Public Liability Insurance	3 months
Running schedule, including bump in/out - draft	2 months
Running schedule, including bump in/out - final	2 weeks
Risk Management Plan, in accordance with AS/NZS ISO 31000:2009	2 months
Noise Management Plan, Regulation 18 events must include noise modelling	2 months
Parking Management Plan	2 weeks
Disability Access and Inclusion Plan (DAIP)	4 weeks
Notification letter to affected businesses and residents	2 months
Contact List	2 months
OneMusic Licence	1 month
Waste Management Plan	2 months
Security Details and License Numbers	4 weeks