

PRACC BOOKING POLICY



PLENTY RANGES ARTS AND CONVENTION CENTRE

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VENUE OFFICE AND BOX OFFICE : MONDAY TO FRIDAY, 9AM-3PM



**City of
Whittlesea**

PRACC
PLENTY RANGES ARTS
& CONVENTION CENTRE

Purpose

This policy identifies the principles that inform the hiring and utilisation of PRACC. The goal of this policy is to support community, arts, and cultural outcomes, optimal utilisation of PRACC, and the achievement of PRACC's strategic priorities.

Scope

This policy applies to all hirers of PRACC and serves as a guide for PRACC employees in venue utilisation.

Policy

All requests to hire PRACC's venues must be made through the official hire application process. PRACC will review each request based on the criteria outlined in this policy and will notify the hirer of their decision in a timely manner.

PRACC will manage the needs of various hirers, producers, presenters, community organisations and stakeholders to ensure a balanced mix of innovation, quality and accessible events are presented to audiences consistent with its Strategic Priorities.

All Hirers will acknowledge that PRACC is involved in programming and that cultural and arts activities, and activities that advance PRACC's Strategic Objectives, may take precedence over all other types of activities.

To ensure a clear and considered methodology of venue hire and meet the business and strategic priorities of the organisation, PRACC has developed a tiered approach to allocating of bookings and securing dates.

An opportunity to rebook will be provided to repeat hirers with best future dates available. Confirmation is required within two weeks of previous event for following year.

Requests for dates requires specific dates, a date challenge will be entered into our system and monitored for availability.

A maximum of five (5) prospective hirers will be held against one (1) future date until confirmed.

No Agreement may be entered into or future dates reserved for Events by a Customer if there are outstanding monies not paid by the required invoice date from a previous Hire.

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Tier	Type of Hirer / Usage	Priority	Weight %	Date confirmation
A	PRACC's Programming and Creative Communities Department Projects			More than 18 months' notice
	Strategic Priorities			
B	City of Whittlesea Events with Community in Attendance			12-18 months in advance
	Resident Companies			
C	Annual Hirer (12 months)			12 months in advance, dates will be similar
D	Hirers with established relationship	Located in the City of Whittlesea	40%	12 months in advance
		Maximised venue utilisation and Centre revenue generation	35%	
		Previous attendance and ticket sales	25%	
E	New Hirers to the Centre	Located in the City of Whittlesea	55%	12 months in advance
		Maximised venue utilisation and Centre revenue generation	45%	
F	Internal City of Whittlesea Hirer			12 months in advance