

## **MUSIC RECITALS OR CONCERTS AT THE COTTESLOE CIVIC CENTRE**

This Policy document has been prepared and adopted by Council to set down procedures for the organisation and logistical support of music recitals and concerts to be held at the Cottesloe Civic Centre for the enjoyment of Cottesloe residents and the public generally.

### **1. Arrangement of Musicians and Musical Groups**

An elected member and a deputy member to assist, be appointed by Council, and shall be responsible for the selection of performers and musical programme and shall advise the Town Clerk or his nominated administrative staff member of the details and any special requirements. No fee shall be paid by Council for the performers who may charge for entry as recompense. Door charges to be approved by Council through the appointed, elected member.

Concerts and recitals to be limited to no more that eighteen in number with four reserved for local or regional Schools, to be held between 1 May and 30 September.

### **2. Venues**

The venue for the holding of these functions shall be limited to the War Memorial Town Hall. The downstairs administration area of the Civic Centre shall not be used for storage, changing, entry or any other use by the performers in connection with their performance.

### **3. Council Music Recitals**

With these performances, Council assistance will be limited to:

- a. Providing the venue and appropriate facilities free of charge.
- b. Arranging advertising through the Civic Centre News, limited to a half page per edition.
- c. Provision of facilities and consumables for coffee and tea making and other limited refreshments to the public and or artists as may appear to be appropriate as determined by the appointed Council member.
- d. Provision for Council staff to give logistical support to the appointed elected member and public.
- e. A budget allowance to be provided by Council to cover all direct costs on these activities.

### **4. REPORTING**

At the end of each concert series, the appointed elected member shall provide a written report for submission to the Finance and Administration Committee which should include the following:

- Dates of concerts
- Numbers attending
- General comment

Adopted	July 1992
Expected date of review	