



# TERMS & CONDITIONS

## General Theatre Hire

PTOP0002

### CONTENTS

[KEY TERMS AND DEFINITIONS](#)

[HIRE TERMS](#)

[HIRE CONDITIONS](#)

[STAGE AREA CONDITIONS](#)

[CLEANING REQUIREMENTS](#)

[CONTACT DETAILS](#)

[HIRE COST SCHEDULE](#)

# KEY TERMS AND DEFINITIONS

- Committee shall mean the Management Committee of The Players Theatre Inc.
- Players shall mean The Players Theatre Inc.
- PH shall mean the Principal Hirer.
- FOH shall mean Front Of House Manager (Players appointed member for the hire)
- VS shall mean Venue Supervisor.
- THO shall mean Theatre Hire Officer
- TO shall mean Technical Officer

## HIRE TERMS

- A request to hire the theatre must be sent via email to [theatrehire@playerstheatre.org.au](mailto:theatrehire@playerstheatre.org.au)
- This request must be received thirty (30) days prior to the event dates requested.
- No theatre hire requests may be made to general theatre members.
- PH shall wait for confirmation of dates prior to make further arrangements.
- The PH is responsible for all fees and charges due and must sign the hiring agreement.
- A deposit of 50% of the total hire charge (or otherwise negotiated amount) plus the bond (\$300.00) will be due after PH has received approval of the hire dates and details. Proof of payment, along with the signed agreement, must be received by email to [theatrehire@playerstheatre.org.au](mailto:theatrehire@playerstheatre.org.au) at least fourteen (14) days prior to the first day of hire.
- Additional charges may be incurred for damages to Players equipment, infrastructure. (Reasonable wear and tear accepted.) Any additional charges will be invoiced with remaining theatre hire fees in the final invoice.
- We reserve the right to invoice additional fees if the theatre is left in a severely dirty state.
- The balance of monies due must be paid within seven (7) days from the Hire Date. Any Ticket Sales revenue will be paid to the PH less any monies owed to Players within (7) days from the Hire Date.
- The Committee reserves the right to refuse any booking request. The Committee further reserves the right to cancel a booking at its own discretion.
- In the event of cancellation by the PH none of the deposit will be refunded. The bond will be refunded.
- If the Committee cancels the booking the deposit will be fully refunded.
- The Committee will accept no responsibility for any booking not made in accordance with the above clauses.
- 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.
- PH should address all hire related correspondence to [theatrehire@playerstheatre.org.au](mailto:theatrehire@playerstheatre.org.au) (see contact details page 9.)
- 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.
- In house audio equipment is available and will be operated from the Sound and Lighting Box by Players' Sound and Lighting Technician.

# HIRE CONDITIONS

- Royalties, where necessary, will be paid by the hirer before the performance date (or as requested by the publishing company) and proof of payment must be given to the THO prior to the performance. (NOTE: Maximum seating capacity of the theatre is **225**.)
- Hirers may provide their own Stage Manager who must work cooperatively with Players' technical staff and the Venue Supervisor provided by Players.
- PH is responsible for management of the stage area they have hired, whether a manager is provided or not.
- PH is responsible for the provision of ushers if they are required.
- If your production requires the use of a gun or sword of any description (including imitation), the name of the licensed 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.
- 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)
- Illicit drugs of any kind must not be brought into the premises or used in any production.
- 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. (No alcohol is permitted during rehearsals)
  - Liquor licensing restrictions are in place and alcohol cannot be consumed in the dressing rooms or outside the theatre premises.
  - No alcohol is permitted on stage and alternatives to simulate alcohol must be used.
  - 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 licence does not include BYO)
- Chewing gum is not permitted on stage or backstage area.
- Streamers, flags, and decorations (posters, flyers, balloons, tinsel) must be approved by the Committee prior to hire.
- 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. With the exception of 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.
- 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.
- Players will provide the following:
  - Venue Supervisor for all productions. (This is mandatory due to Emergency and Evacuation policy)
  - Kiosk/Bar Staff (If PH requests bar service only Players Theatre members shall operate the bar)

- Box Office staff (If prior request from PH has been received)
- 1 x Technical operator (sound and lighting).
- All areas of the building shall be accessible to any member of the Committee at any time during the period of hire.
- Excessive noise outside the theatre premises is not permitted.
- Players is not responsible for the loss or damage to any vehicles parked within the theatre precinct at any time.
- 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.
- By signing the Theatre Hire Agreement, the PH confirms they have read and agree to the Terms and Conditions in this document.
- 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 6. Hire Cost Schedule)
- 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.
- The Venue Supervisor is the Players member in charge of the hire.
  - PH will liaise with Venue Supervisor for all matters during the hire.
  - Venue Supervisor 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.
- Kitchen facility including refrigerator (for tea/coffee) are included in the hire.
  - 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)

## STAGE AREA CONDITIONS

- 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.)
- 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 the TO.
- 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.
- Connection to, or adjustment of the Players lights or lighting/sound equipment shall be carried out only under the direct supervision of the TO.
- Control of the Players stage lighting/sound equipment during the function shall be carried out only by the person approved by the TO.

# CLEANING REQUIREMENTS

(at the conclusion of hire)

- All bins used (including foyer) are to have bin liner tied and removed. Place bags inside front door for removal.
- Dressing rooms cleared of all personal items.
- Stage and wings to be left clean and cleared of all personal belongings, props etc.
- Kitchen sink clean. Dishes washed and returned. Benches cleared. Bins emptied.
  - (Recycle all cans, bottles, cardboard into recycle bins provided in kitchen.)
- Foyer cleared of all litter. All personal props removed. Furniture returned to original places.

## CONTACT DETAILS

**Post:** The Players Theatre Inc.  
PO Box 672 Port Macquarie NSW 2444

**E-mail:** [theatrehire@playerstheatre.org.au](mailto:theatrehire@playerstheatre.org.au)

## HIRE COST SCHEDULE

AREA / REHEARSALS	DETAILS	FEES	
<b>FULL STAGE HIRE</b>	Includes use of foyer, full stage, Auditorium, dressing room space. 1 Technical operator, 1 Venue Supervisor.	\$1080.00 \$150.00	Flat fee first 4 hrs Per hour thereafter
<b>APRON HIRE</b>	Includes use of foyer, stage, in front of the red curtains, auditorium, dressing room space. 1 Technical operator, 1 Venue Supervisor.	780.00 \$100.00	Flat fee first 4 hrs Per hour thereafter
<b>ADDITIONAL HIRING CHARGES &amp; CONDITIONS</b>			
<b>CAFE/BAR</b>	<b>For performances only</b>	<b>Included</b>	<b>Takings by Theatre</b>
<b>TICKET SALES</b>	<b>Tickets Sales inc Box Office</b>	<b>\$1.50</b>	<b>Per ticket sold</b>
<b>TICKET PRINTING</b>	<b>Tickets for Hirer to sell</b>	<b>\$150.00</b>	<b>Flat fee per Performance</b>
<b>TECHNICAL SUPPORT</b>	Additional technical operator	\$50.00	Per Hour
<b>BOND</b>	Payable for all hires Fully refundable after final inspection And no subsequent damage	\$300.00	Flat fee fully refundable After final satisfactory Inspection
<b>THEATRE TECHNICAL CONSUMABLES</b>	<b>Batteries for radio mics.</b> 1.5v 9v	\$2.00 \$5.00	<b>To be charged post hire</b>

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

**\*\* Additional cleaning charges may be incurred if further professional cleaning is required.**