



Terms & Conditions of Hire

PTOP0002

PURPOSE

This document is for potential and current hirers to understand the terms and conditions of hiring *The Players Theatre*.

MANDATORY REQUIREMENTS

All hirers must abide by this document at all times or Players Theatre Inc. has the power to revoke the hire agreement

IMPLEMENTATION

The Players Theatre Secretary is responsible for all correspondence between Players Theatre Inc. and principal hirer

Positions and Responsibilities

Key positions	Responsibilities
President	To ensure the code of conduct is up to date
Secretary	To ensure the code of conduct is up to date

Contacts

Position	E-mail
President	president@playerstheatre.org.au
Secretary	secretary@playerstheatre.org.au
Member Services	committee@playerstheatre.org.au

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1 KEY TERMS AND DEFINITIONS

1. Committee' shall mean the Management Committee of The Players Theatre Inc.
2. Players' shall mean The Players Theatre Inc.

2 HIRE TERMS

1. The principal hirer is responsible for all fees and charges due.
2. If the hire is going to exceed \$1000 a deposit of 50% of the hire charge is to be paid upon approval, at least fourteen (14) days before the first day of hire commencing together with required certificates of currency (see point 10). All other situations will be invoiced to the principal hirer after hire.
3. Extra charges may be made for damages to Players equipment, infrastructure and/or for additional cleaning services if required. These extra charges will be added to the final tax invoice.
4. The balance of monies due must be paid within thirty (30) days of invoice being received.
5. The committee reserves the right to refuse and cancel any booking, and shall not be liable for any loss incurred by the person or organisation making the booking.
6. In the event of cancellation by the hirer none of the deposit will be refunded.
7. The committee will accept no responsibility for any booking not made in accordance with the above clauses.
8. The hirer shall be responsible for all copyrights, fees and performing rights.
9. The hirer shall be responsible for the cost of making good any damage caused to the building, furnishings or equipment arising from the use of the theatre, reasonable wear and tear accepted. Any costs shall be invoiced to the principal hirer.
10. When hiring full stage facilities the hirer must provide a copy of Certificate of Currency for Public Liability Insurance (minimum \$10,000,000) at the time of deposit payment.

3 HIRE CONDITIONS:

1. Royalties, where necessary, should be paid by the hirer before the performance date and proof of payment must be given to the Secretary before or on arrival. Seating capacity of the theatre is 234.
2. Hirers may provide their own Stage Manager who will work in conjunction with the Player's theatre manager.
3. Auditorium and fluorescent lighting above the stage and stage apron is supplied. Any lighting effect that includes the use of the theatre's lighting board or dimmer control circuits will require special arrangements with the Players Theatre Sound and Lighting technicians. This will incur additional charges see section 7 Hire cost schedule.
4. In house audio equipment is available and will be operated from the Sound and Lighting Box by the Player's Sound and Lighting Technicians. This will incur additional charges see section 7 Hire cost schedule.
5. If your production requires the use of a gun or sword of any description (including imitation), the name of the licensed armourer responsible must be provided. Copies of any legal forms must be attached. Prior notice in writing MUST be given if you intend to shoot blanks.
6. Food and drink must not be taken into the auditorium at any time during rehearsals or performances.
7. Alcohol and illicit drugs of any kind must not be consumed or used during the production.
8. Fireworks or flammable materials must not be used during a performance.
9. Chewing gum is not permitted on stage or backstage area.
10. Streamers, flags and decorations (must be approved by the Players Theatre prior to hire)
11. The Players Theatre Inc. shall not be responsible for any loss or damage to any property whatsoever, brought into the theatre during the period of hire.
12. The hirer shall provide the following:
 - Ushers/Usherettes
 - Ticket Sellers
 - Stage Manager
 - Cast Supervisor
 - Four (4) seats per performance to be reserved for venue
13. The Players will provide the following if required:
 - Front of House Manager
 - Coffee Bar Staff
14. All parts of the building shall be accessible to any member of the Committee at any time during the period of hire.
15. Excessive noise outside the theatre premises is not permitted.
16. Alcohol cannot be consumed without the Coffee Bar being supervised by Players Theatre personnel.
17. Liquor licensing restrictions are in place and alcohol cannot be consumed in the auditorium, dressing rooms or outside the theatre premises.
18. The Players Theatre is not responsible for the loss or damage to any vehicles parked within the theatre precinct during the hire period.

4 STAGE AREA CONDITIONS

1. No fireworks, pyrotechnics, explosive devices, firearms or flammable materials shall be bought into the theatre building unless under competent persons supervision.
2. The placing of lights, lighting equipment, sound equipment, speakers, and the erection of stage settings and other equipment, shall be carried out only under the direct supervision of the theatre manager.
3. The theatre has one (1) 3 phase power outlet that may be used by the hirer for additional lights on stage; suitable for a 12 outlet (2400W per outlet) dimmer.
4. Connection to, or adjustment of the Players lights or lighting/sound equipment shall be carried out only under the direct supervision of the theatre manager.
5. Control of the Players stage lighting/sound equipment during the function shall be carried out only by the person approved by theatre manager.

5 DOCUMENTATION

One of the hire agreement forms appropriate for the type of hire must be submitted before the date of hire.

- PTOF0003 – Full Hire Agreement
- PTOF0003 – Auditorium Hire Agreement

NOTE: For all situations that don't include use of the stage please uses the auditorium *hire agreement form PTOF0003*

6 CONTACT DETAILS

Post: The Players Theatre Inc.

PO Box 672 Port Macquarie NSW 2444

E-mail: Electronically Signed forms to:

secretary@playerstheatre.org.au

7 HIRE COST SCHEDULE

Area/Rehearsal	Details	Fees
Full Theatre Hire	<input type="checkbox"/> Includes use of foyer, stage, auditorium, and dressing room space <input type="checkbox"/> Technical (sound and lighting)	\$800 flat fee 4 hrs. \$150 per hour thereafter \$100 per hour per technician
Auditorium Hire	Conferences/meetings only, includes use of stage in front of curtain	\$200 flat fee 2 hrs. \$75 per hour thereafter
Foyer / Gould Room Hire	Functions only	\$150 flat fee 2 hrs. \$40 per hour thereafter
Additional Hiring Charges and Conditions		
1. Kitchen Facilities	For rehearsal and function preparation only. No retail sales permitted.	Inclusive on request
2. Basic cleaning	When facilities are left dirty/untidy	\$100
3. Ticket Printing	Tickets for hirer to sell	\$1.00 per ticket
4. Theatre Technical consumables	Light bulbs: <ul style="list-style-type: none"> ▪ Projector bulbs \$350.00 ▪ Follow through spot \$200.00 ▪ Par type \$100.00 ▪ Profile spots \$150.00 ▪ All other bulbs \$75.00 Batteries for radio mics: <ul style="list-style-type: none"> ▪ 1.5V - \$2.00 ▪ 9V - \$4.50 Audio damage: <ul style="list-style-type: none"> ▪ Mic cord \$100.00 ▪ Harness damage \$100.00 ▪ Headset microphone \$400.00 ▪ Handheld radio mic \$300.00 ▪ Handheld microphone \$150.00 ▪ Radio transmitter \$800.00 	
Note: If equipment damaged is not listed the replacement price plus 15% will be charged to hirer.		

8 REFERENCES

- Players Theatre Constitution
- PTOF0003 – Full Hire Agreement
- PTOF0003 – Auditorium Hire Agreement

9 REVISIONS

Issue Number	Section	Details of Changes in this Revision
1	All	Original Creation November 2011
2	All	Update to new standard and update terms