
Key Prerequisites and Guidelines for the Independent Theatre

Key Prerequisites for Booking the Independent

- Submit Expression of Interest
- Receive Written Notification of pencilled booking
- Receive and read Conditions of use and Technical Specifications
- Meeting with Theatre Manager and Venue tour
- Submit Booking Request Form
- Submit Proof of insurance
- Submit Signed Contract
- Receive written confirmation of booking
- Submit Marketing blurb and Front of House form

Accessing the Theatre

To access the Theatre, all production personnel should come through the green gate and down the laneway from Miller street on the left hand side of the Theatre. (see attached map)

Phone 94094462 for access.

Please come straight down the laneway to the Stage door.

To bring in bulky equipment, the dock may be accessed from the Stage door entry, from the inside only.

Please come down from Miller Street first.

Short term access and parking for loading and unloading equipment only is available in the Apartment building parking lot behind the Theatre, accessed from Ridge street.

There is no onsite parking.

Things to note when making your booking

- When booking, allow for at least half an hour before rehearsal is due to start and end. For example, if your rehearsal is due to start at 3:00 and finish at 5:00, your booking will need to be from 2:30 to 5:30.
- Allow for an additional 15 minutes for a venue induction with all cast before rehearsal starts.
- Make sure your rehearsal ends with ample time to clean up, and exit before the end of your booking.
- Any videoing, cast photographs, and so on, should be allowed for in your running schedule, and additional time needs to be allotted in your booking.
- Make sure the Theatre has an up to date copy of your running schedule.
- If you need a tech run, please allow for at least twice the running time of your performance.
- Make sure you allow for extra time for setting up any equipment in your booking time.
- When timing your performance, please allow time for all speeches and announcements.

Some Key Guidelines

The following represent some, but not all, of the guidelines for the use of the Theatre.

Full guidelines are to be found in the Conditions of Use and Technical Specifications.

Staffing and Charges

- Minimum staffing rules for management of evacuation and adequate staffing apply at the cost of the Hirer.
- A minimum of 4 Theatre staff are required, including the Supervising technician, Box office manager, Front of House manager and Head Usher.

- Additionally a minimum of two ushers and a stage manager are required. You are encouraged to provide volunteers for these roles. A third usher will be required should the Gallery be opened to the public.
- A Theatre staff member must be present at all times the venue is occupied at the cost of the Hirer
- Venue hire charges apply from the arrival of the first representative or participant of the Hirer to the departure of the last participant.
- The Hirer is responsible for meeting all costs incurred from or during the Hirer's use of the venue

Insurance and Liability

- It is a condition of hire that you have current public liability insurance of no less than \$10,000,000.
- Any loss or damage to the Theatre or its equipment will be the responsibility of the hirer

Box Office and Ticketing

- Ticketing must be provided by the Theatre for any event with allocated seating, including invitational events.
- A live ticketing link will be processed and supplied to the Hirer on receipt of the completed Front of House form.
- The Theatre Box office number is 9955 3000 and is available for phone bookings during School hours.
- Website bookings are available 24 hours a day.
- The Box Office opens at the Theatre one hour before each performance.

General Rules of Conduct

- No smoking anywhere in or around the venue or on the grounds, including the laneway and back areas: These areas are also school grounds.
- Please be aware that no sticky tape, blue tack or similar product should be used to put up signs in the Theatre. Please use the pin boards or sign holders provided Nothing is to be adhered to any wall, door, window, acoustic shell, or other part of the building or it's equipment.
- No masking tape is to be used on stage. Only the provided spike and gaffer tapes may be used.
- No bags, cases, equipment or personnel are to block stairs, doors, egress, or access to fire equipment such as extinguishers.
- No food or drink in the Auditorium, on stage, or backstage, including lollies or chewing gum. Sealed shatterproof water-bottles only are permitted
- Please use only the stairs to access the stage, unless choreographed and rehearsed there is to be no jumping, or running in the auditorium.
- Children must be supervised at all times.
- Please allow time to gather for a brief Theatre induction before rehearsals start.
- After your performance please make sure you remove all signs, rubbish and personal property from green rooms, dressing rooms, the auditorium and the stage.
- When exiting the venue please remember our neighbours, and keep noise to a minimum.
- The hirer must act with due respect to the heritage and fragile nature and architecture of the building
- The hirers event must comply at all times with theatre policy, and all applicable local, state and federal laws and regulations

Technical

- *The supervising technician must receive your technical requirements with sufficient time to carry them out in a safe and efficient manner.*

- Any audio files must be received as MP3s, in a format which can be loaded onto the Theatre computer for playback. All Audio files should be accompanied by a clearly labelled play list. Audio files should be received in performance order.
- All Technical elements must be tested and rehearsed during the rehearsal process. For example, a musician performing before or after the performance must be prepared and rehearsed with the rest of the production. Untested performances may not go on, at the discretion of the supervising technician.
- All lighting requirements should be received a minimum of one working day before the first rehearsal, including a list of cues, colours, and specials.
- Any audio, photographic or videographic equipment should be set up so that egress, doors, stairs, and fire equipment remain clear at all times
- Only the supervising technician should turn the work-lights off
- All cables must be taped or covered to remove trip hazards
- Any effects such as Haze and smoke are used are at the discretion of the supervising technician
- All electrical equipment brought into the theatre must be tested and tagged

Safety and General staging

- Only approved and compliant height access equipment should be used
- Legs should not be draped over rails or other objects, or knotted up.
- Any faults, breakages, and emergent safety hazards are to be reported to the supervising technician immediately
- Exit signs, aisle lights, and blue lights must remain on at all times
- Nothing should be rested on the grand piano
- Areas taped out with white, or black and yellow tape must stay clear at all times
- Safety barriers should not be crossed for any reason
- Don't touch Technical equipment or Sound shells
- Do not cross behind the black curtain upstage. All crossovers must use the under-stage corridor
- No unauthorised person is permitted on stage when staging and lighting equipment is in motion

Props etc requiring prior approval

- Hay
- Pyrotechnics
- Feathers
- Glitter and confetti
- Breakables including glass and ceramics
- Any kind of cigarette, including herbal, puff and electric
- Water
- Food and Drink
- Flour or other powders
- Balloons
- Smoke, fog, or haze
- Bubbles or foam
- Sand
- Animals
- Flames and flammable gases or liquids
- Firearms or replica firearms

For other guidelines and information please consult the Theatre's conditions of use.

