



St. Mary's Church, South Perth

Venue Information



Welcome to St. Mary's. We seek to be an inclusive venue and our facilities are suitable for people of all ages. Please note that events involving nudity or coarse language are not permitted.

Venue Accessibility and Parking

There are 4 spaces immediately outside the main entrance to the church that are suitable for use by those with limited mobility.

There is plenty of free parking within a 2-3 minute walk of the church in Ridge Street, Karoo Street and Forrest Street. There is paid parking in the public car park on Angelo Street, which is approximately 7 minutes walk from the church.

The church and hall are wheelchair accessible and on the same level, and there is a toilet suitable for use by people with disabilities in the foyer.

Performances typically take place in the chancel, which is a raised area at the front of the church two steps above the main seating area in the church. This area may not be easily accessible for wheelchair users.

The church has unisex baby change facilities.

Venue Capacity

The Church is licensed to seat 209 persons in total. The seating capacity of the pews is approximately 150-170. Additional chairs can be brought in if necessary.

The hall is licensed for a maximum of 135 persons, and there is overflow space outside the hall.



Insurance

As a venue we have comprehensive Public Liability Insurance.

Hirers should also have Public Liability Insurance to protect themselves against the risk of a member of the public being injured through the actions of the artist, group, or company or an item of their set or other equipment. If you are charging for admission, your public Liability Insurance must have a minimum coverage of \$10,000,000.

Storage Space

Storage space is not generally provided, but applications for temporary storage of items may be made to the Rector in writing at Fr.Nick@me.com. Temporary storage may be subject to an additional fee.

Rehearsal Space

Subject to availability, rehearsals may be booked in the Church through the Church Office by emailing: office@stmarysouthperth.com. The hall may also be booked as a rehearsal / warm up space prior to a concert.

Access Times

The building will be unlocked at the designated start time for the booking, and locked up at the designated end time. When booking please allow sufficient time to set up and clear up. Additional fees will be charged if a booking overruns at \$85 per hour or part thereof.

Out of consideration for our neighbours, we do not permit arrival before 8 am and the building must be vacated no later than 10 pm.

Technical Equipment

The church is equipped with a P.A. system which has two radio microphones and one fixed (wired) microphone. This may be used at no additional cost but must be specifically requested. Hirers are not permitted to change the settings.

The church does not have amplification equipment for musical instruments, nor does it have handheld microphones suitable for use by singers.

The hall is equipped with an AV system and a handheld microphone. These may be hired at additional cost.

A limited supply of lighting equipment is available and may be hired. A quote, based on your specific needs can be provided, by application to the church office at: office@stmarysouthperth.com

If any other technical equipment is required, this must be supplied and operated by the hirer.

Use of the Piano and Organ

The church is equipped with a Yamaha C5 Grand Piano and a 3 manual Rodgers digital organ. Hirers wishing to use either of these instruments should apply via the church office at: office@stmarysouthperth.com. Piano tuning prior to a concert can be arranged with the church's designated piano tuner at the hirers cost.



Special Effects and Animals

If an intended event involves special effects (e.g. smoke machines), or live animals, special permission must be sought from the Rector, whose decision will be final.

Licensing

It is the hirers responsibility to ensure that all relevant permissions, licenses, and permits are obtained for your event. If your event contains recorded or live music you will need to obtain a license from APRA (Australasian Performing Rights Associated Limited). You may also need a Dramatic Context Licence if your event includes the performance of musical works in conjunction with a presentation on the live stage that has a storyline; and one or more narrators or characters.

Staffing

We aim to ensure that a member of church staff will be present at all events, and at rehearsals by request.

If Technical, Box Office or Front of House staff are required (for checking tickets, admitting latecomers etc.), these can be provided at additional cost.

We are not able to provide catering or waiting staff if your event includes refreshments, but we are able to supply details of caterers who have provided catering in our venue before. A referral should not be taken as a recommendation. Any agreement between the hirer and a caterer is separate from the agreement between the hirer and the church.

Setting up and clearing up

Hirers are not permitted to move furniture in the church without permission from the member of staff on duty, and any furniture moved must be put back before the premises are vacated.

Hirer's are responsible for ensuring that all the facilities used (including the hall and kitchen) are left clean and tidy. The staff member on duty has access to cleaning equipment if it is needed. If Church staff are required to clean up after a concert, the hirer will be charged at a rate of \$50 per hour or part thereof.

Organists requiring additional time to set up the instrument should arrange this with the Director of Music via the church office at: office@stmarysouthperth.com

Refreshments

St. Mary's is not licensed for the sale of alcoholic beverages. Hirers wishing to apply for an Occasional Liquor Licence for their event, may do so at <http://www.rgl.wa.gov.au/>. A copy of the licence should be supplied to the church at least 7 days before the event takes place.

Refreshments should only be served in the hall, and the hall hire fee includes the use of the kitchen. A list of kitchen equipment can be provided on request.

Tablecloths and wine glasses are available to hire at additional cost.



Merchandise

Suitable merchandise may be sold in the church foyer, with the permission of the Rector

Booking your event

Please submit a completed booking form.

Cancellations

Cancellations must be received in writing not less than 14 days prior to the date of hire. Cancellations with less than 14 days notice will incur a cancellation fee of \$100.



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