

TERMS & CONDITIONS AGREEMENT

General Theatre Hire

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1 KEY TERMS AND DEFINITIONS

- 1.1 Committee - shall mean the Management Committee of The Players Theatre Inc.
- 1.2 Players - shall mean The Players Theatre Inc.
- 1.3 The Theatre - shall mean The Players Theatre building
- 1.4 PH - shall mean the Principal Hirer
- 1.5 FOH Manager - shall mean Front of House Manager (Players appointed member for the hire)
- 1.6 VS - shall mean Venue Supervisor (Players appointed member for the hire)

2 HIRE TERMS

- 2.1 A request to hire The Players Theatre must be sent via email to theatrehire@playerstheatre.org.au. This must include the desired dates, the area of the theatre and stage requested, and accurate details regarding all other requirements such as: Ticket Printing, Box Office, Bar service, technical staff, access times. **This request must be received thirty (30) days prior to the event dates requested.** A confirmation from Players that the dates are available must be received prior to taking any further steps. No theatre hire requests may be made to general theatre members.
- 2.2 The PH is responsible for all fees and charges due and must sign the hiring agreement.
- 2.3 A deposit of 50% of the total hire charge plus the bond (\$300.00) will be due after PH has received approval of the hire dates and portion of the theatre requested. Proof of payment, along with the signed agreement, must be received by email to theatrehire@playerstheatre.org.au at least fourteen (14) days prior to the first day of hire.
- 2.4 Additional charges may be incurred for damages to Players equipment, infrastructure and charges to make good any such damage (reasonable wear and tear accepted). Any additional charges will be invoiced with remaining theatre hire fees in the final invoice.
- 2.5 Hire fee includes cleaning. *Note: Additional cleaning requiring hire of equipment or professional services, and/or between performances, will incur additional charges which will be invoiced separately. (see section 6)
- 2.6 The balance of monies due must be paid within thirty (30) days from the final invoice date.
- 2.7 The Committee reserves the right to refuse any booking request. The Committee further reserves the right to cancel a booking at its own discretion.
- 2.8 In the event of cancellation by the PH none of the deposit will be refunded.
- 2.9 If the Committee cancels the booking the deposit will be fully refunded.
- 2.10 The Committee will accept no responsibility for any booking not made in accordance with the above terms.
- 2.11 The PH shall be responsible for all copyrights, fees and performing rights. Any breaches of these rights will be the sole responsibility of the PH.
- 2.12 PH should address all hire related correspondence to theatrehire@playerstheatre.org.au
- 2.13 Basic auditorium and fluorescent lighting above the stage and stage apron is supplied. Any lighting effect that includes the use of the lighting board or dimmer control circuits will require special arrangements with the Players Sound and Lighting technicians. This will incur additional charges. (see Section 7 - Hire fee schedule)

- 2.14 In house audio equipment is available and will be operated from the Sound and Lighting Box by Players' Sound and Lighting Technician. This may incur additional charges. (see section 7 - Hire fee schedule)

3 HIRE CONDITIONS

- 3.1 Royalties, where necessary, must be paid by the PH before the hire date (or as requested by the publishing company) and proof of payment must be provided by email to theatrehire@playerstheatre.org.au before the hire date. NOTE: Maximum seating capacity of The Theatre is **225**
- 3.2 The PH may provide their own Stage Manager who must work cooperatively with Players' technical staff, VS and/or FOH Manager provided by Players. PH is responsible for management of the stage whether a manager is provided or not.
- 3.3 If your production requires the use of a gun or sword of any description (including imitation), the name of the licenced armorer responsible must be provided. Copies of any legal forms must be attached to your hire agreement. Prior notice in writing must be given if you intend to shoot blanks.
- 3.4 Food other than that purchased at the bar must not be taken into the auditorium at any time during rehearsals or performances. Sealed water bottles may be used in the wings and auditorium. Cast members may bring personal refreshment into the dressing room areas. (All food scraps and containers (packaging) must be disposed of in kitchen bin and NOT in dressing rooms)
- 3.5 Illicit drugs of any kind must not be brought into the premises or used in any production.
- 3.6 Alcohol is strictly forbidden to be served or consumed on the premises unless there is an authorised Players RSA present.
- Alcohol may be consumed in the auditorium during performances only, but must be in disposable plastic cups supplied by the Players' Bar (alcohol is not permitted during rehearsals).
 - Liquor licensing restrictions are in place and alcohol cannot be consumed in the dressing rooms or outside The Theatre premises.
 - Alcohol is not permitted on stage and alternatives to simulate alcohol must be used, unless prior arrangement is made.
 - All PH and their associates must comply with the approved conditions of the liquor licence
 - Alcohol must be purchased at the Players Bar only (our liquor licence does not allow BYO)
- 3.7 Chewing gum is not permitted on stage or backstage area.
- 3.8 Streamers, flags, and decorations (posters, flyers, balloons, tinsel, etc.) must be approved by the Committee prior to hire.
- 3.9 Players shall not be responsible for any loss, destruction, or damage to any property whatsoever which is brought into the theatre during the period of hire. All PH and their associates bring their own property to the theatre at their own risk. Except for box office and bar sales, the theatre does not provide any secure facilities to store valuables or personal belongings on site. Where possible it is better for the PH to discourage their associates from bringing valuables onto the premises.
- 3.10 The PH shall provide the following (if required):
- Ushers/Usherettes (If tickets are numbered)
 - Ticket Sellers (if tickets available at the door. Box Office is not available without prior consent. See 3.17)
 - Stage Manager (if required see 3.2)
 - Cast Supervisor
 - Four (4) seats per performance to be reserved for venue
- 3.11 Players will provide the following:
- VS and/or FOH Manager for all productions (this is mandatory due to Emergency and Evacuation policy)

- Bar Staff (If PH requests bar service only Players members shall operate the bar)
- Box Office staff (If prior request from PH has been received)
- 1 x Technical Operator (sound and lighting)

- 3.12 All areas of the building shall be accessible to any member of the Committee at any time during the period of hire.
- 3.13 Excessive noise outside the theatre premises is not permitted.
- 3.14 Players is not responsible for the loss or damage to any vehicles parked within the theatre precinct at any time.
- 3.15 All those responsible for managing (including stage management) and coordinating the use of the theatre must be fully conversant and comply with relevant Policy and Procedures outlined by Players. This includes the WHS, Evacuation Plan, code of conduct and the Front of House Policy.
- 3.16 Documents outlined in 3.15 can be provided upon request to the PH once confirmation of the booking has been made.
- 3.17 The Players Box Office shall not be available for ticket sales (unless prior consent has been given)
- Request for Box Office must be received at time of booking.
 - A Players Box Office Manager must be in attendance on all occasions the Box Office is requested.
 - Charges apply for Players printed tickets (See Section 7 Hire Fee Schedule)
- 3.18 When hiring full stage facilities, the PH must also provide a copy of **Certificate of Currency for Public Liability Insurance** (minimum \$10,000,000) at the time of deposit payment.
- 3.19 The VS and/or FOH Manager is the Players member in charge of the hire
- PH will liaise with the VS and/or FOH Manager for all matters during the hire.
 - VS and/or FOH manager will open and close the theatre at the agreed hire times.
 - PH must vacate the premises at the agreed end of hire time.
 - Any changes to the agreed hire times must be received in writing prior to the event.
 - Additional hire fees may be charged for late departure or early arrival.
- 3.20 Kitchen facility including refrigerator (for tea/coffee) (See 5 Cleaning)
- PH to provide own tea, coffee, sugar, and milk
 - Kitchen crockery and cutlery is available for use (must be washed and returned to cupboards)
 - Breakages are to be reported (additional costs will be incurred)

4 STAGE AREA CONDITIONS

- 4.1 No fireworks, pyrotechnics, explosive devices, firearms, or flammable materials shall be used on the stage without written permission from Players (on request, Players will provide necessary requirements at the time of application. Players reserves the right to deny any request to use the above. Players will assess the request based on WHS and risk management principles).
- 4.2 The placing of lights, lighting equipment, sound equipment, speakers, and the erection of stage settings and other equipment, shall be carried out only under the direct supervision of Players staff.
- 4.3 The theatre has one (1) 3 phase power outlet that may be used by the hirer for additional lights on stage; suitable for a 12 outlet (2400W per outlet) dimmer.
- 4.4 Connection to, or adjustment of the Players lights or lighting/sound equipment shall be carried out only under the direct supervision of Players staff.

4.5 Control of The Theatre stage lighting/sound equipment during the hire shall be carried out only by the person approved by the Technical Services Coordinator.

4.6 DOCUMENTATION

One of the hire agreement forms appropriate for the type of hire must be submitted before the date of hire.

- PTOF0003 – Full Hire Agreement (See Section 7 - Hire Fee Schedule for inclusions)
- PTOF0004 – Auditorium Hire Agreement (See Section 7 - Hire Fee Schedule for inclusions)

NOTE: For all situations that don't include use of the stage please use the auditorium hire agreement form PTOF0004

5 CLEANING REQUIREMENTS (at the conclusion of hire)

5.1 All bins used (including foyer) are to have bin liner tied and removed. Place bags inside front door for removal.

5.2 Dressing rooms cleared of all personal items.

5.3 Stage and wings to be left clean and cleared of all personal belongings, props etc.

5.4 Kitchen sink clean. Dishes washed and returned. Benches cleared. Bins emptied (recycle all cans, bottles, cardboard in to recycle bins provided in kitchen).

5.5 Foyer cleared of all litter. All personal props removed. Furniture returned to original places.

6 CONTACT DETAILS

POST: The Players Theatre Inc.

PO Box 672

PORT MACQUARIE NSW 2444

EMAIL: theatrehire@playerstheatre.org.au

HIRE FEE SCHEDULE

AREA / REHEARSALS	DETAILS	FEES	NOTES
FULL THEATRE HIRE	Includes use of foyer, stage, auditorium, dressing room space 1 x technical operator (sound OR lighting)	\$1080 \$150	Flat fee 4 hrs Per hour thereafter
APRON HIRE (Full)	Includes use of foyer, stage (in front of the red curtains) auditorium, dressing room space. 1 x technical operator (sound OR lighting)	\$780 \$100	Flat fee 4 hrs Per hour thereafter
APRON HIRE (Part)	Conferences/Meetings only Includes stage only (in front of the red curtains)	\$300 \$75	Flat fee 2 hrs Per hour thereafter
FOYER / GOULD ROOM	Functions/Meetings only	\$250 \$40	Flat fee 2 hrs Per hour thereafter
ADDITIONAL HIRING CHARGES & CONDITIONS			
KITCHEN (no bar)	For rehearsal & function No retail sales permitted	Included	On request
TECHNICAL SUPPORT	Additional technical operator	\$50	Per hour per operator
CLEANING FEE	Applicable for each hire **Additional cleaning - if required	NA \$180	Included in hire fee Per clean Invoiced separately
TICKET SELLING	Tickets sold through Players' Ticketsearch system	\$3	Per ticket sold
TICKET PRINTING	Tickets for Hirer to sell. Box Office access only by prior arrangement	\$150	Flat fee per performance
BOND	Payable for all hires Fully refundable after final inspection and no subsequent damage	\$300	Flat fee fully refundable after final satisfactory inspection
THEATRE TECHNICAL CONSUMABLES	Batteries for radio mics.		
	1.5v	\$2	AAA or AA
	9v	\$5	
	Audio damage		
	Microphone cable	\$100	
	Harness damage	\$100	
	Handheld corded microphone	\$150	
	Headset microphone	\$400	
	Handheld radio microphone	\$800	
	Belt pack radio transmitter	\$800	

**** Note if equipment damage is not reported replacement price plus 15% will be charged.**

**** Additional cleaning charges may be incurred if 3rd party professional cleaning is required.**



**HIRE AGREEMENT
PTOF003**

1. I agree to the terms and conditions as set out in the Terms & Conditions General Theatre Hire (PTOP0002)

Full name: _____

Phone: _____

Email: _____

Business Name: _____

ABN: _____

Date and Time IN: _____

Date and Time OUT: _____

2. This signed agreement shall be lodged via email to theatrehire@playerstheatre.org.au no later than fourteen (14) days prior to the above date IN.

3. The balance of monies due for this hire, including any additional charges, will be paid within thirty (30) days from the date of the final invoice.

4. I accept that The Players Theatre Inc. will invoice me for the cost of any damages and any additional cleaning (as required).

6. **This hire includes the following** (please select where appropriate):

	Qty	Total
☐ FULL THEATRE HIRE @ \$1080 for four (4) hours flat fee	_____	\$_____
Additional hours @ \$150 per hour	_____	\$_____
☐ APRON HIRE (Full) @ \$780 for four (4) hours flat fee	_____	\$_____
Additional hours @ \$100 per hour	_____	\$_____
☐ APRON HIRE (Part) @ \$300 for two (2) hours flat fee	_____	\$_____
Additional hours @ \$75 per hour	_____	\$_____
☐ FOYER OR ☐ GOULD ROOM @ \$250 for two (2) hours flat fee	_____	\$_____
Additional hours @ \$40 per hour	_____	\$_____
☐ Additional technician @ \$50 per hour per operator	_____	\$_____
☐ Ticket Printing @ \$150.00 per performance	_____	\$_____
☒ Bond @ \$300 (refundable)		\$ <u>300</u>

TOTAL \$_____

NOTES: 1. This amount is an estimate only and will be approved by The Players Theatre Inc.

2. All other charges for ticket sales, batteries, cleaning, breakages and/or damage will be itemised on the final invoice

Signed: _____

Date: _____

