



FREMANTLE ARTS CENTRE

Venue hire

About FREMANTLE ARTS CENTRE

With its heritage buildings, surrounded by well-established gardens and lush lawn areas, Fremantle Arts Centre is a sought-after venue for functions of all sizes.

Housing one of Western Australia's most dynamic arts agencies, Fremantle Arts Centre is a complex of magnificent neo-Gothic buildings surrounded by a series of courtyards, lawns and gardens dating back to the 1860s. The site is steeped in history and atmosphere and guarantees visitors a unique experience.

Hire Spaces

Fremantle Arts Centre is an outdoor venue that provides a special ambience for all type of functions. There are three main areas for hire:

South Lawn

Able to accommodate 2000+, this area is located behind the main building and offers a magnificent view of the building's southern façade.

Samson Court

Located near the main entrance and shaded by brilliant Plane trees, this area accommodates up to 400 people.

Central Courtyard

Located in the midst of the Gothic-style verandahs, this area can accommodate up to 100 people.

Marquee Hire

Marquees can be erected in most areas, dependant on the style of function and type of marquee required.

Venue Availability

Fremantle Arts Centre is available for hire during the hours of 8 am to 4 pm.

As the Arts Centre is located in a residential area, noise levels must be closely monitored and consideration for our neighbours taken at all times.

Meeting Rooms

Boardroom sits up to 20 people lecture-style

Function Room sits up to 40 people lecture-style

\$140.00 per day \$99.00 per day for government or not for profit organisations \$70.00 half day (3 hours or less)

Equipment Hire and Catering Facilities

We are able to recommend approved outside caterers from our Preferred Caterer List who can provide your food and beverage requirements, as well as organising the hire of equipment and marquees, and ensuring that your function runs smoothly.

Please note that food and alcohol cannot be self-catered.

GROUNDS HIRE SCHEDULE OF RATES

All fees and charges include a 10% GST and are current to 30 June 2008

Hourly Rate

\$200 per hour for first two hours, \$150 per hour thereafter

Wedding Ceremony Rate

\$550 for three hours minimum hire. Hire includes 1 hour for set-up and guest arrival, 1 hour for ceremony and 1 hour for wedding photography within the Grounds. The Grounds Hire fee must be received in full prior to Fremantle Arts Centre confirming a booking.

Marquee Function

An additional \$300 for set up and \$300 for removal

Marquee & Equipment Hire

We are able to organize equipment including chair hire, PA equipment and marquee hire. Prices vary dependant on requirements.

Security Guards

\$66 per hour, minimum 3 hours

Other Charges

A Venue Hire Policy document will be forwarded to you should you wish to proceed with the booking.

Bond

\$550 to \$1100 dependent on the number of guests.

The Bond will be forfeited in the case of any breach of the conditions of hire set out in the Venue Hire policy document.

Booking Deposit

Venue bookings must be confirmed with Fremantle Arts Centre.

A 20% deposit and the Bond are to be received by Fremantle Arts Centre at the time a booking is made, with the balance owing to be received by Fremantle Arts Centre at least one week prior to the function date.

NOTE:

These charges may be altered by Fremantle Arts Centre without prior notice.

Terms and conditions of hire

Loss and damage

- Clients are responsible for any and all damage caused during the function by any of their guests or any other persons attending the function.
- All damages or shortages to hire equipment will be charged to the client.
- Fremantle Arts Centre will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function. We therefore suggest that you arrange insurance cover for valuable items.

Access

- The general public must not be restricted onsite during the hours of 10am - 5pm.

Parking

- Parking is available in the Leisure Centre carpark or along Ord Street. Parking is not permitted in the Fremantle Arts Centre grounds.

Power

• Fremantle Arts Centre shall not at any time or in any way or on any grounds whatsoever be liable for the failure or the non-working of the electrical plant or the electrical equipment contained at the Fremantle Arts Centre.

Smoke Free Venue

• Fremantle Arts Centre is a smoke free venue and all guests at functions must be abide by this policy.

Inclement Weather

• Fremantle Arts Centre is an outdoor venue.

In the case of inclement weather every effort will be made to accommodate your function, however The Fremantle Arts Centre is primarily an outdoor venue and Marquee hire is strongly suggested in the case of inclement weather.

Compliance With the Law

• The hirer shall comply in every respect with regulation under the Health Act and the City of Fremantle By-laws.

Contact:

Functions Coordinator: Tegan Brown

Wednesday, Friday & Saturday

teganb@fremantle.wa.gov.au



FREMANTLE ARTS CENTRE
1 Finnerty Street Fremantle
Western Australia 6160
9432 9555

Contact details

Bride's name: _____

Groom's name: _____

Address: _____

_____ Postcode: _____

Email: _____ Phone (business hours): _____

Booking

Date: _____

Arrival time: _____ Departure time: _____

Agreement

I agree to the terms and conditions as specified on the enclosed form.

SIGNATURE: _____ DATE: _____

NAME: _____ PHONE: _____

Payment details

Amount: \$ _____

Cash Cheque (made payable to Fremantle Arts Centre)

Visa Mastercard

Card No _____

Expiry Date _____

Signature _____

Office use only

Deposit amount: \$ _____ Receipt Number: _____

Date paid: _____

Installment: \$ _____ Receipt Number: _____

Balance: \$ _____ Receipt Number: _____

Date paid: _____