



ALBANY ENTERTAINMENT
CENTRE

Excursion Plan

Name of provider	Albany Entertainment Centre
Location and contact details	
Physical address	2 Toll Place, Albany WA 6330
Phone number	(08) 9844 5000
Facsimile	(08) 9844 5055
Email	info.aec@artsculturetrust.wa.gov.au
Website	www.artsculturetrust.wa.gov.au
Contact person	Manager – Drew Dymond
Brief description of activities provided	Built by the State Government the Albany Entertainment Centre (AEC) is a defining architectural landmark located on the foreshore of Albany's Princess Royal Harbour. The Centre comprises of Princess Royal Theatre – 618 seats / Kalyenup Studio -180 seats / Hanover Room / Box Office & VIEW Restaurant. The AEC is managed by the Arts and Culture Trust (ACT).
Detail your staff's current accreditation and qualifications	Provided upon request.
Detail your staff's relevant clearances	All ACT employees are required to hold a current national police clearance at the time of employment.
Public liability insurance	Insurer: RiskCover Limit of Liability: \$800 million any one occurrence. Please refer to last page for a copy of the Certificate of Currency.
Parking facilities for cars and buses	The bus drop off point is located in Toll Place adjacent to the AEC. Parking for 135 vehicles is available in the Centre's car park which is accessed via Toll Place which runs off Princess Royal Drive. Additional parking is available in the City CBD north of the railway line where people may utilise the footbridge to access the Centre.
Emergency response plan	The AEC has an extensive Emergency Response Plan and is equipped with a PA system and audible fire alarm system. Please note that this document is not publicly available. Please contact the venue for further information if required. In the event of a site emergency, school supervisory teams are responsible for the managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures. It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

CERTIFICATE OF CURRENCY

RiskCover

This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: Arts and Culture Trust

Cover Number: R/206813

Cover: General Liability (including Products Liability).

Situation of Risk: Worldwide

Covering: The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

Limit of Liability: \$800 million any one occurrence.

Excess: Nil

Expiry Date: 30 June 2026

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 24 June 2025



**Insurance Commission
of Western Australia**



ASSEMBLY
POINT
FOOTBRIDGE

Paved area
next to base
of footbridge



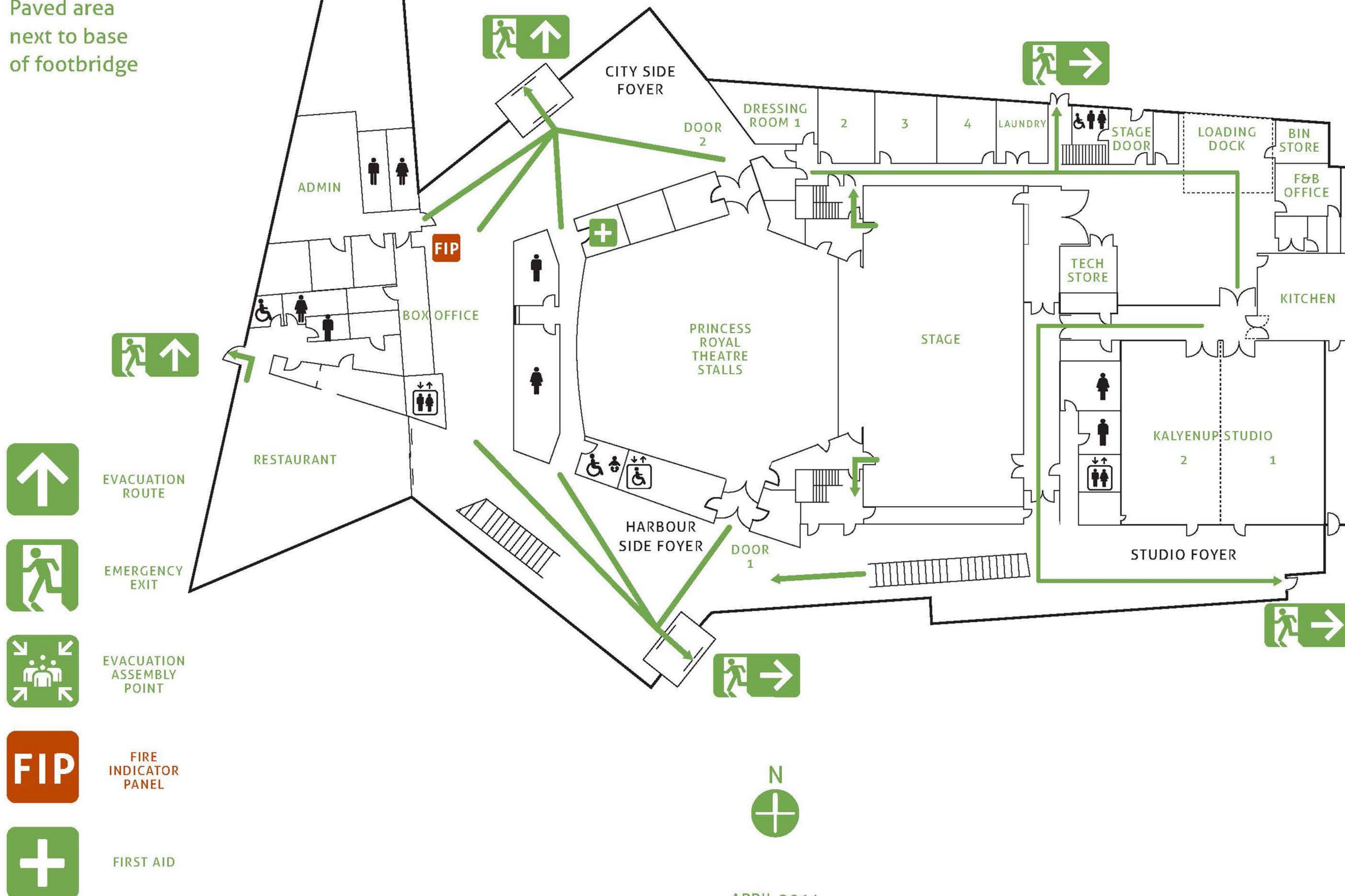
ASSEMBLY
POINT
HOTEL SITE

Hilton Hotel
carpark
entrance

EVACUATION DIAGRAM

ALBANY ENTERTAINMENT CENTRE

GROUND FLOOR PLAN



ASSEMBLY
POINT
JETTY

Grass area
in front of
whale tours
ticket office

APRIL 2014



ASSEMBLY
POINT
FOOTBRIDGE

Paved area
next to base
of footbridge



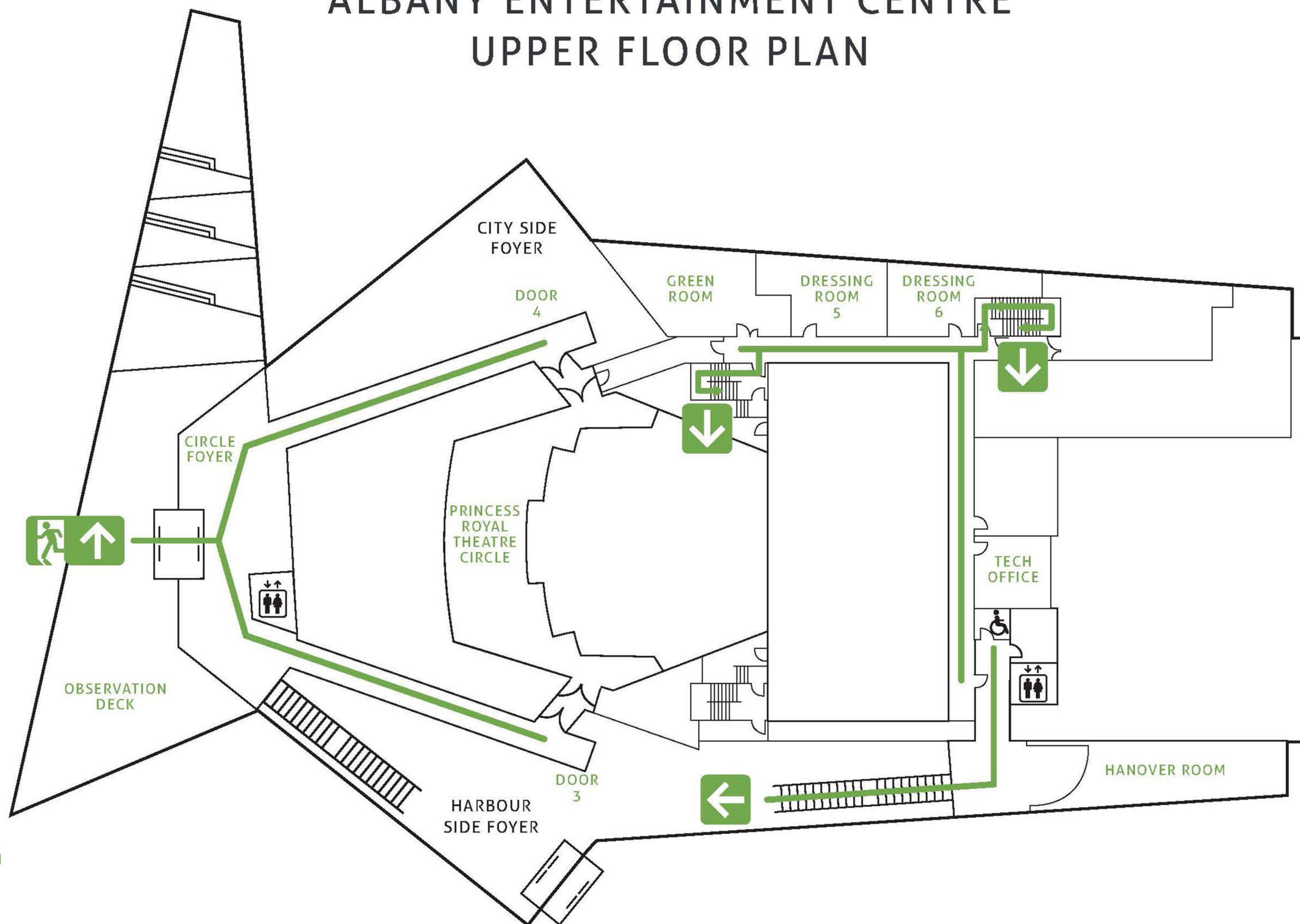
ASSEMBLY
POINT
HOTEL SITE

Hilton Hotel
carpark
entrance

EVACUATION DIAGRAM

ALBANY ENTERTAINMENT CENTRE

UPPER FLOOR PLAN



EVACUATION
ROUTE



EMERGENCY
EXIT



EVACUATION
ASSEMBLY
POINT



ASSEMBLY
POINT
JETTY

Grass area
in front of
whale tours
ticket office



APRIL 2014