

CUNDERDIN MUSEUM

No 3 Pump Station

EXTERNAL EVENT AND VENUE HIRE AGREEMENT

CONDITIONS OF USE

WELCOME

The Cunderdin Museum welcomes community organisations, cultural groups and external events that support community engagement and appreciation of the No 3 Pump Station's heritage values.

This Agreement establishes the responsibilities of the Cunderdin Museum and the Event Organiser to ensure events are well planned, safely managed and respectful of the site's heritage significance and museum collections.

The Museum and Event Organiser share a commitment to presenting safe, enjoyable and successful events while protecting the heritage significance of the No. 3 Pump Station. Early communication and collaborative planning will help ensure the event meets the needs of both the organiser and the Museum.

The Museum Manager is the primary operational contact for all external events and responsible for ensuring agreed conditions of hire are implemented.

ABOUT THE SITE

The Cunderdin Museum is situated in the No 3 Pump Station site which is a State-owned asset listed on both State and National Heritage Registers. The site is managed by the Shire of Cunderdin in partnership with the National Trust of Australia (WA), the Museum has a responsibility to protect its historic buildings, collections, machinery, and landscapes for future generations.

This hire agreement covers the public areas of the museum and does not include the office and workroom space.

SITE FACILITIES

The site has the following facilities.

- Kitchenette - no commercial kitchen
- External unpowered staff toilets
- Offsite public and universal access toilets
- Limited Parking available onsite
- Limited power supply
- Limited lighting
- No refrigeration
- No Air Conditioning and heating in public areas

TERMS OF HIRE

The Cunderdin Museum encourages community, cultural and educational events that are compatible with heritage significance of the No 3 Pump Station. This Agreement has been developed to support successful events while ensuring the Museum's heritage values, collections, buildings and visitors are appropriately protected.

All bookings are assessed individually taking into account the suitability of the proposed function to buildings and site, by considering:

- heritage conservation requirements
- operational impacts
- public safety
- availability of the site.

Approval of one event does not imply approval of future events.

HIRING CHARGES

The Hirer will pay to the Cunderdin Museum all the amounts specified in the Venue Hire Booking Form. The Hirer acknowledges they are aware of all hiring fees and charges for other services and facilities associated with the use of No 3 Pump Station.

A booking is confirmed once the Venue Hire Agreement has been signed and any applicable booking fee has been received.

LATE CONCLUSION

If the function concludes after the time agreed upon confirmation of booking, then a surcharge may be applied.

CANCELLATION

A refund of 50% for cancellation of your venue hire will only be given if the Museum receives a minimum of four weeks' notice in writing prior to the date of the event or in other special circumstances at the Museum's discretion.

If the cancellation is within four weeks of the booking the total hire fee will be forfeited unless the cancelled time slot can be re-booked. Fees will not be refunded after the reserved date or because of inclement weather.

The Cunderdin Museum reserves the right to cancel a booking at any time. In such an event payment will be refunded in full.

INSURANCE

The Hirer is responsible for ensuring all appropriate insurance is in place for the event.

- Public Liability
- Artwork
- Contractors
- Performers

- Caterers
- Volunteers

The Shire of Cunderdin, Cunderdin Museum, its staff, and volunteers are not liable for:

- The responsible service of alcohol to guests
- Any anti-social behaviour of guests including those who may be intoxicated or under the influence of drugs.
- Faults or accidents that result from the provision, placement or operation of equipment supplied by the Hirer.

TOILETS

Please be aware the museum has limited toilet facilities. Staff toilets are in an outbuilding which is unpowered and unlit.

Public toilets and universal access toilets are located along Forrest Street between the Pump Station grounds and O'Connor Park. Access is via Forrest Street footpath only.

Event organisers should consider anticipated attendance number when determining whether additional facilities are required.

CLEANING AND RUBBISH

The Hirer shall leave all areas of No 3 Pump Station which are used for the function in a clean, safe, and proper condition. All rubbish generated by the function must be removed by the Hirer.

All eskies must be removed from building interiors and emptied immediately after your function ends. No eskies can be left overnight in buildings. Water and ice from eskies must be emptied into drains only and not poured into sinks, toilets or on the grounds. The same conditions apply to hot water disposal.

If in the view of the Cunderdin Museum, the property has not been left sufficiently clean, then charges for clean-up will be taken from the bond.

DECORATIONS

The Cunderdin Museum retains the right to request the removal of any object that may damage the property in any way.

All furniture and fittings must be free standing. No items are to be staked to the ground or attached to the structures in any way.

Candles, lanterns, open flames, space and gas heaters are not permitted.

If externally hire equipment such as chairs tables, and other items is to be delivered and set up additional time should be booked both before and after the event.

Museum collections are not to be moved. Displayed objects and show cases are not to be used as furniture.

MUSIC

The use of acoustic music is acceptable (no amplification permissible as it is a residential area) and is subject to specific conditions as to permissible noise levels and hours of operation and always shall comply with any local government or statutory requirements.

During a function, noise levels may be reassessed at the discretion of the Cunderdin Museum or its representative on site. Noise levels must comply with applicable Environmental Protection (Noise) Regulations and any directions given by the Shire of Cunderdin.

SMOKING AND VAPING

No smoking or vaping is permitted anywhere within the grounds of No 3 Pump Station. No butts are to be left on the surrounding verge or streets.

CONFETTI/GLITTER

The Cunderdin Museum does not allow confetti, rice, silly string, synthetic flower petals, or glitter to be thrown within the grounds. Nor can helium balloons, butterflies or doves be released. Bubbles are permitted outside buildings only.

FILMING AND PHOTOGRAPHY

As part of their booking, Hirers may film and take photographs on site. Please ensure any filming or photography is of guests involved with your event only.

Please note that due to delicate nature of heritage places and objects, flash photography is not permitted inside buildings and galleries.

The 'hobby' use of drones or UAV (Unmanned Aerial Vehicles) can be a nuisance and a safety risk to other visitors. As a result, recreational drone use is not permitted except for certified commercial operators. Formal permission from the Cunderdin Museum is required. Approval may need to be sought from the Civil Aviation Safety Authority (CASA); it is up to the hirer to organise all third-party approvals.

MARQUEES

Marquees or other structures are permitted in designated areas only, and only with approval from the Cunderdin Museum. Only marquees that are weighted down are permitted. To protect the grounds and infrastructure, nothing can be staked into the ground, nailed, hung, or attached to any structure or tree.

CARS AND VEHICLES

Parking is available in the front of the building and along Forrest Street

Parking is limited in the carpark. Cars and delivery vehicles are not permitted on site without prior permission from the Museum Manager. Furniture and equipment are to be delivered by hand or by small hand trolley from the car park. Access to the grounds is only by prior arrangement.

Emergency vehicle access via the main gates must remain clear.

POWER

There is limited access to power within the grounds and buildings please check availability with Museum Manager to confirm suitability. Please check the output of your electrical equipment beforehand. All electrical equipment must be in good working order, tagged, and comply with relevant Australian Standards.

Generators are not permitted without written permission.

RISK MANAGEMENT

All events will require an emergency evacuation plan. Existing site plans will be made available to hirers and should be referred to.

Depending on the size and nature of the event, the Museum may require submission of Risk Management Plan and Emergency Management Plan.

SUPERVISION AND SECURITY

For some events, the Museum may require a staff member, committee representative, or other approved representative to be present during setup, operation and pack-down. Any costs associated with additional supervision or staffing requirements are to be charged to the Hirer.

Should the Cunderdin Museum Manager or Shire of Cunderdin Staff Member be required to attend the property in connection for the function, the Hirer will be responsible for staff costs.

Children must be supervised appropriately at all times.

SPECIAL CONDITIONS

Security guards, first aid, and additional toilet and rubbish facilities may be required for some large events. The Cunderdin Museum will advise if this is necessary.

The Cunderdin Museum may impose reasonable additional conditions where necessary to protect heritage values or public safety.

AGREEMENT

I agree to the above terms and conditions of the hire of the No 3 Pump Station.

Signed: -----

Print Name: -----

Date: -----