

CONDITIONS OF HIRE

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.

BOOKINGS:

- 1.1** The hiring organization must **complete the booking FORM, SIGN** and **RETURN** with their \$100.00 **DEPOSIT** to **CENTRESTAGE COMMUNITY THEATRE INC. 7 Wehl St South, MT. GAMBIER, S.A. 5290**, or EMAIL: wehlstreettheatre@gmail.com this will confirm 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 \$100.00 may be charged for bookings cancelled less than 4 weeks prior to the booking date.

RESPONSIBILITY OF THE HIRING ORGANISATION:

- 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 \$75.00 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 suitably 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 a Theatre Technician (see Appendix 1) or be liable for the cost of repairs to anything damaged or misused.
 - 2.3.1** The theatre is hired in a “**Standard Configuration**”. This includes the lighting rig, No rostra installed in front of stage, stage area clear and clean, all moveable auditorium seats on flat floor available for use, Stairs for FOH stage access located on either side of stage. **Any changes to “Standard Configuration” including lighting will be the Hirers responsibility and shall be returned to Standard configuration by the hirer.** Failure to return Theatre to standard configuration will incur additional expense (cost will depend on how long it takes to restore to standard configuration).

- 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.
- 2.4.1** Alterations to the structure and fittings of the theatre are prohibited (including painting and drilling of holes into the stage floor). No painting of scenery or equipment is permitted on stage. **Glitter** may not be used on scenery, costumes or anywhere within the Theatre complex.
- 2.4.2** All rigging of scenery, lighting etc. must comply with Work Health & Safety Regulations, (www.safework.sa.gov.au) The Theatre may refuse the use of any scenery, lighting, sound or other equipment that is non-Compliant.
- 2.4.3** Corridors surrounding the stage must be kept totally clear of all props and scenery at all times.
- 2.4.4** The use of pyrotechnics, smoke machines or naked flames (other than dry ice), will only be permitted with the appropriate South Australian licences, and in the presence of a representative of the South Australian Metropolitan Fire Service which will be at the hirer's expense. No flammable liquids or explosive material may be brought into the premises.
- 2.4.5** Smoking in the theatre is prohibited other than on stage as part of the performance by prior arrangement. No alcohol shall be brought into the premises, other than by prior arrangement. No foodstuffs or liquids may be taken onto the stage, other than as part of the performance by prior arrangement.
- 2.4.6 a** The hirer is responsible for ensuring that all government regulations, federal, state or local, regarding workplace safety, child protection and safety, fire regulations and any other regulation that is appropriate for their performances are adhered to. This shall include gaining the appropriate alcohol and copyright licences.
If the fire alarm sounds, or another emergency occurs, the responsible person will advise all patrons and cast to cease all activities within the theatre and exit by the nearest exit and group at the nearest evacuation point. And adhere to the following instructions and ensure others do so:
- DON'T use fire equipment other than that belonging to the theatre (unless under directions of emergency crew)
 - DON'T smoke at assembly point. (Toxic gases)
 - DON'T run (unless absolutely necessary)
 - DON'T loiter
 - DON'T leave the evacuation point until told to do so (so everyone can be accounted for)

2.4.6 b The playing of music during any performance requires a copyright licence. This includes incidental music played during a play and music played in the auditorium or foyers prior to or after a performance and during interval.

2.4.6 c The Wehl Street Theatre does not hold a copyright cover for any performance. It is the responsibility of the Hirer to obtain the appropriate copyright licence for their performance www.onemusic.com.au

2.4.6 d Centrestage Committee Theatre Committee (the Management committee of WST) will not be held responsible for any breaches of the copyright act, or any other acts of government, and any fines received from such breaches will be the responsibility of the Hirer.

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. It is the Hirers responsibility to see the piano **is not tampered with in anyway** as it is kept locked please state on the BOOKING FORM 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 0473 942 279.

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 \$100.00 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

EMAIL: wehlstreettheatre@gmail.com

7 Wehl St South MOUNT GAMBIER S.A. 5290

OR PHONE: 0402 569 425 (Booking Officer)