



Policy Number: [PTT- CORP– 001/2022]

## Venue Hire Policy

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### **OBJECTIVES**

- Provide the basis of and clarity for Perth Theatre Trust staff and potential hirers on the application process and decision criteria for the hire of Trust venues and spaces.
- Acknowledge that the Perth Theatre Trust is involved in programming activities and that cultural and arts activities will take precedence of hire over all other types of activities.
- Support the primacy of resident companies when bookings are considered and made.
- Optimise and maximise use of Perth Theatre Trust venues and places for cultural and artistic public benefit, producing where able, self-generated revenues which support the Trust to deliver against its responsibilities under the *Perth Theatre Trust Act 1979*.

### **POLICY STATEMENT**

#### **1. Trust venues and spaces**

Any hirer of a venue or space owned or controlled by the Perth Theatre Trust must comply with any relevant Commonwealth, State or Local Government legislation.

#### **2. Applications**

An application to hire a Perth Theatre Trust venue or space must be made using the Trust application form at least **seven (7)** days before the first booking date.

The application must comply with the requirements of the Trust and include any information the Trust requires to consider the application, including any additional information the Trust requests from the proposed hirer.

#### **3. Priority of use**

Priority will be given to proposed bookings for arts activities such as theatrical, dance and musical performances. The highest priority will be given to proposed bookings for arts activities by resident companies.

#### **4. Hire does not constitute or imply endorsement or recommendation**

Hire of a Perth Theatre Trust venue or space does not constitute or imply the Trust's endorsement or recommendation of the hirer, the activity for which the venue or space is booked, any material, content, product or views of the hirer (including the activity and its promotion or publicity) or a person in any way associated with the hirer.



## 5. Right to refuse an application, cancel or suspend a hire

Without limiting the reasons why the Perth Theatre Trust may refuse, cancel or suspend a hire (which the Trust may do in its absolute discretion), the Trust will not permit its venues or spaces to be used (including any promotion of or publicity for that use) in a way which:

- 5.5.1 places any Trust staff member, patron of a Trust venue or space or any other person at unacceptable risk of harm;
- 5.5.2 places Trust property at unacceptable risk of harm;
- 5.5.3 brings the Trust into disrepute (having regard to the fact that the hire of a venue or space does not constitute or imply endorsement or recommendation by the Trust); or
- 5.5.4 is unlawful.

In addition, a hirer must comply with the terms and conditions of hire and failure to do so may result, without limitation, in cancellation or suspension of the hire.

## 6. Right of review

A person who is dissatisfied by a hiring decision may request that the decision be reconsidered and the Trust in its absolute discretion may reconsider that decision.

## **DOCUMENT CONTROL**

Responsible Division	Strategy and Governance
Responsible Officer	Chief Executive Officer
Statutory Legislation and Compliance	<i>Perth Theatre Trust Act 1979</i>
Related documents	Venue Hire Procedure Perth Theatre Trust Conditions of Hire
Date of Board-approved noted by Minister	17 January 2022
Date of implementation	24 March 2022
Date of next review	October 2023