



THE WEHL STREET THEATRE

**7 Wehl Street South
Mount Gambier SA 5290**

Managed by,

Centrestage Community Theatre Inc.

PO Box 2093 Mount Gambier SA 5290

Phone: 0437715910 ABN: 72545843672

ATTENTION HIRER:

Before confirming your booking it is **IMPORTANT** you read the following forms carefully.

Your Booking is **NOT** confirmed until the following documents are received by the Booking Coordinator:- (**ONLY** return FORMS 1-2-3-4 (which are pages 6,7,8 & 9). Keep the others for your information.)

1. Booking forms 1, 2, 3 and 4.
2. \$50.00 deposit.
3. Copy of Public Liability Insurance Policy showing a cover of \$10,000,000.00.

Management reserves the right to alter any attached documents at any time, until the booking has been confirmed.

Yours sincerely,

For Centrestage Community Theatre Inc.

INFORMATION SHEET

HIRING OF WEHL STREET THEATRE COMPLEX

IMPORTANT: Have you supplied a COPY of your current **Public Liability Insurance** to the value of \$10,000,000.00

THE WEHL STREET THEATRE BUILDINGS CONSIST OF:

Backstage Area:

Stage Approx. 10m X 7m
Lectern microphone/lights
2 small dressing rooms
1 large dressing room
1 Green room
Male & Female toilets
C6 Yamaha Grand Piano

Foyer:

Male & Female toilets
Handicap toilet
Bio box
Kitchen please see page 3

Auditorium:

Raked seating for 225

East Wing:

Large meeting room
Kitchenette
1 toilet

Kitchen: See page 3

Stage area app. 7m wide & 10m deep.

Screen size app. 7m X 3.5m.

PLEASE NOTE: There are **EXTRA** charges for use of Projector

SOUND & LIGHTING: See Appendix 1

THEATRE HIRE CHARGES: (reviewed annually) See Appendix 2 - page 11

KEYS: To be returned within 24 hours. \$50.00 charge for lost or not returned in time.

CLEANING: Hirer must clean after hire. An extra charge of \$50.00 and upwards if not left clean and tidy.

KITCHEN/CANTEEN

PLEASE NOTE: *The heating of food must only take place in the kitchen/canteen. Items such as the kettle, urn, microwaves and pie warmer must not be removed from the kitchen/canteen.*

FIRST: Turn on the water heater switch (above hand basin) as marked. Takes app. 30-60mins to heat.

CROCKERY: 130 Teacups, 130 Saucers, 130 Side Plates.

GLASSES: 144.

URN: 30LTS.

PIE WARMER: 80 Pies

STOVE: 4 Hotplates/Oven/Warming Drawer

MICROWAVES: 2

ELECTRIC KETTLE: 1

FRIDGE: Fridge with freezer compartment.

TEATOWELS: MUST BE supplied by THE HIRER.

ANY DAMAGES: The Hirer is liable for any replacement and/or repair to any fittings/furniture/crockery or any item belonging to the kitchen/canteen.

BREAKAGES INCUR A CHARGE: Cups \$2.30 each, Saucers \$1.60 each,
Plates \$2.30 each and glasses \$1.00 each.

WHEN LEAVING: PLEASE TURN OFF ALL SWITCHES AND LEAVE IN A CLEAN AND TIDY STATE.

PLEASE READ CONDITIONS OF HIRE CAREFULLY. We understand that the person who fills in the form may not be the person there on the day of hire. Please pass on the CONDITIONS OF HIRE to the person in charge on the HIRE DAY. This person MUST be there on the said day and be responsible.

CONDITION OF HIRE

BOOKINGS:

- 1.1** The hiring organization must **complete booking** Forms 1-2-3-4, **SIGN THEM** and **RETURN THEM** with their \$50.00 **DEPOSIT** to **CENTRESTAGE COMMUNITY THEATRE INC. PO BOX 2093, MT. GAMBIER, S.A. 5290.** This will secure the booking.
- 1.2** Hirers **MUST** have and supply a copy of their current **PUBLIC LIABILITY INSURANCE POLICY** for a minimum of \$10,000,000.00 with their booking forms.
- 1.3** A cancellation fee of \$50.00 may be charged for bookings cancelled less than 4 weeks prior to the booking date.

RESPONSIBILITY OF THE HIRING ORGANIZATION:

- 2.1** It is the Hirers responsibility to ensure the venue meets all their requirements. A tour of the Theatre can be arranged and is recommended.
- 2.2** The Hirer must nominate a person to be responsible for the proper care, functioning and securing after use. Check windows, doors, lights, air con; amps etc. There is a \$60.00 security call out fee the Hirer may have to pay if the building is not secured.
- 2.3** When using the Theatre equipment you **must provide a suitable qualified operator or request assistance.** Equipment includes all electrical, lighting and sound. If you do not understand how to use equipment correctly you must contact Chris Moors on 0417 825 732 or be liable for the cost of repairs to anything damaged or misused.
- 2.4** The Hirer shall be liable for and make good **ANY DAMAGES** and replacement of equipment, materials, furniture, fittings or fixtures or other effects caused by default or neglect of the Hirer or any member associated or person with the function.
- 2.5** The Hirer should ensure that the correct name is used when identifying the venue for publicity or advertising. The correct name is **WEHL STREET THEATRE** the address is 7 Wehl Street South, Mount Gambier, S.A. 5290. When advertising in the Theatre please use the pin-up boards in the Foyer or Blue Tac. **NO STICKY TAPE OR ANY OTHER TAPE** IS ALLOWED ANYWHERE, INCLUDING THE STAGE.
- 2.6** 6 Trestle tables are stored in the East Wing Props room. This is locked so please advise if you need them.
- 2.7** Food and drink must be prepared in the KITCHEN/CANTEEN but may be consumed in the Foyer or East wing meeting room.
- 2.8** **NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM.**
- 2.9** With permission to consume alcohol you must obtain a Liquor Licence from the police station (This may take up to 4 weeks).
- 2.10** **NOTE: THE ENTIRE VENUE IS NON SMOKING.**

PIANO: YAMAHA C6 CONCERT GRAND:

- 3.0** Great care must be taken with this expensive instrument and must **ONLY BE TUNED BY AN ACCREDITED PIANO TUNER**. Our piano tuner is GEOFF SMITH 0419 843 935 (allow two weeks). It is the Hirers responsibility to see the piano **is not tampered with in any way other than tuning**. As it is kept locked please state on BOOKING FORM (Page 8) your wish to use the piano.
- 3.1** If the piano is moved from its present position it **MUST BE PUT BACK AFTER USE**. Make sure you have the people power available to do this.
- 3.2** PIANO in EAST WING. This piano is not the property of Centrestage Community Theatre Inc. If the Hirer wishes to use or move this piano then the Hirer **MUST** contact Mount Gambier Choral Society on 08 8725 1281.

CLEANING:

- 4.1** The Hirer is responsible for the preparation and setting up and must return the premises to proper order after a function.
- 4.2** CLEANING IS REQUIRED. The Theatre / East Wing (if used) must be left in a clean and tidy state or a cleaner will be called in at the Hirers cost. This will be \$50.00 and upwards.
- 4.3** Cleaning means:
THE STAGE, AUDITORIUM, FOYER AND TOILETS. In addition to this are THE KITCHEN/CANTEEN, DRESSING ROOMS, GREEN ROOM AND EAST WING ROOMS (if used).

REPLACEMENT OF BIN LINERS (Rubbish to be placed in the green bin in the store room near the kitchen/canteen)

REPLACEMENT OF TOILET ROLLS.

All cleaning products/toilet rolls/bin liners are kept in the Cleaning Room (in the foyer).

Any queries and or payment to be directed to:

CENTRSTAGE COMMUNITY THEATRE INCORPORATED

P.O. BOX 2093

MOUNT GAMBIER

S.A. 5290

OR PHONE:

0437 715 910

CENTRESTAGE COMMUNITY THEATRE INCORPORATED.

FORM 1

HIRE OF WEHL STREET THEATRE COMPLEX, CONTRACT.

Date:

Contact Number:

Name of Organization/ Group:

Address:
.....

Phone Numbers: Fax Number:

Public Liability:
(Policy Number, Provider Name and **photocopy** of Policy)

Contact Person:

Phone Number:

Nominated Person in Charge:
(see condition of hire 2.1)

Phone Number:

Which of the following best describes the nature of your organization activity:

- A** Business or Commercial Group.
- B** Charitable, Non-Profit, Community Group.

Reason for hiring Theatre:

CONCERT	<input type="checkbox"/>	PRESENTATION	<input type="checkbox"/>	DEMONSTRATION	<input type="checkbox"/>
FASHION PARADE	<input type="checkbox"/>	MEETING	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

Sections(s) of Complex required:

FOYER	<input type="checkbox"/>	AUDITORIUM	<input type="checkbox"/>	STAGE	<input type="checkbox"/>
BACKSTAGE	<input type="checkbox"/>	KITCHEN/CANTEEN	<input type="checkbox"/>	EAST WING	<input type="checkbox"/>

HIRE OF WEHL STREET THEATRE COMPLEX, CONTRACT.

Do you have any special requirements?

LIGHTING (Information on pages 2 & 10) MUSIC SOUND

Will you be serving?

FOOD DRINKS ALCOHOL
(Information Page 4 – 2.9)

WILL YOU NEED THE PROJECTOR? YES NO
(Information re hire costs Appendix 2)

WILL YOU NEED THE PIANO? YES NO
(Information page 5)

There is NO PHONE connected at the Theatre. It is advisable for the hirer to arrange a MOBILE PHONE in case of emergencies.

Posters can be put up in the Foyer and the Billboard Box: Phone: 0437 715 910.

I HAVE READ THE CONDITION OF HIRE AND AGREE TO ABIDE BY THOSE CONDITIONS SET BY CENTRESTAGE COMMUNITY THEATRE INCORPORATED MANAGING BODY.

Name of contact person: Phone No:
(Please print)

ADDRESS:

Signature: Date:

Name of person in Charge: Phone No:
(Please print)

ADDRESS:

Signature: Date:

CENTRESTAGE COMMUNITY THEATRE INCORPORATED.

FORM 3

HIRE OF WEHL STREET THEATRE COMPLEX, CONTRACT.

Dates and Times you require the THEATRE (please state am or pm)

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

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Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

HIRE OF WEHL STREET THEATRE COMPLEX, CONTRACT.

Dates and Times you require the EAST WING (please state am or pm)

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Dates and Times you require the KITCHEN / CANTEEN (please state am or pm)

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

Day: Date: Time: am / pm to: am/ pm

Rehearsal: Performance:

OPERATION of STAGE LIGHTING AND SOUND

For correct use of the stage you may need stage lighting depending on your production.

You will need to be familiar with the operation of the LSC Maxim 48 channel lighting desk and Yamaha Sound desk

Theatre TECHNICIANS:

CHRIS MOORS - 0417 825 732 (usually available evening only).

TONY CHALINOR – 0418 654 316

NOTE: Technicians are generally available to help with the setup of your production (basic setup only) free of charge should you require. They can also assist with compliance for Theatre OH&ES. Complex lighting and sound requirements may incur additional charges. Please consult with your technician.

Centrestage Community Theatre Inc.

Appendix 2

Prices for WEHL STREET THEATRE 2016

<u>ORGANIZATION TYPE:</u>	A (PROFIT MAKING)	B (NON PROFIT)
5 hour session	\$318.00	\$175.00
Rehearsal Hire 5 hours	\$215.00	\$113.00
Full Day Performance Use	\$502.00	\$272.00
Full Day Rehearsal	\$318.00	\$164.00
<u>EAST WING CHARGES:</u>		
Full Day	\$174.00	\$118.00
Per Hour	\$23.00	\$17.00

PROJECTOR HIRE:

\$133.00 per use

PROPS ROOM:

\$69.00 Full Day

\$13.50 /Hour