Hewitson Theatre at STARplex

BOOKING AND HIRE ARRANGEMENT

STARplex

STARplex at Trinity College

Hewitson Theatre
and Function Centre

Booking and Hire Arrangement
and Client Rules and Regulations

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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.

RULES AND REGULATIONS

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 FACILITIES

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)

RULES AND REGULATIONS

9. DAMAGES CONT.

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.

SIGNING SECTION Client

Signed on behalf of:

BUSINESS NAME_____

SIGNATURE_____

SIGNEE NAME_____

POSITION AT BUSINESS_____

DATE OF SIGNING_____

SIGNING SECTION STARplex

Signed on Behalf of STARplex:

SIGNATURE_____

SIGNEE NAME_____

POSITION AT BUSINESS_____

DATE OF SIGNING_____

HIRE INFORMATION

CLIENT DETAILS

'The Hirer': _____

Hirer's name and Registered Business Number (if applicable)

_____

Hirer's Address

_____ _____

Phone Number **Mobile Number**

The Hirer applies, subject to the terms and conditions attached, to hire the Hewitson Theatre at STARplex, situation at 18-20 Alexander Avenue, Evanston Park SA 5116 ('the premises') as per the below:

HIRE DURATION

Hire Opening Time

_____ AM / PM on the

_____ Of _____ _____

Day Month Year

Through to (Hire Opening Time):

_____ AM / PM on the

_____ Of _____ _____

Day Month Year

HIRE PURPOSE

For the Purpose of (Event Name / Production):

_____

HIRE DETAIL

HIRE ARRANGEMENT

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

(1) Theatre Hire (Full/Half Day)
(2) Technical Support
(3) Additional Staffing
(4) Gel and Lamp Surcharge
(5) Ticketing Commission
(6) Merchandising Commission
(7) Recording Allowance (as per award)
(8) Additional Equipment Hire (if applicable)
(9) Additional Cleaning Charges (if applicable)

RENTAL CHARGE

The 'Rental Charge':

FULL DAY, HALF DAY, COMMUNITY RATE, IN-HOUSE

+ $52.50p/h Technical Support
(or $70p/h Sundays/Public Hol. or after midnight)

+ $47p/h Additional Front of House Staff
(or $61p/h Sundays/Public Hol. or after midnight)

+ $40p/h Reception Staffing
(after 5pm Sat/Sun or after 10:00pm Mon-Fri)

+ Gel and Lamp Surcharge at $100 +GST per day

+ 10% Commission on Ticket Sales ***(for any public performances)***

+ 10% Commission on Merchandise Sales

+ 15.9% Technical Time Recording Allowance ***(if applicable)***

+ Additional Equipment ***(table cloths, liquor license, etc.)***

+ Additional Cleaning ***(if applicable)***

AMOUNT PAYABLE

The Rental Charge shall be paid in the following manner:

a)	**Deposit** ***(payable upon booking)***	**$250**	**+ 20% of venue hire**
b)	**Balance Payable on Invoice**		**$ (as above)**
		TOTAL PAYABLE	**$ (as above)**

The hirer certifies that he/she/it/they has/have 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)**

BOOKING DETAIL

CONTACT DETAILS

Primary Contact Person

Organisation

Contact Mobile **Contact Landline**

Email Address

Postal Address

Where did you hear about STARplex?

Trinity College **Poster / Flyer** **Website** **School**
Newspaper **Friend** **Facebook** **Ex-member** **Voucher**
Other: _____

INSURANCE

Have you got a current *Public Liability Insurance Policy*? Y/N
Minimum $10 Million (ten-million dollars)

Enclosed a copy of your *Public Liability Insurance Policy*? Y/N

FUNCTION DETAILS

Function / Production Name

Day, Date, Month and Year or Function

Function Start Time **Function Completion Time**

Type of Function / Performance:

Seminar **Conference** **Concert**

Musical **Drama** **Dance**

Presentation **Other (specify):**

PRODUCTION SCHEDULE

BUMP-IN DETAIL

Will you be bringing any equipment into the theatre? Y/N

If yes, when should STARplex expect this delivery?
Date _____ Time _____

Briefly describe the equipment:

_____

(This will also be included in Risk Assessment Document)

PERSONELLE

Number of *artists* involved in the Function / Event: _____

Number of *crew* involved in the Function / Event: _____

_____ _____
Technical Representative **Mobile Number**

_____
Email Address

_____ _____
STARplex Arrival Date **STARplex Arrival Time**

Will you have your own Stage Manager? Y/N

_____ _____
Stage Manager **Mobile Number**

_____
Email Address

_____ _____
STARplex Arrival Date **STARplex Arrival Time**

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

BUMP-IN / SETUP

_____ _____ _____
Date **Start Time** **Finish Time**

REHEARSAL

_____ _____ _____
Date **Start Time** **Finish Time**

PERFORMANCES

_____ _____ _____
Date **Start Time** **Finish Time**

_____ _____ _____
Date **Start Time** **Finish Time**

BUMP-OUT

_____ _____ _____
Date **Start Time** **Finish Time**

STAGING DETAIL

REQUIRED STAGE SPACE

Main Stage Depth (7m total) _____m Required

Main Stage Width (17m total) _____m Required

Apron Depth (2.26m total) _____m Required
(0.38m low than the Main Stage)

STAGE HEIGHTS

Proscenium Height 4.50m

Stage Height
- **Main Stage** 1.28m *(from floor level)*
- **Apron** 0.90m *(from floor level)*

ADDITIONAL REQUIREMENTS

Black Front of House Curtain (manual operation) Y / N

Black Cyclorama Curtain (manual operation) Y / N

Stage Rostra (Risers) _____ Required
(2.4m x 1.2m x 0.38m) 18 available, additional on request

Lectern (with Mic / No Mic) Y / N

Electric Piano Y / N

AUDITORIUM REQUIREMENTS
Setup

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.

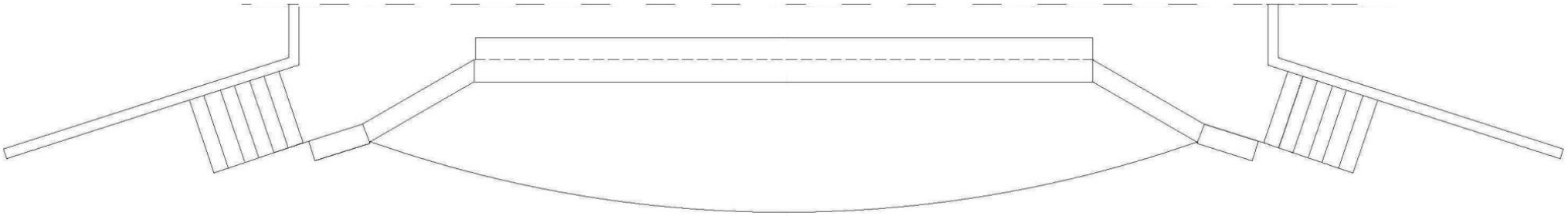
Chairs
- **250 Padded Chairs** _____ Required
- **950 Plastic Grey Chairs** _____ Required

Tables
- **40 Round Tables (seats 10)** _____ Required
- **15 Trestle Tables (seats 6)** _____ Required

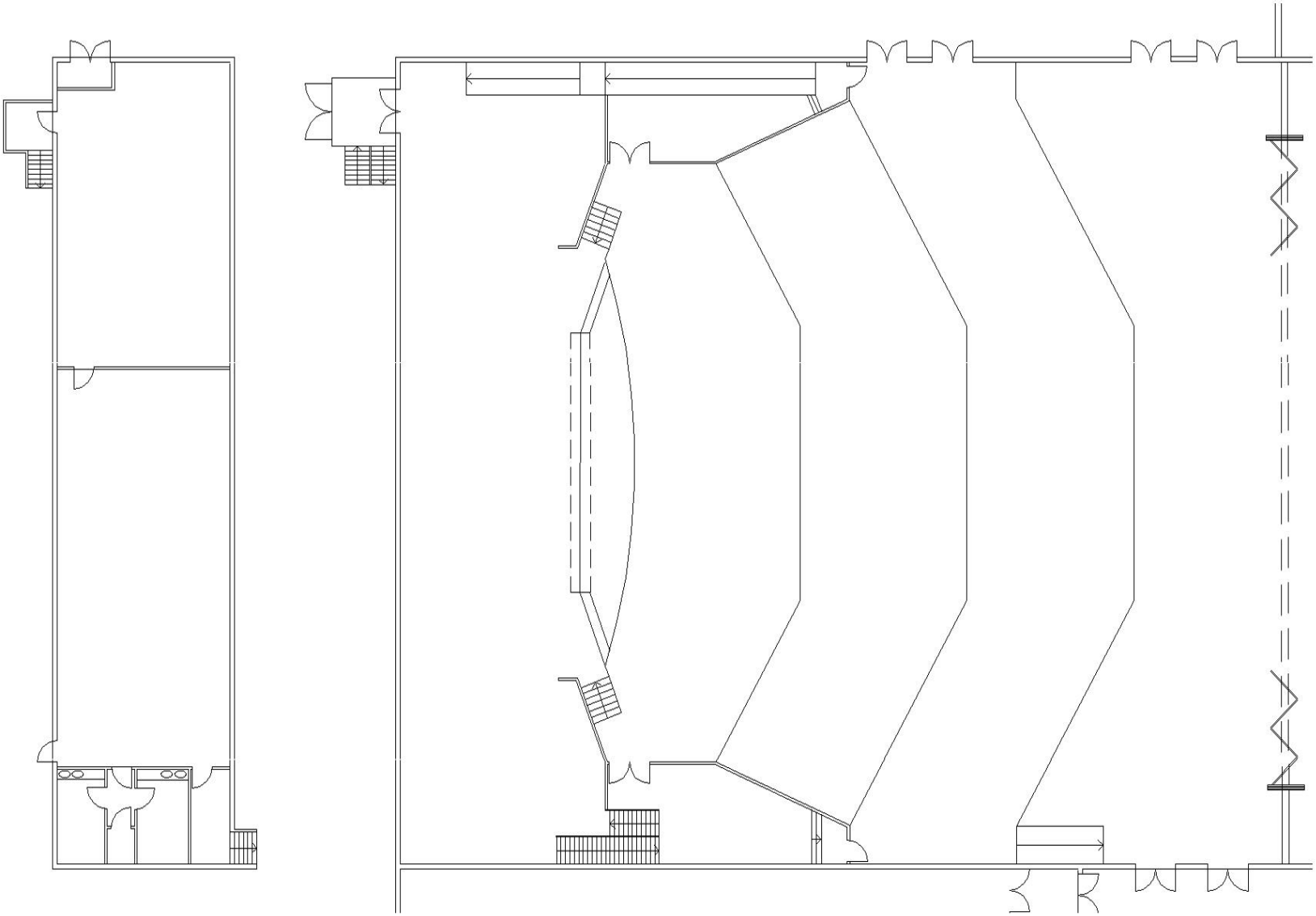
There are NO flying facilities in this Theatre. Banners, backdrops and light sets can be hung, by Theatre Technician/Staff only. Please advise the type and size of these items at least one month prior to your booking (in Risk Assessment documents).

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

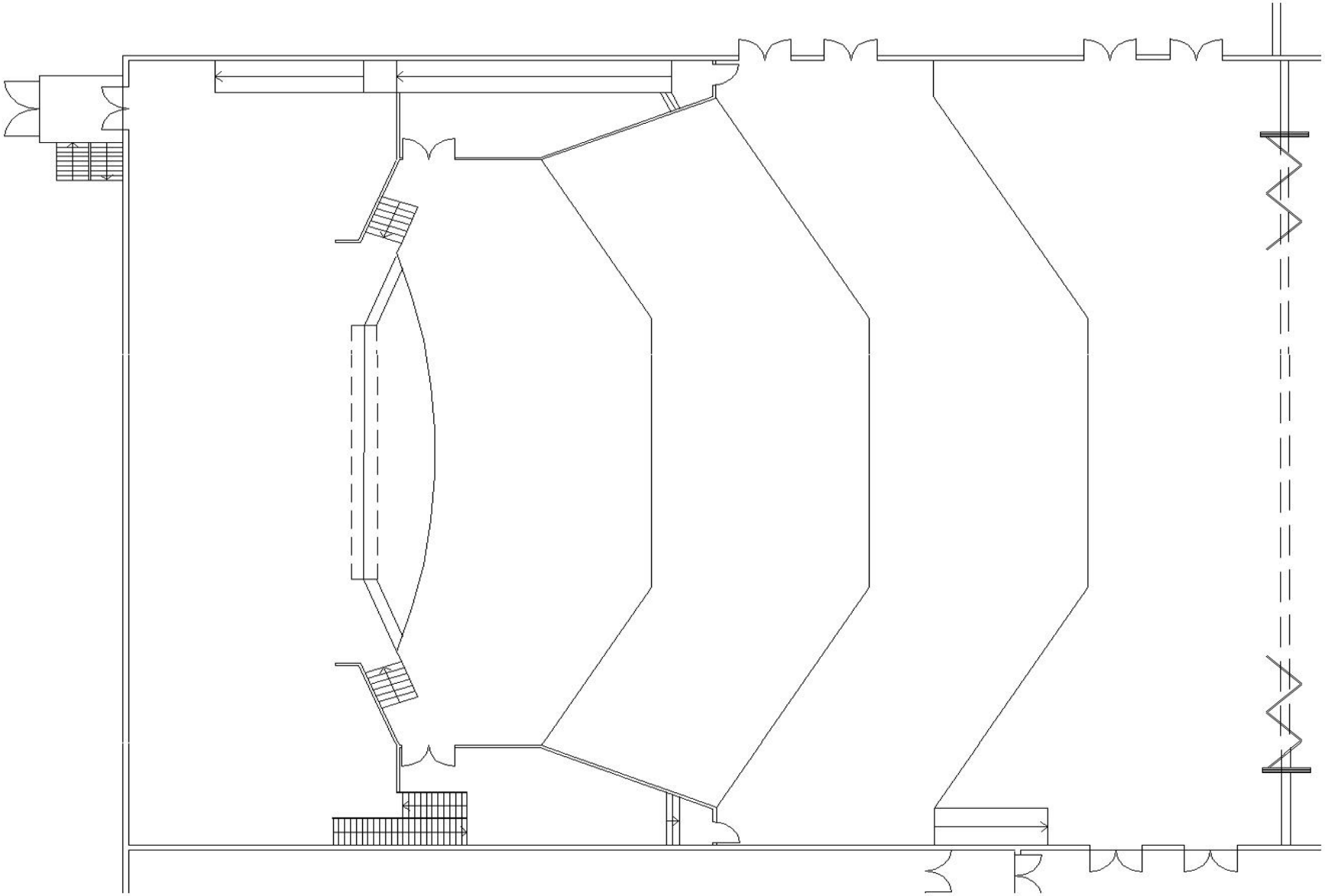
HEWITSON THEATRE – Stage Layout Plan



HEWITSON THEATRE – Auditorium and Dressing Room Plan



HEWITSON THEATRE – Auditorium Plan



TECHNICAL DETAIL

LIGHTING REQUIREMENTS

Do you require the use of the Theatre Lighting Equipment? Y/N

Do you wish the Theatre Technician to design the lighting? Y/N

The Standard Lighting Rig at this Theatre consists of a four colour wash on the Cyclorama (RGBA) and an intelligent LED wash on stage.

Do you need coloured lighting on stage? Y/N

Do you need coloured lighting on the cyclorama? Y/N

There are special spotlights that can be positioned and focused to an area on stage.

Do you need any special spotlights on stage? Y/N

Provide details, if yes: _____

_____

Please advise if any other special effects are required, advise at least <u>one month prior to your event:</u>

_____

_____

24" Mirror-Ball is available on request Y/N

AUDIO REQUIREMENTS

15+ Hard-Wired Microphones (various) _____ Required

8 Handheld Radio Microphones _____ Required

Extra Microphones _____ Required
(possible extra hire charge if applicable)

4 Single DI Boxes _____ Required

2 Stereo DI Boxes _____ Required

6 EAW VRM12 Foldback Wedges _____ Required

CD Player Y/N

Other (Backing WAV/MP3 Backing Tracks) Y/N

Talkback for backstage personal _____ Required
(5 headsets with belt packs, 1 FoH Squawk, 1 Greenroom Squawk)

TECHNICAL DETAIL

AUDIO-VISUAL REQUIREMENTS

2x Projectors (on 3.5m screens) **Y/N**
(either side of stage – 6,500 ANSI lumens each)

PC running Windows for Presentations **Y/N**
(Backing Tracks, PowerPoint, DVD, etc.)

DVD Player **Y/N**

LIVE PERFORMANCES RECORDING LAW

Sound and/or Video Recording, Flash and Non-Flash Photography.

All Hirers are advised that any 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, i.e. PPCA and APRA. Hirer's are responsible for disseminating this information to their audiences.

A CHARGE WILL APPLY – If a Hirer or representative of the Hirer wishes to record any part of a performance for the purposes of free distribution and/or resale. **
(Recording Allowance is 15.9% of technical support time)

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

_____ _____
Dates of Recording **Set-up Time**

Number of Cameras: _____

Is power required? **Y/N**
Is a line-out (mono) from the sound desk required? **Y/N**

Special Requirements (i.e. Risers, etc.) **Y/N**
Details:_____

ADDITIONAL INFORMATION

Please document any additional information involving the technical aspects of your production that we should be made aware of prior to the commencement:

_____

_____

_____

_____

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

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/or 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 Hirer and/or 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 (unless specified in the Risk Assessment).

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 in conjunction with the Theatre Manager.

12. The Hirer must provide suitable event staff eg. Ushers, stage manager, technical crew, security etc for their production/function. A Stage Manager must be present during productions. STARplex reserves the right to engage suitably qualified staff if The Hirer cannot 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 Theatre Technician.

13. Do not drill, nail or screw into any surfaces or items without consent from the Head Theatre 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. Consideration of suitable breaks and meal-times should be given to the Technician and any other crew.