

## Pop-up screen hire

### Guidelines

The pop-up screen hire application form is to be completed if you wish to use the pop-up screen. Please allow a minimum of 15 working days prior to your event to ensure that the screen is available during the time you wish to hold your event.

For helpful information on how to run a movie night: [howtofundraise.com.au](http://howtofundraise.com.au)

Please complete this application form with as much detail as possible for the event to support the approval process.

### Fees and charges

- A refundable bond of \$500 will be charged upon approval of the hire application.
- A non-refundable fee of \$400 will be charged for the use of the pop-up screen.
- All hirers must comply with the Town's hire conditions.

### Insurance and external approvals

- All organisations, incorporated community groups and schools who wish to make a booking must provide the Town with a copy of their public liability insurance to the value of \$10,000,000.
- A royalty certificate for the film being screened during the event must also be provided with the application. (Hirers organise this for a fee through the Australian Copyright Council [copyright.org.au](http://copyright.org.au) or [roadshowppl.com.au](http://roadshowppl.com.au). Please be aware that obtaining copyright may take up to three weeks.)
- A casual APRA licence is required for any music played at the event and can be sourced from [apra.com.au](http://apra.com.au)

### The approval process

- When your application has been received by the Community Development Officer – Grants, Donations Administration, it will be processed and Town of Victoria Park approvals gained.
- A royalty certificate should be included with your application for the film being screen at your event.
- Subject to approval a confirmation letter for your booking will be sent with the relevant hire conditions, usually within 10 working days of the application being received.
- An invoice will be forwarded to you and payment is required as per due date stated on the invoice, in accordance with the Town's payment terms and conditions.
- All fees and bonds must be paid before the equipment will be released to you.
- On completion of your event the equipment will be inspected and providing there is no damage, the bond will be refunded (once a feedback form has been received) via an electronic transfer.
- If a Regulation 16 approval is required (noise levels) for your event you will be notified by the Community Development Officer – Grants, Donations Administration.
- Please email the 'Casual hire application form' to [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)  
Alternatively, you can post the application to:

**Community Development Officer – Grants, Donations Administration**  
**Town of Victoria Park, Locked Bag 437, Victoria Park 6979**

### Attachments

- Casual hire application form including terms and conditions of hire
- Information sheet



**WE'RE OPEN**  
**VIC PARK**

**TEL** (08) 9311 8111 **FAX** (08) 9311 8181 **ABN** 77 284 859 739

**EMAIL** [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au) **VISIT** [victoriapark.wa.gov.au](http://victoriapark.wa.gov.au)

Administration Centre, 99 Shepperton Road, Victoria Park WA 6100

Locked Bag No. 437, Victoria Park WA 6979