

# Alexander Park Craft House

## Booking Policy & Schedule of Fees

### 2021

#### Background

Alexander Park Craft House (APCH) is a facility leased from the Stirling City Council for the use of community based craft groups who become members of APCH. It is managed by a committee comprising representatives of each of the member groups.

#### Facilities

APCH consists of the following areas:

- a large hall with a stage, tables and chairs and ceiling fans (Main Hall)
- a studio with adjacent toilet (Studio) with tables and chairs and 'wet facilities' suitable for dyeing, felting etc.
- an outside "wet area" which has a sink and water connection
- a kitchen with ante-room at one end
- storeroom used by HWSGD (old changing rooms)
- two smaller storerooms, one general, one used by WAFTA
- a general office/workroom which also houses APCH audio-visual and other equipment (Office)
- an office used by HWSGD
- male and female toilets
- car parking for about 40 cars. This is a public car park also used by people using Alexander Park and by the attached tennis club; parking may be limited during the playing season.

The studio has an a/c unit for cooling and heating. The Hall has ceiling fans and heaters.

Bookable spaces, which must be booked separately are:

- the main hall, suitable as a work room for large groups, meetings with speakers and workshops
- the studio, suitable as a meeting or workroom for smaller specialist groups
- the office, suitable as a meeting or work room for small groups – can only be booked by special request

Booking of any of these spaces carries an entitlement to the use of the kitchen and the toilets during the period of the booking. If the main hall is in use, users of the studio are asked to be sensitive to what is happening in the hall when accessing the kitchen.

#### Equipment at APCH

Booking of any of the APCH spaces carries an entitlement to the use of the APCH equipment during the period of the booking on a first come, first served basis. This includes:

- Audio-visual equipment stored in Office including a laptop computer with projector (and stand) and screen; a microphone and amplifier.
- Tables and chairs located in booked space.
- 6 pink carpeted display screens (owned by HWSGD but available to all users of the Hall)

The above equipment is integral to the operation of the building and is not to be removed from APCH.

## Equipment available for loan

There are some general items of equipment which are available for member groups to use free of charge which are stored in the general storeroom. The items can be used for display/show and tell or to support off site exhibitions. **It is an honour system.** Users are responsible for care of items whilst in their possession and for making good any damage. If you wish to use the equipment, please fill in the appropriate section in the log in the storeroom to book the item(s) and sign it out and back if it is removed from APCH. PLEASE COMPLETE FORM IN LEGIBLE CAPITALS.

In addition, FeltWest is prepared to lend out items which it owns provided that permission is obtained. The log book in the general storeroom is also used for the loan of FeltWest equipment.

## Booking Periods

All rooms are available 7 days a week. The booking periods, which are different for weekdays and weekends are below

<b>Weekdays (3 hr slots) Hall and Studio</b>	<b>Weekends (8 hr slot) Hall</b>	<b>Weekends (4 hr slot) Studio</b>
9am – 12noon (morning)	9am – 5pm (day)	9am – 1pm (morning)
12noon – 3pm (afternoon)		1pm – 5pm (afternoon)
[Day 9am – 3pm]		[Day 9am – 5pm]
3pm – 6pm (after school)		
6pm – 9pm (evening)	5pm – 9pm (evening)	5pm – 9pm (evening)

Each booking period must be booked by/charged to members as a whole with no partial periods being allowed eg if a group meets on a weekday from 9.30am - 3pm, it must book and pay for the whole day (9am – 3pm).

Commercial users bookings must be for a minimum period of 2 hours within a booking period.

## Bookings Spreadsheet

APCH members and visitors can view current bookings on a spreadsheet that will be posted on a noticeboard every month or can be obtained from the Bookings Officer at any time on request. The spreadsheet is also sent electronically to all Committee members and member groups' nominated Booking Officers at the start of each month for on-forwarding to their group committees. The current bookings calendar is also available in the APCH Dropbox which all users have access to.

## Booking Procedures

Enquiries and bookings are made through the APCH Bookings Officer, who can be contacted on [apchbookingofficer@gmail.com](mailto:apchbookingofficer@gmail.com). All bookings will receive a confirmatory email.

When contacting the Bookings Officer, please specify the member group (and sub-group if applicable), the date, booking period and room required (i.e. main hall, studio or office).

Since most APCH member groups have regular bookings it will not always be possible for ad hoc booking requests to be met. Please check availability before committing to third party speakers/tutors.

APCH member groups and regular users will be issued with keys to APCH on payment of the key deposit. Occasional users will need to make arrangements to be let into APCH and to be familiarised with any APCH equipment they need to use. The building will be locked up again once the booking period has expired.

### **APCH Membership**

Established Craft Groups wishing to use APCH facilities are encouraged to apply for membership. A membership form can be obtained from the Booking Officer.

### **APCH Member Subsidiary Groups (sub-groups)**

The large member groups may have sub-groups which wish to make use of rooms at APCH at member's rates. Sub-groups, in this context, are defined as a small group of the member group members who are officially recognised by the member groups. Members can elect to either (i) administer the bookings, invoices and payment for any sub-groups themselves; or (ii) for the sub-group to make bookings, receive invoices and make payment directly with APCH. If option (ii) is selected, the member group must confirm that it officially recognises the sub-group and, in the unlikely event that a sub-group defaults on payment, the member group will settle the sub-group invoice itself.

### **Individuals**

It is not possible for individuals to join APCH as members. However, individuals who are members of APCH member groups MAY be able to hire the premises at member rates to hold workshops or for other craft related activities. The individual should ask the group of which they are a member whether they are prepared to accept the invoice for premises hire. APCH will then invoice the group and it is up to them to recoup the funds from the individual. If it is not possible for APCH to invoice a member group then individuals wishing to hire the premises will be charged at the normal commercial rate.

### **Commercial Users**

It is possible for non-members to use the facilities at the normal commercial rate. However, one-off commercial bookings will only be accepted from people linked to APCH member groups and such bookings are accepted/rejected at the Booking Officer's discretion.

### **Insurance**

APCH carries Public Liability Insurance (total limit \$20,000,000) and Property at the facilities insurance (total limit \$10,000) only in accordance with the Lease sections 5.2 (a) (i) and (iv). Members and their sub-groups and commercial users are responsible for carrying their own Public Liability insurance to cover the activities of their members, volunteers and other unpaid workers in accordance with the Lease section 5.2 (a)(iii).

### **Payment**

- **Booking Fees**  
Charges are in accordance with the current Schedule of Fees, attached.
- **Invoicing**  
The Bookings Officer will issue invoices quarterly in advance to regular users (end of February, May, August and November) and on an ad hoc basis to occasional users or late bookings.

- **Payment of Invoices**  
Invoices must be paid within 30 days and always prior to the use of the facilities.
- All regular users, including members, may be asked quarterly to give an indication of numbers attending their meetings so that the Management Committee can monitor and seek to optimise use of the APCH facilities.
- **Cancellations & Refunds**  
Refunds for cancelled bookings will only be made if at least 30 days notice is given of the cancellation of weekday bookings and at least 60 days notice is given of weekend bookings. If this notice is not given, no refund will be due but the cancelling group may attempt to 'onsell' the cancelled slot to other member groups. APCH is often heavily booked, particularly at weekends, and short notice cancellations disadvantage other potential users. Cancellations and requests for refunds must be made to the Bookings Officer by email.

### **Booking Priorities and Practise**

- Member groups of APCH have priority over non-members for all bookings, this means that members' bookings will generally not be cancelled or moved to facilitate a non-member booking.
- Every effort will be made to manage bookings in a way that is fair and equitable to all members. The Booking Officer has discretion to refuse to change a member booking if they believe it breaches this principle.
- In the event of two or more member groups wanting a particular room for the same period, priority will be given to the group, if any, which has the longer standing booking arrangement for that room and period. Alternatively the Bookings Officer will work with the groups to reach a mutually agreeable solution. Members are asked to be sensitive and responsive to each other's needs, for example if one group is seeking to accommodate a visiting tutor or speaker.
- Membership by a group confers membership upon any of its subsidiary groups, however the reverse does not apply. Membership by a subsidiary group (e.g. special interest or state based) does not confer membership privileges on a larger, parent group.
- In September or October or of each year member groups will be asked to confirm their regular bookings for the following year. There will be a three-week period for members to lodge confirmations and additional booking requests before bookings are opened to other users. Members' requests will be accepted in the order in which they are received.
- On occasion member groups may be willing and able to share the Main Hall. This is encouraged where the groups' activities will not disrupt each other as it increases the use of our best space. Sharing will only occur if both groups are in agreement. Both groups will be invoiced at their normal rate and may make whatever arrangement they chose between themselves to share the total hire cost.

**ALEXANDER PARK CRAFT HOUSE INC.**

Clyde Road, Menora, WA 6052  
PO Box 446 Inglewood WA 6932

**SCHEDULE OF FEES 2021**

**ANNUAL MEMBERSHIP - Community Craft Groups:**

0-25 Members	\$37
26-50 Members	\$88
51-100 Members	\$200
101+ Members	\$310

**ROOM HIRE**

**Member Community Craft Groups Rates: Mon-Fri**

Main Hall	3 hour slot	\$28
	Full Day (6 hours max)	\$50
Studio	3 hour slot	\$24
	Full Day (6 hours max)	\$34
Office	4 hour slot	\$20

**Member Community Craft Groups Rates: Sat-Sun**

Main Hall	Full Day (8 hours max)	\$55
	Evening (4 hours max)	\$32
Studio	4 hour slot	\$28
	Full Day (8 hours max)	\$40
Office	4 hour slot	\$22

**Provisional Members/New Community Craft Groups:**

With the approval of the APCH Management Committee with no membership fee in the first year will be charged, but normal hire rates will apply

**Commercial/Non-Member Rates:**

Hourly Rates (minimum 2 hour hire in any booking period)

Main Hall	\$28.00 per hour
Studio	\$24.00 per hour

**Key Deposit:** \$35 per keyholder refundable on return of key(s).

**For Bookings:** Please contact the Bookings Officer by email to [apchbookingofficer@gmail.com](mailto:apchbookingofficer@gmail.com)

**Please pay by bank transfer/direct deposit (using invoice number as the reference):**

Account Name: Alexander Park Craft House Inc.

BSB 306-054 Account No. 415030-9

Please notify the Treasurer, [alexanderparkcrafthouse@gmail.com](mailto:alexanderparkcrafthouse@gmail.com) that the bank transfer has been made