

## HIRING OF THE CHURCH STUDIO

The Church Studio has been set aside by the Mandurah City Council as an art space for hire by groups and individuals to undertake activities within the hall that support art and cultural development in Mandurah.

Applications to hire the hall for projects, meetings, functions and exhibitions that are appropriate to the hall's use as an art space, size, building fabric and heritage will be considered\*. Applications should be submitted to the Manager Community Services (and not the City's Recreation Services section as with other hall hire).

The information provided in this sheet is in addition to the City of Mandurah's Conditions of Hire Agreement and Booking Guidelines and Procedures. Some of the forms and documents associated with the hire of The Church Studio are based on or are the forms and documents distributed by Recreation Services for general hall hire.

(\*Musical or vocal performance that requires loud amplification and any project that requires the use of materials and/or equipment that are unsafe or will spoil or damage the fabric of the building and its surrounds are not appropriate activities.)

### Location

The Church Studio is located at 26 Sutton Street on the corner of Gibson Street, opposite the Peel District Education Offices. It is located in a car park that has popular, all-day free parking (first in best dressed). There are two loading bays.

### History

The Church Studio is listed in the City's Municipal Heritage Inventory. Construction of the hall, a former Methodist church, was completed in 1941. Its use as a church gradually diminished and later usage was on an intermittent basis for art activities. The City refurbished the hall in 2002 with the contribution of a Ministry of Justice community service work team. In the same year Council agreed to the hall being set aside for hire for arts and cultural activities to help grow this sector and to encourage broader community involvement in Mandurah's cultural life.

### Facilities

- The hall comprises a small entry way with ramp, main hall (11m x 7.7m) and kitchen area.
- There is excellent natural light (plus overhead fluoro tubes).
- There are 12 trestle tables and 42 chairs. If you intend using paint, glue, blades etc please bring appropriate equipment/covers to protect the building fabric and furniture.
- Overhead fans will help provide some relief in summer, and there are wall mounted electric bar heaters for winter.
- The floor is made from polished jarrah boards on joists.
- There is a picture hanging system in the hall (hanging space is interrupted with windows).
- The capacity of the hall for any use is 50 people.
- Council provides a fridge, urn, microwave, mugs, glass tumblers some china and cutlery as well as basic cleaning equipment - anything else is BYO.
- There is a disabled toilet and ramp access

## Respect and Commonsense

- Regular hall hirers may leave equipment and work in progress in the hall at the hirer's risk and if it does not interfere with the use of the hall by other hirers (please tidy up and set aside to clear space). Common sense and courtesy must prevail. If necessary Council will request work in progress is removed.
- We ask hirers to respect all equipment and work in the hall.
- Please respect the polished jarrah floor and the wall surfaces.
- As art space in Mandurah is limited, from time to time, it may be necessary to arrange for dual hire between an exhibitor who wants to hang work and a workshop co-ordinator who requires floor space only. Shared fees will then apply.
- Please clean up after use.

## Terminology

Casual Hirer = a hirer who hires the hall 10 days or less in a 12 month period.

Regular Hirer = a hirer who hires the hall 11 days plus in a 12 month period.

## Keys

- Keys for casual hirers may be collected from Council's Administration building (8.15 am - 4.30 pm) and must be returned at the end of each hiring period (on or the day after the day's hire).
- Keys for regular hirers may be returned at the end of the block-booking period.

## Application Information

Please be aware of the following forms and documents that may be of interest to you or that you may have to obtain to complete and submit as part of your application to hire The Church Studio.

### Information:

- The Church Studio - Schedule of Fees.
- So, You've Just Been Handed the Keys to a Council Facility
- Banners and Signage (with support info on banner pole dimensions).

### Forms:

- The Church Studio Hire Application - including Booking Guidelines & Procedures and Conditions of Hire Agreement (allow 14 days notice).
- Donation to Community Groups Application Guidelines and Fee Category Assessment form (application for fee reduction/waiver for community groups and youth/seniors activities to be submitted with a hall hire application).
- Application to Consume Alcohol at a Council Facility form. If you are providing alcohol at a function and no charges for the function apply then you will only require an alcohol permit from Council. When alcohol that is a) sold or is b) given away and there is a fee for other services supplied at the function - you must apply to the Clerk of Courts (Mandurah Court House 9581 4000) for an appropriate licence). (Allow 14 days notice for both.)
- Public Interest Signs form (temporary signage to advertise an event - allow 14 days).
- Key Register form for regular hirers.
- Health Department Requirements for Temporary Food Premises at 1 or 2 Day Functions.