WMC Application 220630

**APPLICATION Form**

**Bookings:**

**WESLEY MUSIC CENTRE**

**& WESLEY CHURCH**

**Music Events**

ABN 71 567 791 250

20-22 National Circuit, Forrest, ACT

PO Box 3217 Manuka, ACT 2603

Phone 02 6232 7248

wesleymc@music.wesleycanberra.org.au

[www.wesleycanberra.org.au/music](http://www.wesleycanberra.org.au/music)

WMC Reference: Office use only

All sections to be completed electronically and returned via email. Where not applicable, please insert “N/A”

**Section 1 – Applicant Details**

**Organisation:** Click here to enter text. **ABN:**  Click here to enter text.

**Contact Person:** Click here to enter text. **Position:** Click here to enter text.

**Phones: (H)** Click here to enter text. **(W)** Click here to enter text. **(M)** Click here to enter text.

**Email:** Click here to enter text. **Website:** Click here to enter text.

**Address (required):** Address 1: Click here to enter text.

 Address 2: Click here to enter text.

 City: Click here to enter text. State: Choose an item. Postcode: Click here to enter text.

**Current Public Liability Insurance held:** Choose an item. **(If YES) PLI expiry date:** Click here to enter text.

If **YES**, please supply copy of **Certificate of Currency** with this Application.
If **NO**, your invoice will reflect the additional insurance cost/s (see section 4 below).

**Section 2 – Event Details**

**Event Title:** Click here to enter text.

**Nature of event(s):** Choose an item.

**Event Type:** Choose an item. **Other – please specify:** Click here to enter text.

**Number of performers:** Click here to enter text.

**Expected attendance:** Click here to enter text.

**NB:** Music Room capacity normally 120 – recommending 70 not incl. performers/limited # workers; Church capacity normally 340 - recommending 148 not incl performers/ limited # workers

**NUMBERS WILL ADJUST ACCORDINGLY. KEEP IN TOUCH WITH THE MUSIC CENTRE OFFICE TO CHECK THE LATEST**

**Period(s) of occupancy** (including at least 30 mins before and after the event start and finish times for set up and clean up)**:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **EntryTime** | **EventStart Time** | **Event Finish Time** | **Exit Time** | **Interval** | **Refreshments**  |
| **Event** | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  **Yes**[ ]  **No** | [ ]  **pre-concert**[ ]  **interval**[ ]  **post-concert** |
| **Rehearsal(s) not immediately prior to the event\*** | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

\* Rehearsals immediately prior to the event should be included in the “Event” time.

**Section 3 – Publicity Information (Public Events only)**

**We will put your event into our website Music Events Calendar, and also sent to our mailing list as a newsletter.
This information can also be incorporated into our regular media releases. To assist us in this, please send any helpful images as jpegs as close as possible from the time of application (no pdf’s please).**

**Please send posters/flyers for display at the WMC and a pdf copy of your program for our records.**

**Proposed Music Events Calendar Entry – Example:**

**Sunday 12 October 2.30pm “A Lovely Afternoon” Concert. J.Citizen** (piano), **K. Citizen** (piano), performing *Fantasia in f minor* WA Mozart, *Fantasie in f minor* F Schubert and *Sketches* V Gavrilin. Tickets are available online [www.trybooking.com/ABCD](http://www.trybooking.com/ABCD) or at the door. A $30; C $25; f/t student $15; child U12 free. Enquiries: jcitizen@gmail.com.

**Enter text for your event –**

**Your Calendar Entry**:

**Ticket Prices:** Adult: $Click here to enter text. Concession: $ Full-time student: $ Child under 12: $

Other (i.e. subscription series / group tickets / other – please specify: Click here to enter text.): $Click here to enter text.

**Ticket sales in advance:** Choose an item.**Ticket sales at door:** Choose an item.

***If you have organised your own online ticketing, please provide a URL for our Music Events Calendar***

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**WMC can arrange online ticketing for you through** [**www.trybooking.com/**](http://www.trybooking.com/)

**Would you like this service?** Choose an item.

***If YES, please provide your bank details here so that funds may be promptly transferred to you following your event.***

**BSB:** Click here to enter text. **Account Number:** Click here to enter text.

**Would you be willing to give a $5 discount on Adult & Concession prices for Friends *of* Wesley Music (FoWM)?**

 ***\*If YES, Please ensure this is indicated on your poster/ticket sales documents/door sales signage & online booking price:***

Choose an item.

**Enquiries Contact (for promotional purposes):**

**Contact Name:**Click here to enter text. **Telephone:** Click here to enter text. **Email**: Click here to enter text.

**Section 4 – Hirer’s Venue Requirements**

**Please answer YES or NO to all sections, or provide numbers where applicable (click on 3dots) See pages 4 & 5 for details.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rooms and Instruments (Yes / No)** | **Y** | **N** | **Equipment****Click onto Enter Number req.**  | **Services (Yes / No)** | **Y** | **N** |
| **“Mansfield (Music) Room”** – AS VENUE Music Centre |[ ] [ ]  **Cello chair(s) #** |[ ]  **Harpsichord tuning** |[ ] [ ]
| **Green Rooms** (Music/Seminar/Ante/Bach, as appropriate) – **Music Centre** |[ ] [ ]  **Choir Risers #** |[ ]  **Yamaha Grand Piano tuning -**Music Centre |[ ] [ ]
| **Seminar Room only** – Music Centre |[ ] [ ]  **Performer chairs #** |[ ]  **Yamaha Grand Piano tuning –**Church |[ ] [ ]
| **Kitchen** (for refreshments) – Music Centre |[ ] [ ]  **Music stands #** |[ ]  **Audio recording from the floor by approved private arrangement** (**Please attach details**) |[ ] [ ]
| **Bach Room** – Music Centre As VENUE or Green room |[ ] [ ]  **Vercoe room piano - Yamaha upright** |[ ]  **On-line Ticketing with www.trybooking.com/** (See Section 3 above) |[ ] [ ]
| **Church -** AS VENUE**Vercoe Room-** (off Church foyer) – **YES/NO** |[ ] [ ]  **Conductor podium** (Church) |[ ]  **One-off Insurance Cover** (see Section 1 above) |[ ] [ ]
| **Church Foyer** (for post-concert-large numbers) -Church-adjacent |[ ] [ ]  **Lectern** (Music Centre) |[ ]  Other:Click here to enter text. |
| **Yamaha Grand Piano** (MUSIC ROOM) - Music Centre |[ ] [ ]  **CD player** **with large stage speakers** |[ ]   |
| **White Steinway Grand piano** (BACH ROOM) - Music Centre |[ ] [ ]  **Small PA system** |[ ]   |
| **Yamaha Grand piano** -CHURCH |[ ] [ ]  **Large music quality PA system and stage speakers** |[ ]   |
| **Harpsichord** (A 415)(please discuss with Music Centre office at time of booking) |[ ] [ ]   |  |
| **Pipe Organ** (please discuss with Music Centre office at time of booking) |[ ] [ ]   |  |
| **# Trestle tables** for serving, ticketing, displays |[ ] [ ]   |  |

Please Note**:**

1. **Music Centre rooms are to be used as Green Rooms for all Church events, unless additional bookings are made for church halls, etc. Please ask.**
2. If you have ticked a **tuning option** under “Services” above, an invoice will be sent to you direct from the tuner.
3. If you do not have **Public Liability Insurance**, we offer one-off insurance cover, and the cost (see page 5 below) will be added to your invoice. **There is no need to complete an insurance Application form.**

**Section 5 – Next Steps**

**Please return the completed Application to the Wesley Music Centre Office, together with:**

1. A **deposit** of **$85** or **$135** if insurance is required
paid by **direct deposit** to:

**Wesley Music Foundation General Account**BSB: **634 634**, Account number: **1000 23093**.

*NB: Please put the* ***date of the event*** *in the form* ***YYMMDD*** *and your* ***name*** *against a direct deposit payment.*

**OR** by **credit card** (Visa/MasterCard) **OR** by **cheque**. Credit card payments can also be made over the phone.

1. A copy of your **Certificate of Currency**, if you have **current Public Liability Insurance.**
2. **Details of audio recording by private arrangement**, if you selected this option under “Services” in Section 4.
3. **Up-to-date information about the nature and purpose of your organisation**, or for individuals, a **Musical CV**.

**Then what happens?**

1. You will be emailed a proposed User Agreementand asked to confirm that the Agreement is correct.
2. You will be sent an Invoicefor the balance of charges.
3. The booking is confirmed once **your deposit has been received** and you have stated **your agreeance to the terms and conditions of the User Agreement**.
4. **Please note**: The **balance** of your payment is due **5 working days** prior to your event.

**Name:**
Click here to enter text.

**Position within organisation/group:**

Click here to enter text.

**Date:**
Click here to enter a date.

**FEES AND CHARGES (June 2022)**

These fees may be varied for events which involve several days of continued use of spaces in the Centre.

|  |
| --- |
| **Hiring Fees** |
| **Deposit** | $85 per event  |
| **Deposit if one-off insurance is required** | $135 per event |
| **WESLEY MUSIC CENTRE** |
| **Music Room** | **$145 per hour** |
| Seminar Room/Ante Room or Bach Room (as Green Rooms) | Incl. in Music Room hire |
| WMC Kitchen (includes foyer and courtyard) for serving refreshments  | $30 per day |
| Crystal wine and champagne glasses (including non-slip waiter’s trays). Suitable for wine, beer, juice and water. Breakages will be charged for at $10/glass. | First 3 dozen glasses: $30 Each dozen after: $8 |
| Small PA System, Large music quality PA system and speakers, CD player and speakers | Fee depends on usage – please ask. |
| Lectern  | Incl. in Music Room hire |
| Seminar Room alone (e.g. for a seminar, meeting) | $35 per hour |
| Bach Room (eg for a seminar) | $25 per hour |
| Yamaha Grand Piano or harpsichord | $80 per day |
| White Steinway Grand Piano in the Bach Room | $35 per day |
| Choir risers | $30 per day |
| **WESLEY UNITING CHURCH** |
| **Church** (includes Green Room in Music Centre) | **$165 per hour** |
| Pipe organ | $75 per day |
| Grand Piano -Yamaha | $80 per day |
| Church foyer  | $37 per hour |
| Church foyer for refreshments (incl. kitchenette)  | $62 per hour |
| Kitchen (Vercoe Kitchen - Church-side)Vercoe Room | $35 per day$37 per hour |
| **Recording and Rehearsal Fees for use of space** |
| Music Room during office hours  | $70 per hour |
| Music Room outside office hours | $90 per hour |
| **Technical Assistance on Sound / Video Recordings and Production**Contact the Wesley Music Centre Office concurrently with this application regarding options for either the church or the Music Centre.  |
| **On-line Bookings**Admin fee for on-line bookings through [**www.trybooking.com**/](http://www.trybooking.com/) arranged by WMC:Ticket revenue will be transferred into your allocated account post event. **See page 2**. | $40 per event |
| **Insurance Fees** Synod Public Liability Insurance is $50 for 1 day. For consecutive days’ cover: - $90 for 2 days, $125 for 3 days, $150 for 4 days, $175 for 5 days, $250 for 6-14 days. This fee will be included in your invoice and forwarded to Synod by WMC office. |  |
| **Penalty Fees** |
| Late payment fees | $30 |
| Cancellation fee (Cancellation within 60 days) | 25% of total hiring fee |
| Cancellation fee (Cancellation within 7 days) | Full hire fee |
| Cleaning fee (WMC / Church / foyers) if hirer fails to clean up and remove rubbish | $75 or more |
| Overtime (i.e. running over the agreed finish time of your event) | See next page |

**FACILITIES AND GENERAL CONDITIONS**

**Wesley Music Centre Office Hours:** 10 am – 3 pm Tuesday to Friday

**Music Room and Church Hire:** Normally the Music Room has a capacity of 130, the Church 340; currently we recommend that you limit the Music Room capacity to 70 (not incl. performers & workers), and that you discuss with us your expected Church capacity at time of booking. Please see current Covid Plan for up-to-date information. The hourly hire rate applies to the duration of an event, including rehearsals and all set-up and clean-up times on the day of the event. For WMC bookings, the fee includes use of the WMC foyer, courtyard, parking and all public facilities. For Church bookings, the fee includes access to toilets via the Church foyer or to the WMC toilets.

Your event will be included on our website Calendar of Events [Wesley Music Calendar](http://www.wesleycanberra.org.au/index.php/music-at-wesley/music-event-calendar), and in the WMC regular Newsletter. Please supply any jpg photos, flyers, posters etc that you would like us to display at the Music Centre.

Amplification for speaking with use of a microphone is very rarely required in the Music Room due to the acoustics. The Wesley Music Centre does not own a projector – hirers who wish to use a projector must make their own arrangements for both projector and screen.

**The Green Rooms:** For concerts, the Seminar Room and Ante Room function as Green Rooms and they are included in the hire rate for the Music Room.

**50% surcharge after 10.30pm:** There is a 50% surcharge on the hourly cost of hiring after 10.30pm.

**WMC Kitchen:** The Music Centre can provide tableware and crockery, instant boiling water, a microwave oven, a glass washer and trestle tables. The hirers must provide their own consumables (e.g. tea, coffee, juice, food, etc.) and are responsible for washing up (using the glass washer), the cleaning up and vacuuming of all the spaces used and also the removal off-site of all rubbish and recyclable materials in the hirer’s own garbage bags.

**Serving of Alcohol:**  Any alcoholic drinks **must** be provided free with food or nibbles, and **cannot be advertised in advance.** Ticket prices must not include any reference or implication to the effect that they include alcohol with refreshments. **Please note**: By law anyone serving alcohol must hold a current RSA certificate.

**Choir Risers** (stored near Bio Box entry): – must be set up and returned by the Hirer.

**Instrument Tunings and Use (Grand Pianos, Upright Piano, Harpsichords, Church Organ):** The harpsichord will require tuning before all performances. This must be organised through the Wesley Music Centre and will be billed directly by the Tuner to the User. In the case of a harpsichord performer tuning their own instrument, an allowance of uncharged hiring time should be requested in the User Agreement. **Note**: Harpsichords can be tuned at 415 or 440.

Special tunings of the pianos required close to event times by the User must be organised through the Wesley Music Centre and will be directly billed by the tuner to the User.

**Use of the Church organ is subject to the WMC’s prior approval of the organist.**

**Recording and Rehearsal Fees:** These fees cover use of the Music Room (for performers); the Ante Room (for music producers); for minor rehearsals, set-up and recordings. They do not include use of the piano, microphones or any music production services. Users are required to engage professional music producers with their own equipment. A recording of concerts by ArtSound FM may be organised on terms and conditions to be negotiated with the Wesley Music Centre and subject to the availability of an ArtSound FM volunteer. The set-up of recording from the floor by private arrangement still requires approval from the Wesley Music Centre. If Hirers want technical assistance with sound and/or video recordings and production, requirements need to be discussed at the time of your application. The Music Centre Office can then arrange discussions with technical staff or volunteers as appropriate.

**Public Liability Insurance:** Where the User has own insurance cover of at least $5 million, a Certificate of Currency must be provided. If the User does not have insurance, the Wesley Music Centre can arrange it through the NSW Synod of the Uniting Church of Australia. This should be arranged at least three weeks before the event.

**Deposits:** – are required to confirm a booking, and are payable with this Application. Your event will not appear in our Calendar until the deposit is paid.

**Overtime:** An overtime fee is calculated based on the agreed exit time, on a pro-rata basis, per 15 minute block.

**Wesley Staff & Volunteers** are available to assist you in opening and opening and closing the Music Centre, in showing you how and where things are, and ensuring you leave the Centre as found. If you need assistance with, e.g., concert management / cleaning / door sales / refreshments, this will incur an additional fee. Please arrange with Music Centre staff at least 3 weeks prior to your event.