

# General Information and Pricing

ATTENTION HIRER:

Before confirming your booking it is **IMPORTANT** you read and understand the **CONDITIONS OF HIRE**.

Your Booking is **NOT** confirmed until the following documents are received by the Booking Officer:

1. Booking form
2. \$50.00 deposit. – (Cash, cheque or EFT available)
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.

Booking Officer – [wehlstreettheatre@gmail.com](mailto:wehlstreettheatre@gmail.com)

Or Maxine on 0402 569 425

## **Pricing for 2023 (Please note all prices will be plus energy)**

<b><u>ORGANISATION TYPE</u></b> etc.)	<b>A</b> (Business or Commercial	<b>B</b> (Community group/schools
<b><u>THEATRE:</u></b>		
5 hour session	\$378.00	\$265.00
Full Day Use	\$588.00	\$412.00
Additional Hourly Rate over 10hrs -		
	\$55.00	\$38.00
Bump In	\$50.00	\$50.00

**EAST WING CHARGES:**

Full Day (8 hr)	\$192.00	\$135.00
Per Hour	\$25.00	\$18.00

**PROPS ROOM:**

Full Day (8 hr)	\$168.00	\$118.00
Per Hour	\$26.00	\$20.00

**KEYS:** The Theatre is unattended, locked & alarmed when not in use. Access is possible ONLY via a Set of Keys which **MUST OBTAINED PRIOR** to hire. You must contact the **Booking Officer** to arrange pickup and return of Keys. These are to be returned within 24 hours. \$50.00 charged for lost or not returned in time.

**CLEANING:** Hirer must clean after hire.

An extra charge of \$100.00 and upwards if not left clean and tidy.  
See page 5 for Suggested cleaning regime.

**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.

For Detailed List of the **Technical Facilities** offered by the Wehl Street Theatre please see below.

### **THE WEHL STREET THEATRE BUILDINGS CONSIST OF:**

#### **Backstage Area:**

Stage Approx. 10m X 7m  
Lectern microphone/lights  
1 small dressing room 14 sq mtrs  
1 small dressing room 20sq mtrs  
1 large dressing room 38 sq mtrs

1 Green room 30 sq mtrs  
Male & Female toilets  
C6 Yamaha Grand Piano

#### **Auditorium:**

Raked seating for 194  
176 sq mtrs

#### **Kitchen**

**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 approx. 30-60 minutes to heat.

**CROCKERY:** 110 Teacups, 110 Saucers, 110 Side Plates.

**GLASSES:** 130

**URN:** 30LTS.

**PIE WARMER**

**STOVE:** 4 Hotplates/Oven/Warming Drawer

**MICROWAVES:** 1

**ELECTRIC KETTLE:** 1

**FRIDGE:** Commercial 2 Glass door

#### **Foyer:**

Male & Female toilets  
Handicap toilet  
Bio box  
Kitchen please see page 3  
Foyer space 46.5 sq mtrs

#### **East Wing:**

Large meeting room 96 sq mtrs  
Kitchenette  
1 toilet

**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 SEE BELOW FOR CLEANING CHECK**

<b>CHECKLIST for CLEANERS</b>	<b>DONE/CHECKED BY?</b>
<p><b><u>Foyer</u></b> Vacuum carpets, return chairs against walls, empty rubbish bins and replace bin liners.</p>	
<p><b><u>Foyer Amenities</u></b> Sweep and mop floors in Toilets both Male &amp; Female, including Disabled, clean pans and hand basins, replace paper Towels &amp; Toilet Rolls. Empty Bins and replace liners. Check mirrors and clean if necessary. <b>WHEN MOPPING FLOORS IN TOILETS OR BENCH IN LADIES TOILET DO NOT USE ANY CHEMICALS ON THOSE SURFACES, JUST WARM WATER</b></p>	
<p><b><u>Kitchen</u></b> IF Kitchen was used, clean all benchtops and mop Floor. Wash all items that were used. Ensure Pie Warmer trays are cleaned, the fridge is emptied and wiped out, stove &amp; oven if used is cleaned. Empty Bins and replace liner.</p>	
<p><b><u>Auditorium</u></b> Pick up all Rubbish from under seats and place seat arms in upright position. Vacuum carpets, between seats, in front of stage area, the aisles and the area at the rear of seats.</p>	
<p><b><u>Stage &amp; Backstage Areas</u></b> Sweep Stage area. Remove all Sets &amp; Scenery if used. Vacuum all carpeted areas. Empty bins from Dressing Rooms &amp; Green Room – Replace Bin liners. Clean mirrors and dressing room bench tops.</p>	
<p><b><u>Backstage Toilets</u></b> Mop out Toilets, hot water only, both Male &amp; Female, clean pans and hand basins; replace paper Towels &amp; Toilet Rolls. Empty Bins and replace liners.</p>	
<p><b><u>EAST WING – (IF USED)</u></b> Vacuum all carpeted areas, clean Toilet, sweep and mop other floors and replace Toilet Rolls and Paper Towels. Empty Rubbish Bins and replace bin liners. Supplies are located in the East Wing Storage Room. Check mirrors and clean if necessary.</p>	
<p><b>EMPTY VACUUM CLEANERS AFTER USE PLEASE</b></p>	

**All Cleaning equipment for the THEATRE ( brooms, mop & bucket, Vacuum Cleaners) & supplies (Spray & Wipe, Paper Towels, Toilet Rolls & Bin Liners) are located in the Cleaning room, just off the Foyer.  
Bins are located in the Storage Room near East Exit Doors beyond the kitchen**