



STARplex Theatre

Application for Hire



'The Hirer' - Hirer's Name and Registered Business Number (if applicable)

Hirer's Address

Phone: _____ (h) _____ (w) _____ (Mobile)

Fax: _____ Email: _____

'The Hirer' applies, subject to the terms and conditions attached, to hire the STARplex Theatre, situated on the Corner of Trinity Drive & Alexander Avenue, Evanston Park SA 5116 ('the premises') on the _____ day of _____ 20____ between the hours of _____ ('the hire opening time') and _____ ('the hire closing time') for the purpose of:

_____.

The Hirer agrees to pay the following for the hire of the premises:

_____ (\$ _____)

(the 'Rental Charge')

The Rental Charge shall be paid in the following manner:

(a) A deposit payable of \$ _____

(b) The balance payable on invoice \$ _____

TOTAL PAYABLE \$ _____

The hirer certifies that he/she/it has read the Terms and Conditions of Hire and has accepted.

This application for hire is personal to the Hirer and is not to be transferred or re-assigned, other than with the express written consent of STARplex.

SIGNED by the Hirer: _____

In the presence of:

(Print Name)

(Signature)

(Date)

Rules and Regulations

1. INTERPRETATION

In these Rules & Regulations the words:

- 1.1 **'The Hirer'** means the person, persons, company or club named and described in the Application for Hire to which these Rules & Regulations are attached.
- 1.2 **'Permitted hours'** refers to the times when the Premises are available for use by the Hirer as set out in the Application for Hire.
- 1.3 **'STARplex'** means STARplex and the interior and exterior of the improvements now or hereafter comprising STARplex or its improvements or structures and includes (but without limitation) all air conditioning, fire protection and other plant machinery and equipment and all fixtures and fittings of the Licensor and all conveniences services amenities and appurtenances thereof and any part of the foregoing.
- 1.4 **'Premises'** means such of the areas in STARplex as are used and/or occupied by the Hirer during the permitted hours whether designated by the Manager for the Hirers use or occupation, or not, and in particular the areas defined in the Application for Hire as directed by the Manager and where the context so requires or admits includes all the Licensor's fixtures, fittings, plant, equipment and chattels installed in or on the Premises and any improvements now or hereafter erected on the Premises and all the services thereto and therein and any alterations additions or improvements made thereto from time to time.
- 1.5 **'The Manager'** means the person acting for the time being as the Manager/Caretaker of STARplex appointed by the Board of Directors to control the general operation of the Complex or any part thereof.

2. CONTROL

The general administration and control of STARplex is vested in the Manager and all negotiations for hiring shall be conducted through the Manager.

3. LIQUOR

No liquor shall be brought onto and/or consumed in STARplex unless with the consent of the Manager in accordance with the provisions of license granted to the Hirer by the Liquor Licensing Commission and/or Licensing Court of South Australia pursuant to the provisions of the Liquor Licensing Act 1985 (as amended).

4. TIMES OF USE

The use of STARplex or any other part thereof shall be valid only between the hours and on the days referred to in the Application for Hire.

5. USE OF STARPLEX OUTSIDE OF OPENING TIMES

The use of STARplex shall be for a period of time as set out in the Application for Hire.

- 5.1 If STARplex is not vacated by the hire closing time then the Licensed Hirer or User shall be liable to pay such sum as determined at the Manager's discretion. Such charges shall be paid forthwith upon demand being made by the Manager.
- 5.2 If no charge is stipulated the minimum charge for occupation and/or use of STARplex after midnight shall be one hundred dollars (\$100) for each hour or part thereof, and staff (technicians & reception staff) go to double time.

6. PROMOTIONAL MATERIAL

- 6.1 All promotional material must be approved by the Manager in writing before it may be utilised.
- 6.2 Promotional material must be displayed as directed by the Manager.
- 6.3 No promotion material shall be placed on any part of STARplex without written/verbal approval of the Manager.
- 6.4 Any promotional material of the Hirer shall not be displayed in or around STARplex until approval is given by the Manager.
- 6.5 Sale of merchandise is permitted during the hours of your booking, with approval from the Manager, but will incur a 10% commission.

7. PROMOTION OF STARPLEX AND FACILITES

- 7.1 The Hirer shall use its best endeavours to promote STARplex and its programs.
- 7.2 No Hirer shall promote or advertise any facility or business competing with STARplex.

8. CLEANING

- 8.1 The Hirer shall be responsible for and shall attend to the cleaning of the premises immediately upon completion of their event, unless prior arrangement has been made with management.
- 8.2 All rubbish shall be placed in appropriate bins and/or left in an appropriate place as approved by the Manager, or removed from the premises in the event of a Hirer conducting any STARplex approved function requiring the use of STARplex.
- 8.3 All rubbish shall be removed from office, meeting room or any other space occupied by the Hirer and placed in the appropriate bin on the ground floor of STARplex or as otherwise directed by the Manager.
- 8.4 After occupying an office, meeting room or other space the Hirer shall be responsible for leaving the floors, windows, tables and chairs tidy, and how they found them.
- 8.5 The Hirer occupying an office whether temporary or permanent shall be responsible for leaving the floors tidy and maintaining the area occupied by the Hirer in a manner acceptable to the Manager. Approval from the Manager to use STARplex furnishings for the purpose of conducting meetings shall be first sought and obtained and all such furnishings shall be returned to their original.

9. DAMAGES

- 9.1 The Hirer shall report any and all loss of equipment and/or damage to STARplex or any part of it that they become aware of, whether in consequence of its use of the premises or otherwise, within twenty four (24) hours of first becoming aware of such damage occurring. ***In the event that such damage results from the Hirer's use of the premises the Hirer remains liable for the repairs.***
- 9.2 Damage and loss must be reported to the Manager. The Hirer shall pay an **administration fee** (in addition to the damage costs) to STARplex for any damage to the premises arising from the Hirer's use of it during the period of hire or otherwise at the following rates namely:
 - cost of rectification of damage up to \$200 = \$50 administration fee
 - cost of rectification of damage between \$200 - \$1000 = \$200 administration fee
 - cost of rectification of damage exceeding \$1000 = TBA (depending on damage)
- 9.3 Equipment loss/theft: The hirer is responsible for all equipment in the specified area. Any loss or theft of equipment during the hirer's occupation of STARplex will be charged at replacement cost.

10. INSURANCE

The Hirer shall indemnify and keep indemnified the Licensor with respect to any sum found to be payable by the Licensor as a result of the Hirer's use of the premises against all actions proceedings claims and demands including but not limited to costs and interest.

Signed on behalf of

Signed on behalf of **STARplex**

.....

.....

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____



STARplex



Theatre Booking Application

Please return this Theatre Booking Application to STARplex at least

ONE MONTH PRIOR TO THE FIRST DATE OF HIRE

CONTACT'S DETAILS

Contact Person: _____

Organisation: _____

Contact Telephone No: _____ Mobile: _____
(land-line) (required)

2nd Contact - Telephone No: _____ Mobile: _____

Postal Address: _____ Post Code: _____

Email: _____

Where did you hear about STARplex? (please circle)

The Bunyip	The Herald	The Messenger	Other publication
Trinity College	STARplex member	Friend	Website
Other: _____			

FUNCTION DETAILS

Function/Production Name: _____

Type of Performance:

Seminar	Conference	Concert
Musical	Drama	Dance
Presentation	Other (specify): _____	

Day, Date and Year of Function: _____

Starting Time of Function: _____

Completion Time of Function: _____

BUMP-IN

Will you be bringing any scenery and/or equipment in to this theatre? **YES / NO**

If YES what date _____ and time _____ can STARplex expect this delivery?

Briefly describe equipment/scenery: _____

(This needs to be included in the Risk Assessment Documentation)

Number of artists involved in the function: _____

Number of crew involved in the function: _____

Technical Representative: Name: _____

Mobile: _____

Email: _____

Arrival at STARplex Date: _____ Time: _____

Will you have your own Stage Manager? **YES / NO**

Stage Manager: Name: _____

Phone: _____ Fax: _____

Mobile: _____

Email: _____

Arrival at STARplex Date: _____ Time: _____

The STARplex Head Technician will assist you to determine the hours required to achieve a suitable production level, and whether extra staff will be required. All events must have a Stage Manager who stays in contact with the Technician at all times during production.

PRODUCTION SCHEDULE

Bump-In Date: _____ Start: _____ Finish: _____

Set Up Date: _____ Start: _____ Finish: _____

Details _____

Rehearsal(s) Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Performance(s) Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Bump-Out Date: _____ Start: _____ Finish: _____

Details _____

STAGING DETAILS

***** Please indicate requirements, and show positions on the attached plan *****

Main Stage Depth **7m** Required _____ m

Stage Width **17m** Required _____ m

Apron Depth **2.26m** (0.38m lower than main stage) Required _____ m

Proscenium Height **4.5m**

Stage Height - Main Stage **1.28m**.....Apron **0.90m** – from the ground

Black Front-of-House Curtain (manual operation) YES / NO

Stage Rostra (2.4m x 1.2m x 0.38m) **6 Rostra available** _____ quantity required
(*more can be hired, if requested*)

Lectern YES / NO Mic / no Mic

The following items are available to the Hirer. All furnishings and equipment must be returned to their original state, at the end of the performance. Costs may be incurred if STARplex staff are required to re-set before the next function.

Chairs 250 Padded Chairs _____ quantity required

1000 Grey Plastic Chairs _____ quantity required

Tables 40 Round Tables (seats 10) _____ quantity required

12 Trestle Tables (seats 6) _____ quantity required

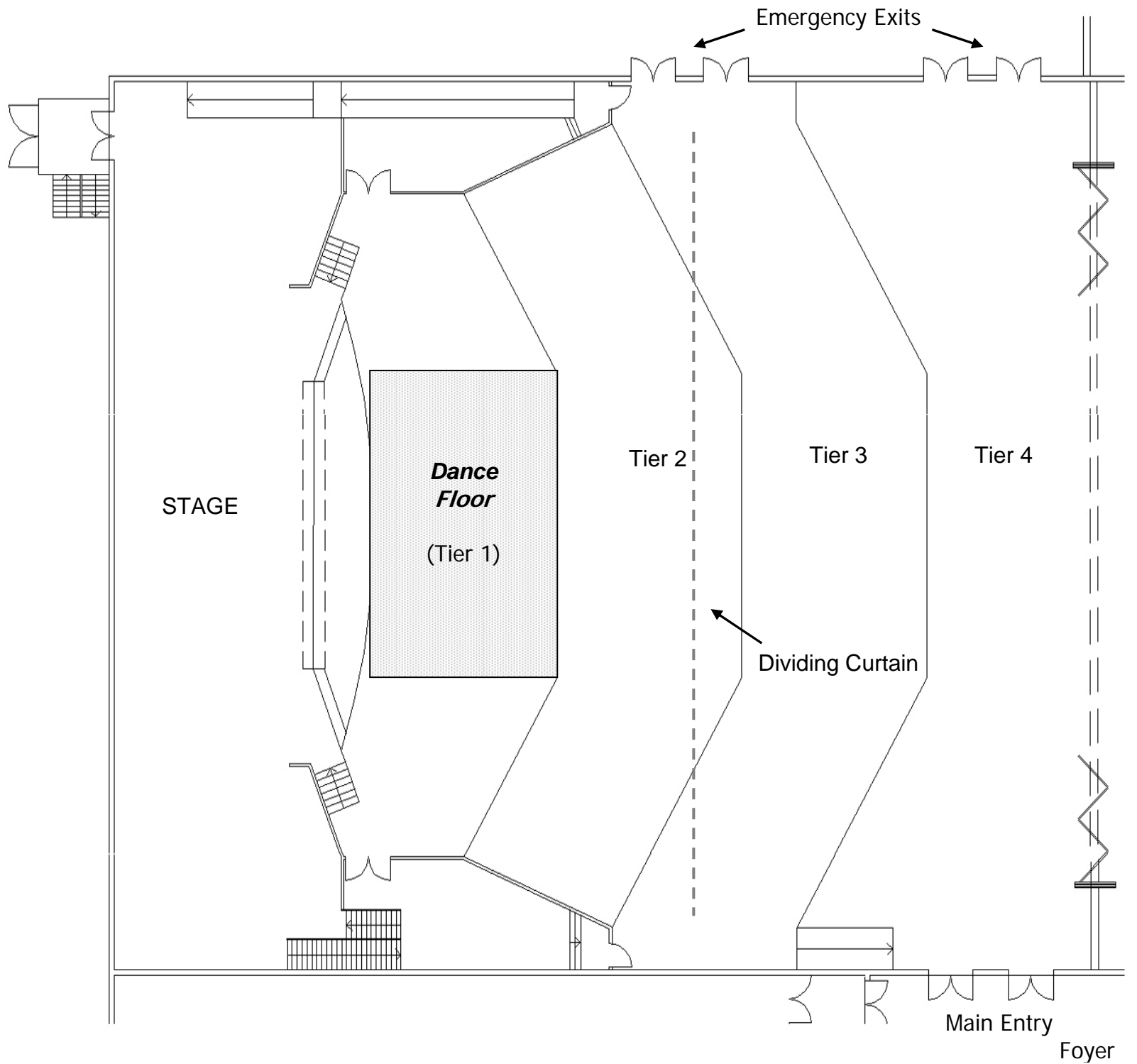
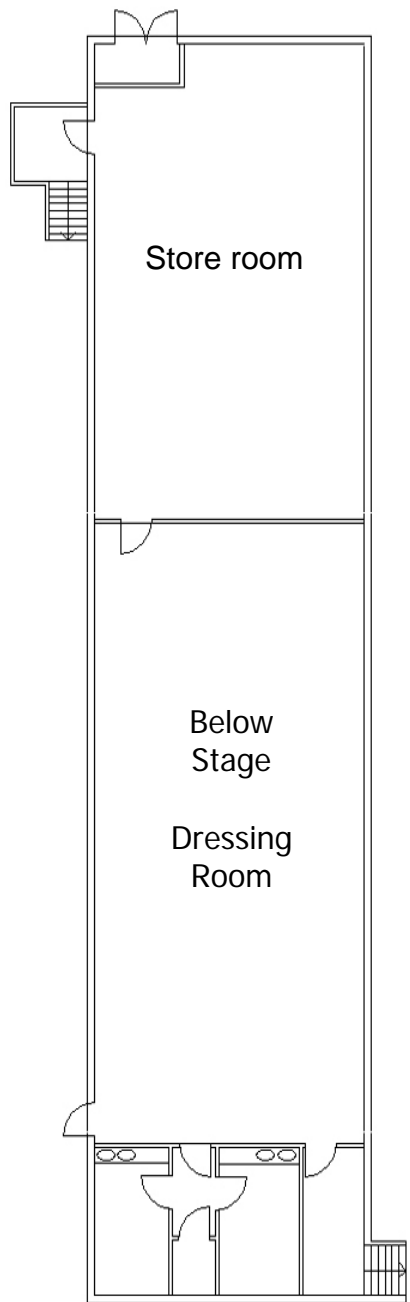
Table Cloths (*extra charge*) _____ quantity required

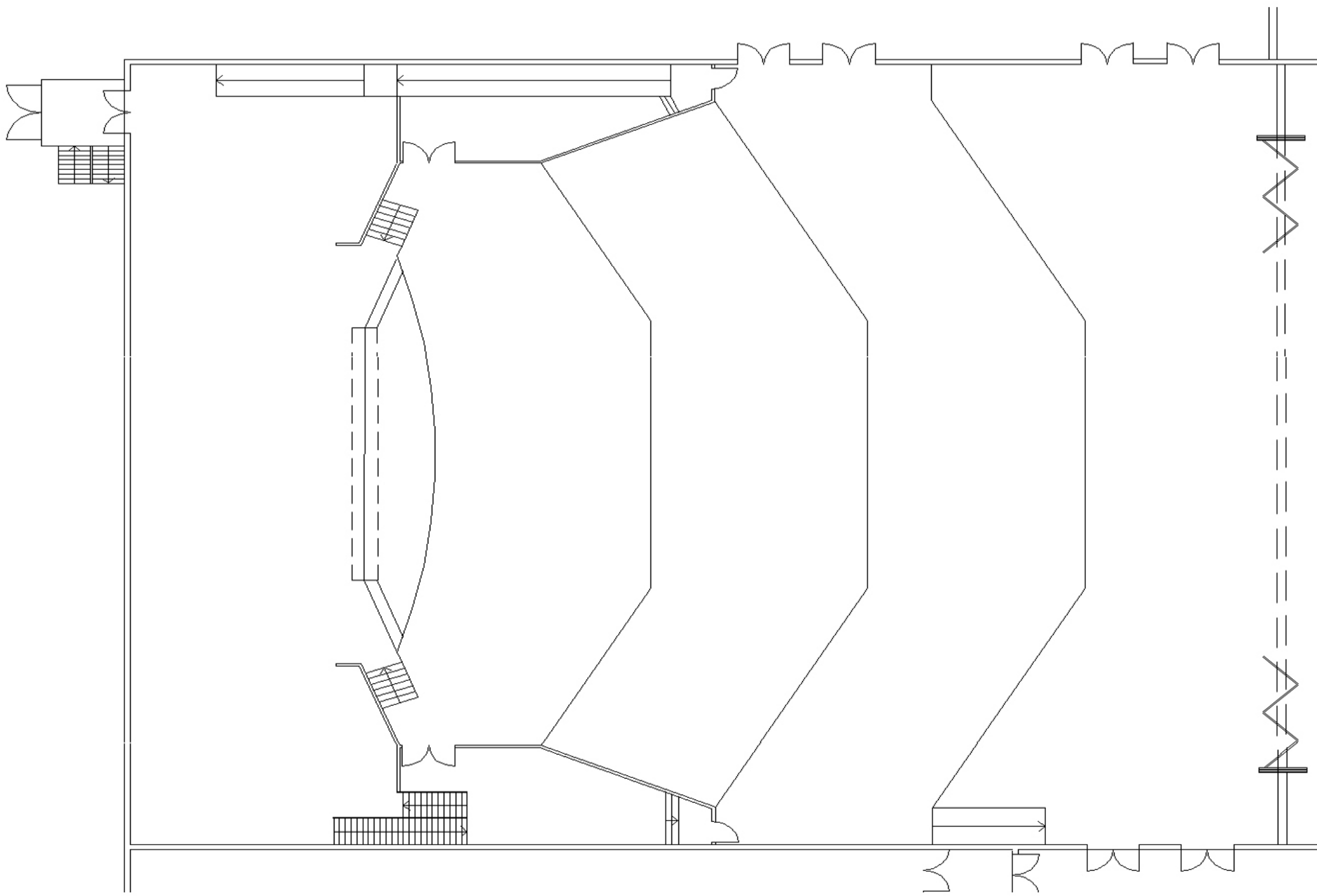
1 Electric Piano Located - OP wing in storage YES / NO

Dance Floor **11.7m x 7.25m** (see enclosed Theatre layout)

There are NO flying facilities in this Theatre. Banners, backdrops and light sets can be hung, under the supervision of the Theatre Technician. Please advise the type and size of these items at least one month prior to your booking.

Any other information regarding deployment of: tables, chairs, drink stations, urns, electrical equipment, production equipment, cameras, media, merchandise stands, musicians, artists, or speakers must be detailed on the attached plan...





LIGHTING

LSC Axiom 24/48 Lighting Desk (with 4 x LSC I-pak dimmers & 1 x Jands FP12WM dimmer)
(Detailed information on lamps & patching available on request)

Do you require the use of the Theatre Lighting Equipment? YES / NO

Do you wish the Theatre Technician to design the lighting? YES / NO
(There may be a fee associated)

The standard lighting rig at this Theatre consists of a three Colour wash on stage (Red, Blue and Amber), and a three Colour wash on the Cyclorama.

Do you need coloured lighting on stage? YES / NO

Do you need coloured lighting on the cyclorama? YES / NO

There are 19 Special Spotlights that can be positioned & focussed to any area.

Do you need any special spotlights on stage? YES / NO

If YES, details _____

Please advise if area/s other than stage e.g. dance floor, are to be used. If special areas or special effects are required, please advise us at least one month before the event so that you can be contacted to discuss and confirm your production requirements.

Do you need other lighting/special effects? YES / NO

If YES, details _____

A 24" Mirror-Ball is available on request YES / NO

SOUND

Crest HP-8 24/10 Audio console (2 foldback sends)

17 Hard-wired microphones _____ quantity required

2 Radio Microphones (hand-held) _____ quantity required

6 DI boxes _____ quantity required

6 EAW VRM12 Foldback wedges (4 sends) _____ quantity required

Dual CD player YES / NO

Other (I-pod etc) YES / NO please advise: _____

(Detailed information on mics, amps & speakers available on request)

TALK BACK to backstage – 5 headsets with belt-packs & 2 squawk packs

_____ quantity required

AUDIO-VISUAL

2 x EPSON EMP8300 Projectors <i>to (3.5m x 3m) screens either side of stage</i>	YES / NO
PC running Windows 2000 for PowerPoint/Word/DVD presentations	YES / NO
VCR / DVD player	YES / NO
1 Video Camera	YES / NO
Kramer seamless Switcher/Scaler	YES / NO
Datavideo 4 input vision mixer <i>(There may be a fee associated)</i>	YES / NO
4 Coax Camera patch-points in auditorium <i>(There may be a fee associated)</i>	YES / NO

SOUND RECORDING, STILL VIDEO PHOTOGRAPHY

All Hirers are advised that any still video photography or sound recording of any rehearsals or performances is a breach of Copyright Laws unless they have purchased the correct and valid permit to do so. Hirers are responsible for all licenses regarding music (visual & sound) broadcasts and performances ie PPCA and APRA. Hirer's are responsible for disseminating this information to their audiences.

A charge may apply if a Hirer or representative wishes to record any part of a performance for purposes of distribution and/or resale.

If a hirer has obtained such a permit, please supply the following information:

The date(s) of recording: _____ Set-up time: _____

No of cameras: _____

Is power required? **YES / NO**

Is a line-out (mono) from the sound desk required **YES / NO**

Special requirements eg rostra **YES / NO** detail: _____

** N.B - Hirers may record one archival copy of their performance (one camera) for educational and review purposes only.*

ANY OTHER INFORMATION NOT ALREADY COVERED

Please document any additional information involving the technical aspects of your production that we should be made aware of. No detail is too small!



STARplex

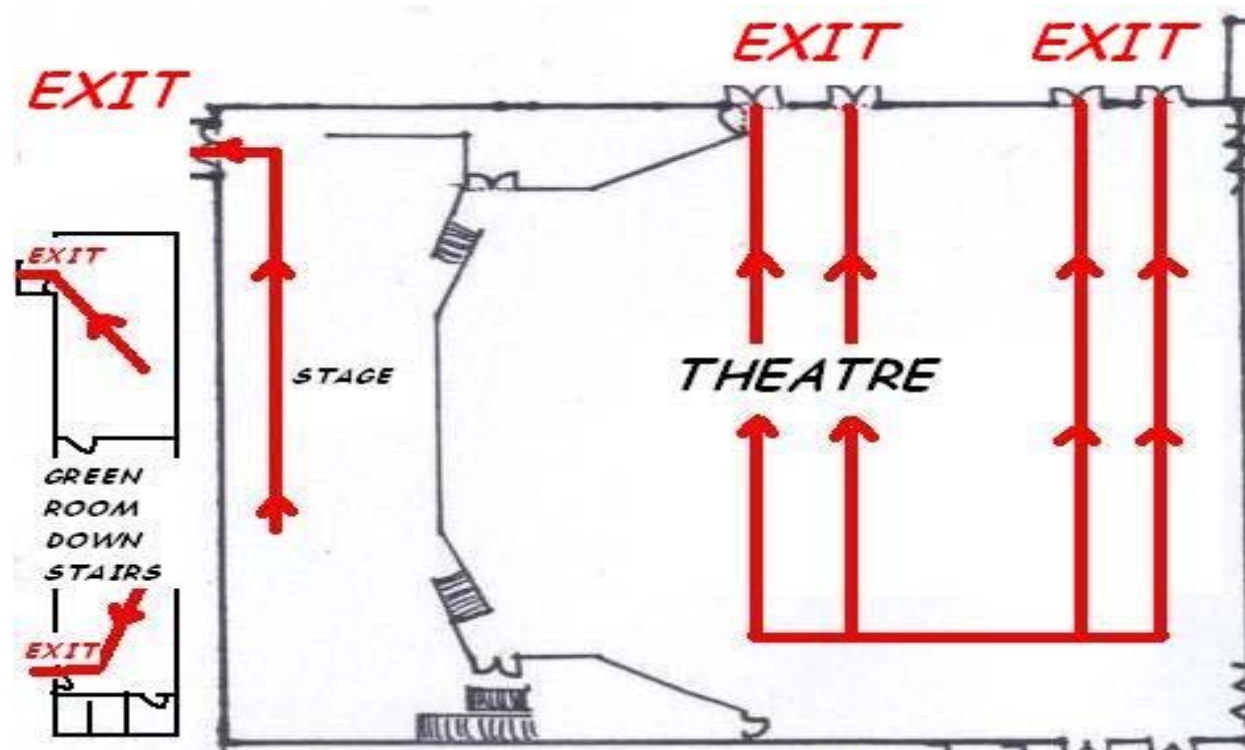
Theatre Client Protocol

1. Any client wishing to make use of the theatre lighting and/or sound equipment, or staging items such as rostra, steps etc shall be required to employ a STARplex Theatre Technician for the duration of such use. Clients may not gain access to, or make use of, any lighting/sound equipment without a Theatre Technician being present.
2. All users of the theatre shall be known as 'The Hirer', regardless of the cost of such hire.
3. As such, The Hirer is responsible for all persons and activities within the theatre during their hire period. Any damage or loss should be reported to the Head Technician, Theatre Manager or Reception staff as soon as it is noted. The Hirer may be liable for costs in this regard, please see 'Application for Hire'.
4. The Hirer must fill in a complete booking application package, and return it to STARplex **no later than one month before the first hire date**. The Theatre Manager and Head Technician can then contact The Hirer to discuss these requirements.
5. In order to eliminate any foreseeable hazards/risks to any person(s) during the booking, the Hirer must conduct an appropriate 'Risk Assessment' and provide the correctly filled out forms to STARplex **at least one month before the first hire date**. Incomplete forms will be returned to the hirer. Access to the Theatre will not be given until a satisfactory Risk Assessment has been accepted. This Risk Assessment will be re-visited on arrival by STARplex staff in conjunction with The Hirer, to ensure the production meets with current Occupational Health and Safety legislation.
6. Please ensure the Stage Manager or Technical Representative makes contact with the Theatre Manager and/or Head Technician on arrival at the venue. Please provide appropriate running sheets/scripts etc **at least one month before the first hire date**, unless prior arrangements have been made.
7. Emergency Evacuation – see attached plan (Theatre staff will conduct & supervise an evacuation).
8. The Stage Manager and/or Technical Representative must be present at the completion of Bump-out to check the following with the Theatre Technician and/or Theatre Manager:
 - Technician's timesheet(s) are completed and signed by the Hirer
 - The lighting and sound returned to a standard set-up
 - The theatre is left tidy and rubbish compiled, as specified by the Manager
 - All equipment appropriately stored and secured
 - All client equipment (including sets and costumes) must be removed from the theatre **on completion of the event**. NO ITEMS are to be left in the theatre unless prior arrangement has been made with the Head Technician or Theatre Manager.
 - Venue is secured
9. Any electrical items brought into the theatre by a client must be tested and tagged. If the client is hiring the theatre for one day or less, the equipment may be used following inspection and approval by the Head Technician. If the hire is more than one day, the client's equipment **must** be tested and tagged. The STARplex Head Technician is qualified to inspect, test and tag these items, and the cost for such will be passed on to the client.

10. All users of the theatre will be expected to behave in a reasonable manner. Students/young children are not to be left in the theatre, or other STARplex areas, unsupervised. Running is not permitted in the theatre; nor are balls, bats or similar items. Only choreographed running on stage will be allowed.
11. No food or drink in the theatre auditorium or on stage. Food and/or drink should be restricted to the Green Room only (where possible). Exceptions to this rule may be negotiated eg. Cabaret/dinner shows.
12. The Hirer must provide suitable event staff eg. Stage Manager, technical crew, Security for their production/function. A Stage Manager must be present during productions. STARplex reserves the right to engage suitably qualified staff if The Hirer can not provide their own. The cost for such will be passed onto The Hirer. Any technical crew provided by The Hirer must meet approval by the Head Technician.
13. Do not drill, nail or screw into any surfaces or items without consent from the Head Technician. This especially applies to the rear wall (white) on stage. All reasonable efforts must be made to keep this wall free from marks.
14. Do not attach items to walls, doors etc with tape. Special areas will be provided for this. Check with the Technician prior to attaching any items to any fixture/surface.
15. Electrical tape only is to be used for marking the stage/dance floor. Gaffer tape only is to be used for taping down cables, carpet edges etc. All tape, marks etc must be removed during Bump-out.
16. Do not drag items across the stage or dance-floor. Pick them up and carry them. Use at least two people for heavier items.
17. The Theatre Technician and other staff are available to assist and advise to ensure clients' productions are as professional as possible. Some consideration of suitable breaks and meal-times should be given to the Technician and any other crew.

EMERGENCY EXITS – Theatre

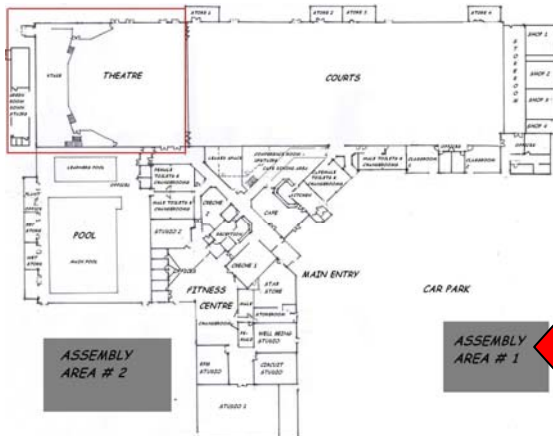
Route to Assembly point



Route to Assembly point

UPON FIRE ALARM (CONTINUOUS LOUD BEEP..BEEP...BEEP) PLEASE EVACUATE VIA YOUR CLOSEST EXIT AS SHOWN ABOVE

UPON NOTIFICATION OF EVACUATION (VOICE OVER P.A. OR MEGA PHONE) PLEASE EVACUATE VIA YOUR CLOSEST EXIT AS SHOWN ABOVE.



Assemble here

ASSEMBLY AREA 1 IS LOCATED AT THE TOP CORNER OF THE STARPLEX CAR PARK – CLOSEST TO THE ROUNDABOUT

THEATRE



RISK ASSESSMENT PACKAGE

This form **MUST** be filled in by the hirer and returned to STARplex
at least one month prior to the first date of hire.

The Occupational health & safety legislation in Australia requires employers to eliminate any reasonably foreseeable hazards and risks, to all persons in workplaces.

1. Where risks are identified and they cannot be eliminated, use the Hierarchy of Control to reduce the risk to an acceptable level.
2. Substitute the HAZARD giving rise to the RISK with a Hazard that gives rise to a lesser risk.
3. Isolate the HAZARD from the person put at RISK.
4. Minimise the RISK by administrative means i.e. Safe work practices or provision of adequate instructions, training and/or information.
5. Provision of Personal Protective Equipment.

What are HAZARDS and RISKS?

- A HAZARD is defined as a potential to harm the health or safety of a person or damage property.
- A RISK is defined as the probability and consequences of illness or injury to a person or damage to property.

The RISK ASSESSMENT should begin at the concept/design stage, but it must include:

- Unload/load (bump-in/bump-out) notes or instructions
- Build & rig, and disassemble & de-rig notes or instructions
- Actual running of show notes and or instructions
- Plans

Supporting documentation, includes but not limited to:

- Flame retardant use
- Rigging to be used
- Plant design approvals and/or registration certification where required
- Any Engineering Certificates
- Material Safety Data Sheet on all substances used
- Schedule, also identifying any speciality skills that may be required eg fork lift driver, rigger, scaffolder etc
- Schedule must be realistic and achievable

RISK ASSESSMENT

Hirers Name: _____

Production: _____

Venue: _____

Date IN: ___/___/___

Date OUT: ___/___/___

Name & Contact details of person(s) who conducted this assessment

1. Name: _____ Phone: _____ Signed:

2. Name: _____ Phone: _____ Signed:

3. Name: _____ Phone: _____ Signed:

4. Name: _____ Phone: _____ Signed:

Version Number: _____

Date: ___/___/___

Review: ___/___/___

Brief description of Production: (incl. Lighting/Sound/Equipment/Specific area used)

HAZARDS

WHAT CAN HARM YOU?

Examples of a HAZARD checklist, but not limited to:

1. **Slip/Trip** – tiered room, steps or stairs, wet areas, rake stage etc
2. **Falls from height** – open floor traps, stairs without handrails, platforms (rostra), from stage etc
3. **Falling objects** – non-secured scenery/backdrop, counterweights, non-secured lighting, fixtures, props etc
4. **Plant & equipment** – automation, rigging and scaffolding, winches etc
5. **Traps & pits** – any sunken area, traps on stage etc
6. **Stage load limits**
7. **Grid load limits**
8. **Handling heavy objects** – observe correct handling procedures and safe lifting techniques, utilise trolleys etc wherever possible, employ sufficient crew etc
9. **Fire risks** – naked flames, welding etc
10. **Fire control devices** – fire extinguishers, fire hydrants, emergency evacuation procedure, use of smoke machine and therefore isolation of smoke detectors etc
11. **Electrical risks** – all equipment to be tested and tagged etc
12. **Hazardous substances** – all chemicals and organic materials must have a material data safety sheet etc
13. **Lasers, strobes and smoke machines**
14. **Noise** – loud bangs, continuous noise etc
15. **Projectiles** – from stage (performers), from audience etc
16. **Firearms and weapons** – prop guns, swords, knives etc
17. **Fatigue** – performers, stage crew, staff etc

RISK ASSESSMENT TEMPLATE *(Bump In/Out)*

Hazard	Risk	Use attached MATRIX			Current Control Measures	Extra Control Measures
		Likelihood	Consequence	Risk Level		
Tripping on tiered auditorium flooring	Injury (sprains, abrasions etc)	C	3	S	<ul style="list-style-type: none"> - adequate lighting available - provide some ramps - advise staff & audience of tiered layout 	

Received by:

Date:

Received by:

Date:

RISK ASSESSMENT TEMPLATE *(During Event)*

Hazard	Risk	Use attached MATRIX			Current Control Measures	Extra Control Measures
		Likelihood	Consequence	Risk Level		
Equipment (electrical cables and amplifiers)	Electrocution	C	5	H	- all items tested & tagged - all items secured - replacement items available	

Received by:

Date:

Received by:

Date:

THE MATRIX

Measure of LIKELIHOOD

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Measure of CONSEQUENCE or impact

Level	Description	Example, detail, description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

LEVEL OF RISK – Qualitative risk analysis matrix

LIKELIHOOD	CONSEQUENCES				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A (Almost certain)	S	S	H	H	H
B (Likely)	M	S	S	H	H
C (Moderate)	L	M	S	H	H
D (Unlikely)	L	L	M	S	H
E (Rare)	L	L	M	S	S

LEGEND

H (High) – Immediate action required.

S (Significant) – Senior Management attention needed.

M (Moderate) – Management responsibility must be specified.

L (Low) – Manage by routine procedures.