

The Independent Theatre Draft Conditions of Use

Guidelines for Prospective Users

Issue date: July 2015

Overview

This document outlines the terms and conditions of use for the Independent Theatre ("the Theatre")
The following "conditions of use" apply to any parties or individuals named in the Booking Request Form and Letter of Agreement.

The Technical Specifications form part of these conditions of use.

Please refer to the Technical specifications for detailed stage and technical information and stage and lighting plans.

The return of the completed booking request form is taken as acceptance of the terms and conditions of use for the Independent Theatre of the nominated dates.

All potential users of the Theatre should read these Conditions of Use carefully.

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General information

The Theatre

The Independent is Sydney's oldest Edwardian theatre, recently fully restored and featuring original and unique architecture in the auditorium, foyer, and Seaborn or function room. Originally a Victorian tram depot and two Victorian terraced shop fronts, the original 19th century structures can be traced in the exterior northern wall. Home to the Independent Theatre company from 1938, the Theatre is still home to drama and opera, and is an acoustically ideal for the presentation of chamber and classical music. In 2013 the Theatre was sold to Wenona School, and continues to be available to the community as a performance venue.

Location

The Theatre is located at 269 Miller St, North Sydney, near the corner of Ridge St.

Transport

The Theatre is located within 10-15 minutes walk of North Sydney Station.

Buses from North Sydney Station include the 203, 207, 230, 209, and M20. There is a bus stop immediately opposite the Theatre, outside Stanton Library.

Parking and access

There is no on-site parking. However Ridge Street, adjacent to the Theatre has spaces with eight-hour meters which operate during business hours. The Council car-park in Ridge Street currently offers early bird parking for entry by 9.30am and departure after 3.30pm.

Please note Clearway restrictions apply on Miller street during peak times.

The Theatre dock can be accessed from a driveway in Ridge St. Please note that this access involves several steps. The laneway from Miller Street along the side of the Theatre provides level access for heavy equipment.

Facilities

Dressing rooms

Two dressing rooms are located under the stage, both with toilet facilities, and one with shower facilities.

Green room

For larger events the Seaborn room is available as a group green room.

Function rooms

The Theatre has one main function room, called the Seaborn room, with an ante room, the Gosh hall, which opens onto the Seaborn room at one end, and the upper foyer at the other. The Seaborn room has projection facilities. The Arches can also be used as a function room.

Rehearsal and Studio Facilities

The Seaborn room is a large room, approximately 9 metres by 9 metres, and with its upright piano is ideal as a rehearsal space.

Kitchen facilities

The Theatre has two serveries attached to the Arches: A scullery with commercial refrigeration, and a main kitchen with commercial warming oven and microwave. These are plating and serving facilities, rather than cooking facilities. The Seaborn room also has a small servery attached.

Venue lighting

Most venue lighting is operated from the dimmer room, and will be turned on before the event commences. Auditorium lighting can be accessed from the bio box and inner foyer. Emergency houselights can be activated from the Inner Foyer.

Capacity

The auditorium has 303 seats, including wheel chair positions and house seats. Of these, 83 seats are located in the mezzanine. The two wheelchair positions each take up two seats. The total capacity of the Auditorium, including performers and staff, is **370**.

A maximum of 120 guests can be accommodated in the Seaborn room, dependent upon configuration. The total capacity of the Theatre, including audience, reception guests, performers and staff, is **382**.

Box Office and Seating

The Theatre box office opens one hour before each performance.

Online bookings are available through the website at all times, but phone bookings may be made through the Wenona School Reception on **9955 3000**.

Theatre Hire Enquiries are made through the Independent Theatre Website.

House seats

Four seats will be retained by the Theatre in row F(F4-F7 on the aisle) for all performances.

Should the seats not be allocated **thirty minutes** before the start of the performance, they will be returned to the Hirer for sale through the box office.

Volunteer ushers will be given seats in B4, C4, D4 or E4, at the discretion of the Hirer.

Usher seats will be returned to the Hirer with House seats if not required.

Student rush seats

If the house is not sold out at **15 minutes** before curtain, any remaining seats, in the mezzanine only, will be offered as "student rush" seats, to be sold at half concession price to Wenona students who present valid student ID.

To prevent potential loss of business, this will be an internally advertised offer only.

Wheelchair seats

Two wheelchair positions are to be maintained in the front row of the stalls. These positions occupy four of the 303 seats available for sale.

Filming positions

Any cameras should be set up so that no aisles or egress are blocked. Seats on the ends of row P and at the back of the gallery are set aside for filming positions.

Accessibility

Level access through to the inner foyer and auditorium, is available for wheelchairs and prams through the laneway gate off Miller Street. Accessibility toilets are available off the auditorium on the laneway side.

Contacts

Theatre Manager: Fenella Jolly

Phone : 9409 4462

Box Office: 9955 3000

Email IndependentTheatre@wenona.nsw.edu.au

Booking Guidelines

- Submit your “Expression of interest” form, with as much detail as possible. The form is found on the website.
- The Theatre Manager will respond by email as quickly as possible with a pencilled in booking or an offer to negotiate new dates, and a Hirer’s pack including Booking Request Form, Conditions of Use and Technical Specifications, and Front of House form.

Once your date is pencilled in, you will have first refusal: If another request is made for the same date, we will give you the option of completing and confirming your booking.

- Review the conditions of use and technical specifications document.
- Meet with the Theatre Manager for a tour of the facilities, and negotiate any special terms or additional staff or equipment
- Submit your booking request form
- Receive and sign or submit your letter of agreement
- Submit your deposit, and proof of insurance
- Receive your written confirmation
- Confirm technical, staffing and front-of-house requirements
- Submit your Front of House form with marketing blurb for inclusion in the” what’s on”.
- Submit your stage plans and technical requirements, including numbers of mics, and any lighting colours or specials.
- Submit your risk assessment.

Confirmation

Important : bookings will not be considered confirmed until the Hirer has met with the Theatre Manager, the Theatre has received the signed agreement, deposit, and proof of insurance, and the Hirer has received a written booking confirmation. Pencilled in bookings may be cancelled at any time.

Other terms of booking

- Spaces will be made available for hire once the Wenona calendar is established for the year. This usually happens by the end of October in the preceding year
- All bookings must keep to scheduled access and exit times. Staffing and venue charges may apply for early access, unless previously negotiated, and vacating the venue after the stipulated time.
- Unless specifically negotiated, bookings in the Theatre are non-exclusive, and you will be expected to be mindful of other users when vacating.
- The Theatre reserves the right to book other functions up to **one hour before** the scheduled function commencement time and **one hour after** the scheduled function finishing time.
- The Theatre reserves the right to withhold any box office takings until all specified booking documentation is completed and received

Publicity and marketing

- The Theatre requires notification of any media release or activity related to the hire of the Theatre and may use such information in its own publicity or promotion
- The Theatre requests that written permission be obtained before using the name or trademark of the Theatre in any manner.
- The Theatre should not be represented as in any way endorsing any part of the Hirer's event or associated activities.
- The Theatre will include the Hirer in the "What's On at the Independent" webpage and any social media employed by the Theatre for marketing purposes

Cancellations

Cancellations made **within 48 hours** of the scheduled performance will incur liability upon the Hirer for full staff costs, any equipment hire costs, and loss of deposit.

In addition, in the event of loss of revenue due to rejected bookings, the Hirer will be liable for full venue costs.

Cancellations made more than **30 days in advance** will incur loss of deposit, unless the event is rescheduled at the time of cancellation.

Fees, charges, and deposits

Venue hire fees

Auditorium

Minimum performance hire:	Up to 5 hours including a minimum of one hour prior to the performance and half an hour after the conclusion of the performance	\$ 1,800.00
Extra performance on same day as basic performance hire		\$ 900.00
Hire of 10 hours on same day.		\$ 2,700.00
Hire of 3 consecutive days	(No more than 3 performances, 20 per cent discount on venue hire)	\$ 4,320
Additional time, in excess of the basic hire, charged hourly		\$360.00
Time after midnight per hour		\$440.00

Additional stage rehearsal time should be negotiated at the time of agreement

Other rates are available to “concessional access” Hirers and “supported access” Hirers. Please speak to the Theatre Manager to apply.

Rehearsal space

The Seaborn room is available for hire as a rehearsal space, at a minimum rate of \$90 for up to four hours.

Other venues within the Theatre

Other areas of the Theatre may be hired separately to the auditorium. Separate hire rates apply when the auditorium is not part of the booking, or when a separate or additional event, such as a pre-show reception, is held in a function room.

Seaborn room: minimum event hire of four hours is \$500

Arches: minimum hire of four hours is \$450

Fee exceptions

If previously negotiated, the Hirer will not be charged for any time not shorter than one hour during the hire of the auditorium when the Theatre is fully vacated by the Hirer. For example, an hour break between rehearsal and performance call. This must be negotiated in advance, and should this agreement be breached, by someone remaining on site, or returning early, normal rates will apply.

Other access and fees

Traditional hirers, with an existing arrangement with the Theatre, may apply for inclusion in the “concessional access” or “supported access” concert program at reduced rates of venue hire. These rates are usually offered only to members of the Australian Elizabethan Theatre Trust 2013 “easy access” programme.

Concessional access hirers should refer to Appendix 1 for an outline of special rates.

Chamber music performers may apply to be part of the Theatre’s Sunday afternoon chamber music series, with special rates and conditions. Please refer to Appendix 2 for details.

Internal Hirers

Internal hirers are defined as Wenona staff or students producing a core business event.

Internal hirers should refer to the user pays policy. Please note that internal hirers are bound by the same conditions of use.

The Hirer is responsible for meeting all costs incurred as a result of the Hirer's requirements.

Staffing charges

Staff	Hourly Rate
Front-of-house manager (minimum four hours)	\$ 50.00
Box office / assistant front-of-house supervisor (minimum three hours)	\$ 40.00
House usher / stage manager (minimum three hours)	\$ 35.00
Usher (minimum three hours)	\$ 28.00
Technician (minimum three hours)	\$ 50.00
Second technician (minimum three hours)	\$ 30.00
Technical supervisor (for time worked in excess of 10 hours, Sundays and Public Holidays)	\$ 75.00
Emergency supply of staffing per staff, per hour	\$ 75.00

Information when calculating staffing

Full staffing service

The Theatre will supply full staffing on request, at a minimum cost of \$827

Minimum staffing rules

Minimum staffing rules for management of evacuation and adequate operational staffing apply at the cost of the Hirer

Required minimum operational Theatre staff Include:

- Supervising Technician (Minimum charge \$150)
- Front-of-house Manager (minimum charge \$200)
- Box Office / assistant Front-of-House Manager (Minimum charge \$120)
- Head Usher (minimum charge \$90)

Minimum operational Theatre staff charge \$560

- A Theatre staff member nominated by the Theatre must be present at all times the Theatre is occupied by an external hirer, their performers, staff, or associates, and the Hirer will be charged accordingly
- During office hours and for certain internal events there is no additional charge for the role occupied by the Theatre representative
- The role of the box office manager includes front of house supervision, and evacuation, and is essential to the well running of external performances.
- Internal events will only require a box office manager for ticketed events

Required other staff include

- Two door ushers (Minimum charge \$168, per usher \$84)
- Gallery usher (if more than 220 people expected: minimum charge \$84)
- Stage manager / house usher (minimum charge \$105)
- Second technical operator (if using two or more of lighting, sound, and video, minimum charge \$90)

You are strongly encouraged to provide your own ushers and stage manager.

- Anyone can perform the role of usher if inducted and over the age of 16.
- If Hirers are providing volunteer staff the Theatre must be informed in writing at least **one week in advance**.
- Ushers and stage managers must be present **one hour and 15 minutes before the performance** to be inducted into fire evacuation procedures.
- All ushers will work under the direct supervision of the front-of-house manager
- Where possible, trainee staff will be supplied to fulfill the role of second technical operator, under the direct supervision of the Supervising Technician.
- These staff are required to be deemed competent and sufficiently experienced by the Supervising Technician before undertaking the operators role.
- Ushers are not required if fewer than 40 people are involved
- Volunteer ushers will be able to sit in the Auditorium once the doors are closed.
- Ushers are not required for internal events where all participants are Wenona staff and the majority inducted into the evacuation protocols
- Internal events should nominate evacuation staff from among inducted personnel

Other staffing guidelines

- It is the policy of the Theatre that a technician is on site at least half an hour before the first arrival of the Hirer, at the cost of the Hirer.
- Suitably qualified and experienced technical staff, such as lighting designers and operators will be supplied by the Theatre at the cost of the Hirer, according to the needs of the event, as requested by the Hirer. Technical staffing and the costs of technical staffing will be agreed at the time of negotiation, however emergent staffing requirements may incur additional fees.
- All events should have a delegated stage manager to liaise with the technician
- External technicians, who are deemed competent and inducted by the supervising technician technical roles under supervision, at the supervising technician's or Theatre manager's discretion.
- The Theatre may refuse the use of any volunteer, trainee, or external staff at the Theatre manager's discretion.
- Use of external or volunteer staff must be confirmed within **seven days of event**. Should any arrangements for volunteer or external staff fail to eventuate, or prove competent, staffing will be provided by the Theatre at the Hirer's expense. Supply of emergency staffing will incur a fee. Staffing minimums apply, and the performance may be suspended at the Theatre Manager's discretion until sufficient competent staff can be supplied.
- Use of external, trainee, or volunteer staff will not alter minimum operational staff.
- All staff must have a minimum ten hour turn around between shifts. All staff must take a half hour break for every five hours worked, and staff should stagger their breaks to ensure that supervision is continuous during these breaks. It is the Theatre policy that staff should not undertake a shift longer than 8 hours. If a shift longer than 8 hours is unavoidable, staff must take a minimum one hour break after 8 hours.

Inclusions: services included with venue hire

- General cleaning costs
- Stage rehearsal time as negotiated at the time of booking.
- Reasonable use of consumables, including the contents of the stage manager's kit, and house gel stocks.
- Use of listed equipment in standard configuration

Technical equipment – inclusions

Audio				
Mixing console	Presonus 32 Studio Live mixing console			
Microphones	2 handheld Sennheiser wireless microphones, with two optional lavellier transmitters			
	4 boom arm microphone stands			
	Three table-top microphone stands			
Lighting				
Lighting desk	ETC ION lighting console			
Lanterns- LED	12	ETC Selador Desire D60 Lustre		
	3	PL1 LED Profiles		
	7	PL1 LED Fresnels		
	6	i-LED Quad pars		
	2	ETC Colour Source Par		
	2	PR XLED500 moving head		
Lanterns - Tungsten	18	600w	narrow beam profiles	Prolite pr12 zpm
	12	600w	wide beam profiles	Prolite pr12 zpm
	18	600w	prism convex	Prolite PR12
	24	1200w	narrow beam profile	Prolite pr 6 zpm
	6	1200w	Wide beam	Selecon Pacifics
Staging and Music				
Chamber Chairs	6	Tempo chamber music chairs		
Orchestra Chairs	60	Wenger Student Chairs		
Music Stands	30	Massenet		
Backstage				
Intercom	2 channel Jands ezicom system with one 2 channel master station and headset, and five belt-packs and headsets. 1 wireless belt pack and headset			
Stage manager's kit	Including one roll of black gaffer tape, four rolls of spike tape, two rolls of black 1x tape, one roll of glow-tape, torch, highlighter, sharpie, pencil, ruler, two shifters, narrow nose pliers, tape measure, and spare batteries.			

Exclusions : services which attract an additional fee

- Technical and dress runs will be charged according to the resources used.
- Charges may apply for extra time or staffing required to bring in or store requested equipment for the performance.
- Staffing surcharges apply for public holiday and Sunday overtime and will be negotiated before bookings are confirmed
- The Theatre reserves the right to impose any additional fees according to the nature of the event. These fees will be negotiated before bookings are confirmed.
- Normal cleaning is included, however if a cleaner is required to be called, in addition to normal cleaning, an additional fee may be charged.
- The Hirer will be charged the replacement costs for unreasonable or inappropriate use of consumables (reasonable use will be considered the contents of the stage manager's kit, and normal rehearsal use of haze or gels) and the costs and any delivery charges for specially ordered consumables, such as gel or hazer fluid.
- The Hirer will be charged for the replacement of any blown lamps during their hire.
- If the stage is painted for the Hirer, the Hirer may be charged for the costs associated with returning the stage to standard black, including labour and materials.
- Any equipment or consumable requested and approved by the Hirer to be hired or purchased for the event will be at the cost of the Hirer. Hire and purchase fees will be negotiated at the time of contract. In emergent situations these costs may be renegotiated to include extra equipment by mutual agreement.
- The standard lighting rig may be altered at the request of the Hirer, with the payment of any additional labour costs.
- The standard lighting rig must not be altered without prior approval
- Should the lighting rig be altered at the request of the Hirer, the Hirer must pay any labour time and venue hire to complete the re-instatement of the Theatre lighting rig to its standard set up at the immediate conclusion of the hire

Audio visual charges	
Wenger Acoustic Sound Shells	\$150
Audio Visual system in the auditorium (including lectern)	\$150
Additional Radio Microphones for the <u>Auditorium</u> , per hire	\$120
Audio Visual system for the <u>Seaborn room</u> (including lectern, microphone, and projection system)	\$450
Piano charges	
Charge for the use of the Steinway Concert D Grand Piano	\$450
Charge for piano tuning (required)	\$200

Ticketing

When the Theatre's ticketing system is used, a ticketing fee of \$1.00 per ticket will apply.

Cash sales are being phased out during 2015.

All Hirers must use the Theatre ticketing system for any ticketed event.

Please note that a ticketed event includes any event where allocated seating is used, and can include invitational events.

Hirers can determine ticket prices and conditions for their event, within the following structure – Adult, Concession (including senior, associate etc), Student, Child, Group, complimentary, and Subscription.

Merchandising and cd sales

Sales of CDs and other merchandising will incur a 10% commission.

All merchandising must be sold by a member of Theatre staff, unless previously negotiated

All merchandise sold on the Theatre premises must have the written permission of the Theatre.

Recoverable expenses

Further to fees charges for exclusions, as above, the Theatre also reserves the right to charge fees to recover any additional costs incurred in direct association with the event – including, but not limited to

- The costs of any repairs required to restore the state of the Theatre to that of the Theatre at commencement of the hire
- Charges relating to extra time in the venue without prior arrangement
- Any fees incurred from the use of special effects with prior written authorization, such as fees associated with fire brigade response to the use of unauthorized smoke or haze effects
- Cleaning and repair fees related to use of bubble, haze, or other fluids
- Repainting or repairs due to negligent damage done to the stage. Negligent damage is defined as damage which occurs as the direct result of ignoring the advice of Theatre staff, stipulations of this condition of use document, or standard industry practice.
- Costs for any unplanned consumables or equipment hire requested by the Hirer as a solution to an emergent issue.
- Repair of water damage caused by negligence on the part of the Hirer, stage effects or stage-business.
- Staffing and other costs from additional rehearsals and time in the venue.

Payments

Bonds and deposits

- The Theatre may impose a bond on any Hirer at the time of negotiation, should the event be considered reasonably likely, after due discussion with the Hirer, to cause damage or require extra cleaning.
- A 20 per cent deposit will be paid at the time of booking confirmation.
- No booking is considered confirmed without the required deposit.
- In 2015 all payments will be due in advance, unless previously negotiated – this will be structured as 3 separate deposits of 20%, 30% and 50%.

Payments and reconciliation

- Unless previously negotiated, the Theatre will manage the box office and ticket sales on behalf of the Hirer, and shall hold all box office receipts until settlement
- Unless previously negotiated, the Hirer will be invoiced for the venue charges, and on receipt of funds, the box office takings shall be released to the hirer.
- All recoverable and other expenses which the Theatre may reasonably incur as a result of the Hirers event, are payable within 14 days of written notice
- The Theatre reserves the right to withhold any box office takings until all specified booking documentation is completed and received

Retention of monies

The Theatre may deduct the amount of any recoverable expenses from any bond paid to it after reasonable consultation with the Hirer; any bond will be refunded, less any reasonable deductions, within 30 days.

Insurance and Liability

Public liability insurance

It is a condition of hire that you have current public liability insurance at the time of confirming the booking of your event at a value of no less than \$10,000,000.00.

Other insurance

While we take all reasonable care, the Theatre accepts no responsibility or liability for the loss or damage of items left in the Theatre prior to, during, or after the function. We suggest that Hirers arrange their own insurance.

Liability for damage

The Hirer is responsible for all damage caused to the Theatre and it's fittings and equipment as a result of the Hirer's use of the Theatre, and will be liable for any resultant repair or cleaning costs.

Copyright

No filming, photography, or recording of performances will be permitted due to copyright and regulations, without written prior consent and authorisation. All liability for breach of copyright is the responsibility of the Hirer. Further restrictions apply to the filming and recording of minors.

Rules of Conduct

General good order

The Theatre is a part of Wenona School (“the School”), and as such, normal school conduct rules apply, in addition to normal theatrical practice.

- No smoking anywhere in the venue or on Theatre property. This includes the laneway, awning area, and all areas around and behind the dressing rooms and dock.
- Any loss or damage to the Theatre or its equipment will be the responsibility of the Hirer
- Nothing is to be adhered to any wall, door, window, or other part of the building.
- Nothing is to be adhered to the acoustic shells
- Display equipment or banners may only be erected under the direction of the supervising technician
- There are to be no animals in the venue, with the exception of registered assistance dogs
- All Hirers must comply with instructions of Theatre staff.
- The Hirer has responsibility for maintenance and condition of the Theatre during their hire.
- All breakages must be reported to the supervising technician
- Only approved and compliant height access equipment should be used anywhere in the venue
- No equipment or furnishings in the Theatre should be put to a purpose it was not designed for
- The Hirer is responsible for the removal of all personal property and rubbish at the end of their hire
- The Hirer is responsible for leaving the venue as they found it.
- The Hirer must act with due respect to the heritage nature and architecture of the building, and take or allow no ill-considered or negligent action that might cause damage to the fragile fabric of the building.
- Hirers are responsible for the behaviour of their members and the Independent reserves the right to intervene where it sees fit, to ensure legal compliance, public safety, good order and protection of the Theatre
- The Hirer’s event must comply at all times with Theatre policy, and all applicable local, state and federal laws and regulations.

Alterations and damage

The Theatre does not permit any alterations or physical change to any part of the Theatre (whether temporary or permanent), including sticking or attaching things to walls, doors, or other surfaces. If temporary alterations are required due to the nature of the event, specific written consent must be obtained from the Theatre well in advance, and the Hirer will be liable for any resultant damage.

General Staffing policy

- All staff will be provided by the Theatre at the cost of the Hirer, unless previously negotiated
- Minimum staffing rules for evacuation and adequate staffing apply with each hire of the auditorium
- A Theatre representative or supervising technician must be present at all times the Theatre is occupied by an external Hirer
- Only a person deemed competent, and inducted by the supervising technician or Theatre Manager is authorised to operate technical equipment.
- At the discretion of the supervising technician, a person that has been fully inducted and deemed competent by the supervising technician may be permitted to take on a technical role.
- At the discretion of the Theatre Manager, a person that has been fully inducted and deemed competent by the Theatre Manager, may be permitted to take on an usher role, provided that person is over 16.

- Suitably qualified and experienced technical staff will be supplied by the Theatre according to the needs of the event, and as requested by the Hirer.
- At the discretion of the Hirer, competent trainee staff may take on technical roles under supervision of the supervising technician.
- Technical staffing personnel will be agreed at the time of negotiation.
- The Technician presence for an internal Hirer is at the discretion of the Theatre manager.
- In all Theatre hires it is a condition of hire that essential ushers are employed to enable management of emergency procedures
- The Theatre's box office supervisor must be employed whenever the box office is open to the Public and payments are received at the Box Office.
- There is a minimum of four operational staff for any external performance.
- All events should have a nominated Stage Manager for evacuation and supervision purposes

Rules for use of the Theatre

- A pre-show announcement will be made before each performance covering basic Theatre rules (please see appendices)
- No photography or videography of performances by the Hirer or patrons will be permitted without prior negotiation with the Theatre manager
- The Theatre manager or supervising technician will carry out a venue induction, including keys, locks, lights, egress, taped areas, toilets and showers, fire equipment, emergency stops, access to the venue, and Theatre policies at the start of the hire and before the first rehearsal,
- Access to the Theatre for performers before the performance will be through the laneway doors, during the event through the rear doors or dressing room corridor doors.
- Air conditioning will be run before all performances at the discretion of the Theatre manager where ventilation is required. Air conditioning will also be run during performances unless specifically requested not to for the reasonable and demonstrable preservation of instruments or equipment
- The supervising technician is the only person who should turn off Theatre, foyer, and work lights.
- There is to be no food or drink in the auditorium
- All instructions by the supervising technician are to be followed
- No equipment or personnel are to be stationed or placed within 1 metre of fire equipment, or blocking aisles, doors, stairs, fire egress, or technical equipment.
- No one is sit in the fire egress or on stairs
- No one should cross any safety barriers or taped out areas.
- There are to be no feet on the seats
- Evacuation procedures must be followed
- All breakages must be reported
- All non-functioning exits signs must be reported

Rules for use of the stage

- Council noise restrictions apply
- No food or drink is permitted in the auditorium, on stage or backstage. Food and drink required for staging purposes should be cleared in advance with the Theatre manager.
- No water to be allowed on stage except in sealed, shatterproof, bottles
- Nothing is to be attached to the apron stage by any means. The apron stage cannot be drilled or screwed into under any circumstances

- The “old” stage may be drilled or screwed into with prior permission, at the discretion of the Theatre Manager
- Stage painting will only be permitted on the “old” stage, with prior permission. Only approved stage paint should be used, and the repainting of the stage will be at the Hirer’s cost.
- There is no access behind the black tab curtains. Performers are to use the under-stage corridor only for crossovers.
- Do not touch or interfere with stage winches, lighting truss, or hydraulic stage. This equipment is to be operated by authorised personnel only.
- Stage inductions should be attended, at a minimum, by all event management personnel
- No “blue-tack”, tape, or other adhesives should be used anywhere in the Theatre. Only approved spike tape or gaffer tape should be used on the stage floor.
- No masking tape should be used on the stage floor.
- Do not drag any object across the stage.

Shut down and security procedures

- The Theatre must be disarmed before accessing. No personnel of the Hirer should attempt access to the Theatre before the doors are opened.
- No Theatre keys or security devices should be lent to any unauthorised personnel under any circumstances.
- Keys must be signed out with the Theatre Manager, and are the responsibility of the person who signed them out until they are signed back in
- All equipment must be shut down before the building is vacated: including screens, unused fridges, and Theatre equipment
- All faders and masters on desks should be brought down before powering off
- Desks should be turned off after dimmers and amps
- All exit doors should be checked for secure closure, and all alarm sensors should be checked for contact on exiting the building
- The last person out will be the supervising technician or Theatre manager, nominated beforehand on a case by case basis. It is their responsibility to check the building, turn off the lights, and arm the building
- Where possible, the Theatre, stage, and all equipment should be set-up for the next event at the end of the hire, or returned to standard configuration

Front of House

Food and beverages

Catering and concessions

- Included in the venue hire, coffee, tea, and a selection of refreshments may be offered as a service during intermission only, at the discretion of the Theatre, with a small charge to patrons. This service may be withdrawn without prior notice at the discretion of the Theatre
- Refreshments can be offered before and after the show at the request of and at the cost of the Hirer.
- Afternoon tea for the performers (tea and coffee, etc) can be organized at a cost of \$2.00 a head.
- After show functions can be catered by the Theatre.
- Full catering can be organized through Theatre management.
- Confirmation of catering numbers should be received at least **seven days in advance**. Charges will be based on no less than the confirmed numbers.
- Contacts and details of approved caterers will be supplied upon request.
- No deep frying or boiling is permitted in the kitchen as it will set off fire alarms. Fees associated with the arrival of the fire brigade will be the liability of the Hirer.
- Any catering should take safe egress into account as a first priority when setting up.

Refreshments

- No food and beverage is permitted to be brought onto the premises except as organised with Theatre staff.
- No food or drink is permitted in the auditorium. No food or drink is permitted on stage, or backstage, with the exception of sealed, shatterproof water bottles.
- No food or drink is permitted in the dressing rooms without prior negotiation.
- Permission must be sought before including food or drink in any production on stage
- No liquids are permitted on stage, or in the bio box, with the exception of sealed water bottles for the use of musical performances.

Alcohol

- Alcohol will only be served at the specific request of the Hirer on an event by event basis.
- No alcohol will be served at any event involving minors.
- The Theatre, at the discretion of the Theatre Manager, will staff and operate the Theatre Bar when required, for the service of alcoholic beverages in accordance with On-Premises Licence number LIQO624006944.
- Strict rules and conditions apply to the service of alcohol, according to the licence conditions imposed by the Liquor Act and Regulations 2007.
- There will be no consumption of alcohol in any part of the building, except according to licence conditions.
- No alcohol will be provided by the Theatre for off premises consumption under any circumstances.

For full alcohol restrictions see policy paper.

Storage and deliveries

- The Theatre has limited storage, and cannot accept responsibility for any items belonging to the Hirer
- Lost property will be held for a **maximum of one week** after the event.
- Deliveries can only be made at pre-arranged times. All items should be marked for the attention of the Theatre Manager with the function name, date and number of items being delivered.
- The Theatre will not accept responsibility for any items left in the Theatre longer than **48 hours prior** to, or at the conclusion of an event.
- Deliveries can be made via the Miller St laneway, or from the right of way off Ridge street.

General FOH

- Minimum staffing rules for evacuation and adequate operational staffing apply – including front-of-house manager, technical supervisor, and box office manager: with each hire of the auditorium, at the cost of the Hirer
- It is a condition of hire that essential ushers and staff are on site to enable management of emergency procedures.
- The Theatre box office manager must be employed as box office manager, at the cost of the Hirer, whenever the box office is open to the public and payment is received at the box office. The box office manager may take on a different front-of-house role when the box office is not open.
- All front-of-house staff and ushers should be briefed before each performance
- It is the responsibility of FOH staff to keep aisles clear
- Prams etc must not be kept in aisles when auditorium is occupied
- It is the responsibility of FOH staff to ensure that no food or drink is taken into the Theatre during an event

General WHS

- **The Theatre reserves the right to impose any conditions it considers reasonable or necessary to achieve the safe and proper use of the Theatre and its immediate surrounds**
- All staff, volunteers, performers, and contractors are subject to the WHS policies of the Theatre, including manual handling, and fire regulations, and are bound to work in a safe manner without endangering themselves, others, or the equipment or architecture of the building, above all other priorities.
- Time and staffing allocations should be made accordingly.
- A maximum of 303 guests in the auditorium or a maximum of 120 guests in the Seaborn room will not be exceeded. Configuration of spaces will affect how many people are permitted to occupy any given space. The total capacity of the auditorium is 370. The total capacity of the venue, including staff and performers is 382
- No unauthorised person is permitted on stage when lighting bars, front-of-house truss, or hydraulic stage are in movement, nor during other set-up activities which the supervising technician deems to be inaccessible to unauthorised personnel
- Emergency stops for theatre equipment are located to either side of the proscenium arch, on the stage side, and on the catwalk over the stage..
- Bulky items should only be moved with a spotter.
- Front-of-house truss, onstage lighting bars, sound shells, and the hydraulic stage should only be moved with a spotter.
- If a spotter is not available, the task will wait until a spotter is available.
- Any emergent safety hazards are to be reported to the supervising technician immediately
- The Hirer must complete risk management for their event at least 7 days prior
- All incidents or near misses are to be reported to the supervising technician or Theatre Manager
- Exit signs must be on at all times
- Aisle lights must be on whenever the auditorium is occupied
- Blue back-stage lighting must be on at all times.
- All electrical equipment must have a current test and tag
- All cables must be taped or covered to remove trip hazards
- Areas marked out with White tape indicate permanent egress or access areas and must not be blocked
- Areas marked out with black and yellow hazard tape indicate permanent hazards, and should not be crossed
- Any bulky, dark or awkward equipment stored backstage should be marked or outlined with glow tape
- Only the supervising technician should turn the work-lights off
- All failures and unsafe equipment must be reported to the supervising technician
- Closed toed shoes must be worn at all times on stage. Exceptions may be made for performance conditions at the discretion of the Theatre manager
- The Theatre reserves the right to restrict access to any part of the Theatre and the Hirer shall comply with any barriers in place.
- Any areas marked out with hazard tape should not have items or personnel stationed or placed within their boundaries, and should be avoided where practical
- No items will be suspended from, or within 1 metre of, lighting equipment

- Strobe lighting can be a hazard, and should only be used with serious consideration. Use of strobe lighting is at the discretion of the supervising technician
- Effects used are at the discretion of the supervising technician
- All walkways, access, stairs, and doorways are to be kept clear at all times
- No people or objects should be stationed in positions blocking egress or fire equipment.
- Only approved and compliant height access should be used in the Theatre. No unauthorised personnel shall access any height access equipment.
- Only authorised personnel are to operate the stage winches, front-of-house lighting truss, hydraulic stage, and other technical equipment

Evacuation plan

- Before each external performance a pre-show announcement will briefly outline the evacuation procedure
- As soon as the house is closed for the performance, the front-of-house manager will open the laneway doors, checking that the alley gate is closed. The box office manager will open the main Theatre doors, remaining in attendance for security reasons

In the event of an emergency

An alarm will sound

- Emergency lighting will come on
- An announcement will be made by the technician
- Fire evacuation personnel will open all egress doors and guide and assist patrons to exit the building calmly by their nearest exit, and check that their area is clear of personnel, where safe to do so.
- All performers and staff will exit the building calmly by their nearest exit
- Patrons and staff are to assemble in St Leonards park, near the War memorial.
- Evacuation personnel report clearance to the Theatre Manager
- The Theatre Manager will report to emergency and School personnel as appropriate

Fire regulations

- No scenic elements over 2 metres high, with the exception of the acoustic shells
- No blocking fire equipment or fire egress
- No naked flames or flammable gases or flammable liquids on stage
- All fabrics and backdrops on stage must be fire retarded to Australian standards
- All exit signs must work, any exit sign which doesn't work must be reported to the supervising technician immediately
- No egress doors shall be locked or blocked when the Theatre is in use

Appendices

Pre-Show announcement

Good afternoon/evening Ladies and Gentlemen, and welcome to today's/tonight's performance of

We'd like to take this opportunity to remind you to switch off all mobile phones and devices, as a courtesy to performers and other patrons, and to prevent interference with equipment used in this production.

We also remind you that the use of flash photography and videography of any kind is not permitted.

Please also be aware that no food or drink is allowed in the Auditorium, and that there is no smoking anywhere on Theatre property.

In the unlikely event of an emergency, please follow your trained ushers to your nearest exit and up to Miller street, and assemble at the war memorial in St Leonard's park.

Thankyou, and enjoy the performance.

Intermission

Thankyou Ladies and Gentlemen, there will now be a twenty minute intermission. Refreshments are available in the foyer.

Emergency

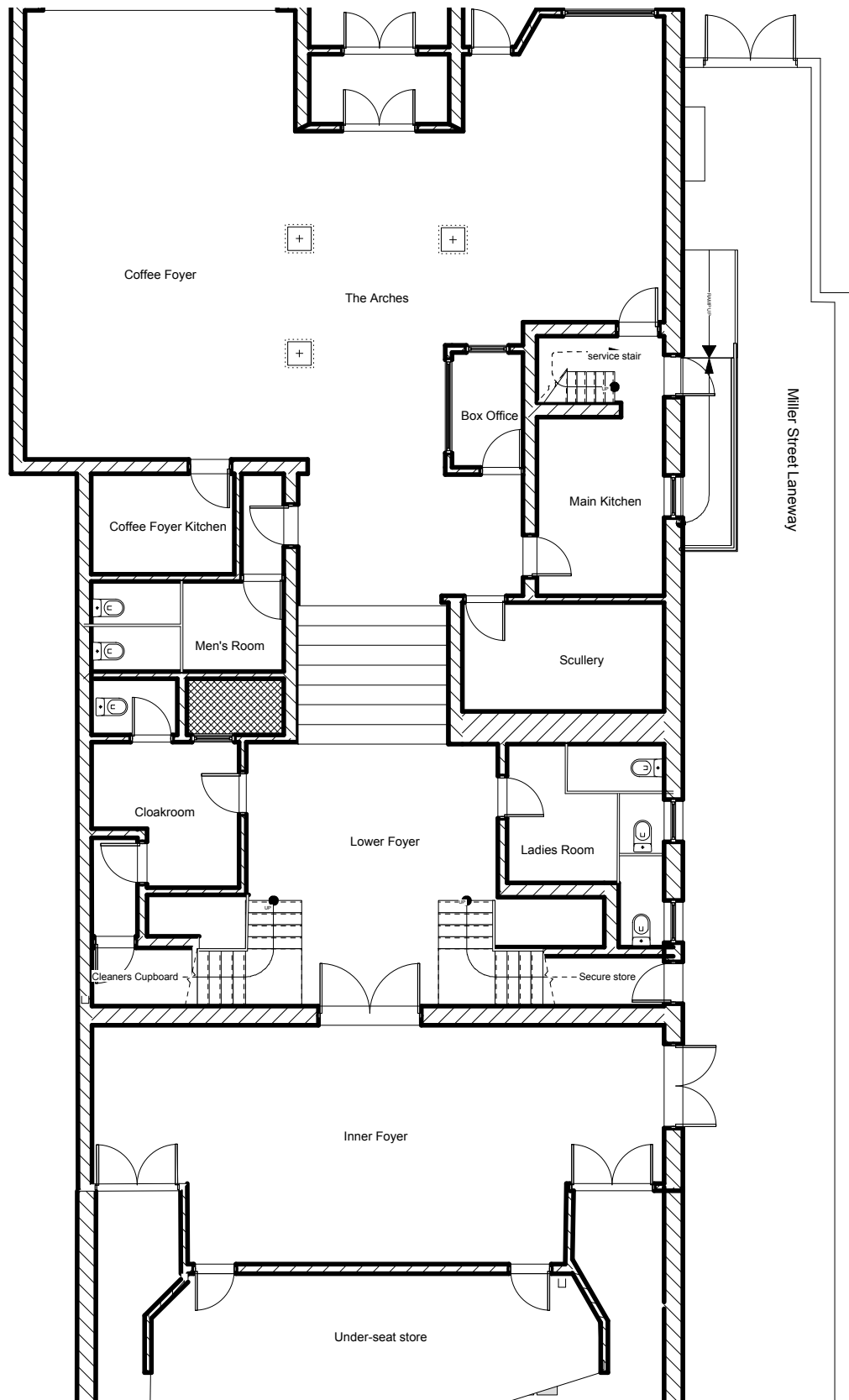
Ladies and Gentlemen, the Theatre's emergency alarm system has been triggered. Please exit the building calmly and quietly, through the doors on your left, following your ushers up to Miller St, and to St Leonard's park.

A Brief Glossary of Terms

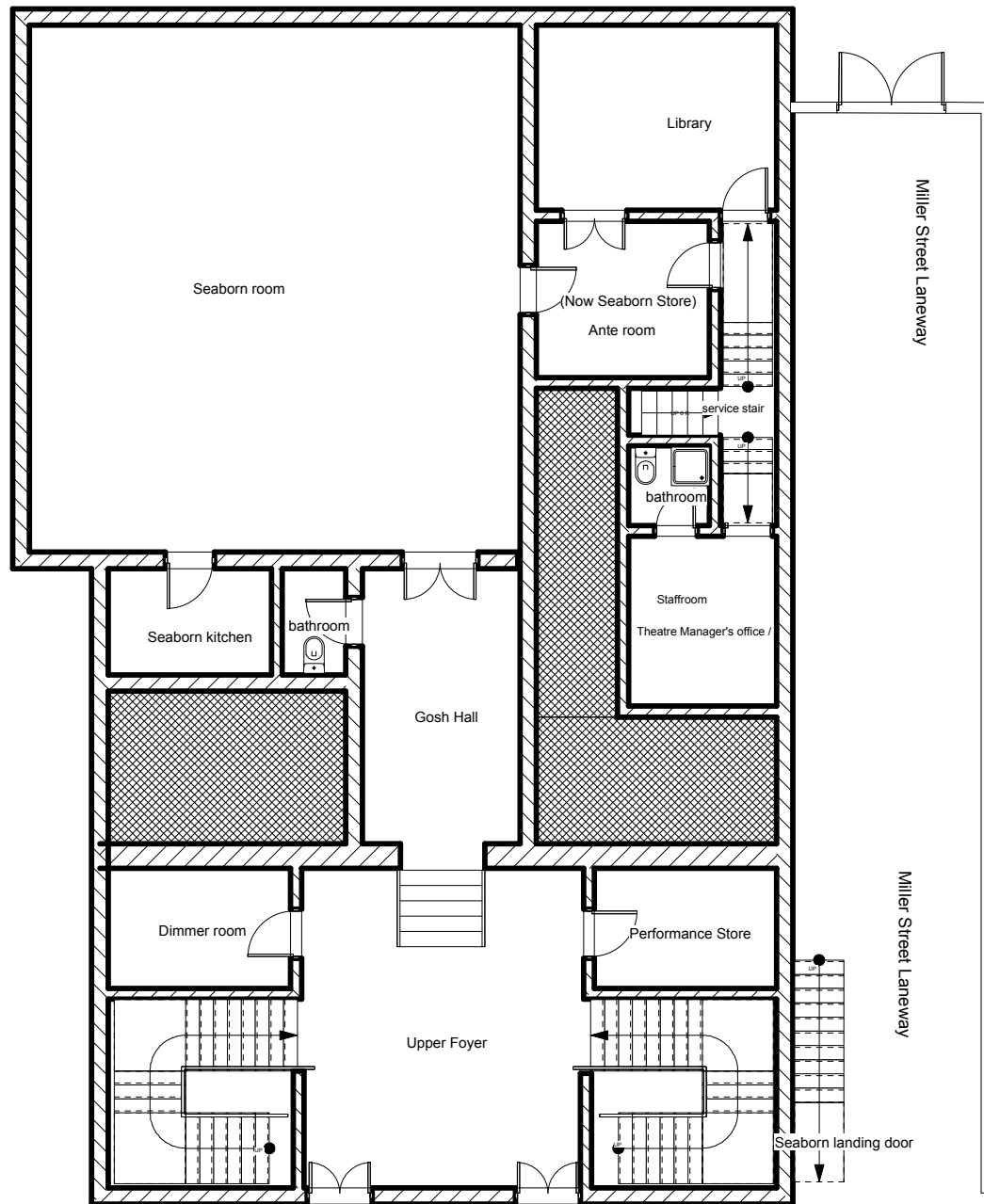
Acoustic shells/ Sound shells	Large “mobile” plywood structures used to enhance the acoustic properties of the Auditorium, approximately 3 metres wide and four metres tall.
Apron stage	A section of stage in front of the proscenium
Back stage	Areas and tasks involving the stage, dressing rooms, and performers areas.
Bio Box	The permanent control room, where lighting and sound are run from, located at the rear of the auditorium in relation to the stage.
Bump-in	The time allotted to bring in and set up any equipment required for the performance
Bump-out	The time required to remove all equipment, personal property, and personnel after a performance
Consumables	Refers to any equipment or requirement which will be used up, or consumed, during performance or rehearsal. This may include batteries, gels, light bulbs, food and drink, etc
Cyclorama (cyc)	The (usually) white cloth hung at the back of the stage, used for lighting.
Dock	Best access door to bring equipment into the Theatre
Dress Rehearsal	Rehearsal done with full technical and design elements for the benefit of all participants. Generally a dress rehearsal is only relevant for fully staged dramatic and operatic productions.
Front-of-House	Areas and tasks involving tickets, marketing, the box office, foyers, and any reception areas. In the Independent Theatre, front-of-house areas include the box office, kitchens, arches, inner foyer, upper foyer, and the Seaborn room. Front-of-house also refers to positions in the auditorium, as opposed to onstage.
Gallery	Auditorium seats in the mezzanine or upper level, also referred to as the dress circle
Green Room	A generally private room, isolated from the audience, for performers and production personnel to gather, deposit personal property, and eat any meals etc
House Curtain/Tabs	Stage width and height curtains located just behind the Proscenium
House seats	Seats reserved for staff and associates of the Theatre, and Theatre management. In the Independent, this includes School, and School management.
Merchandise/ Merchandising	Refers to any item sold by the Hirer at the time of the performance – this may include books, cds, clothing, or promotional exhibits.
O.P (Opposite prompt)	Stage Right; actor’s right when facing the Audience
Production position	A position in the auditorium with capacity for temporary sound and lighting control to be installed. The production position is used for dress and tech rehearsals.
Prompt	Stage Left; actor’s left when facing the audience
Proscenium (pros)	The arch dividing the auditorium from the stage. In the Independent, the proscenium divides the apron stage from the “old” stage.
Setting Line	Imaginary line upstage of the Proscenium arch and house curtains, indicating the furthestest downstage point where staging can be placed without interfering with the movement of the house curtain.
Stage Door	Access door for performers and production personnel to enter the Theatre
Stage rehearsal	A rehearsal done without technical elements, for the benefit of performers and production personnel. A stage rehearsal may include establishing positions, or becoming accustomed to the space and it’s acoustics etc.
Stalls	Auditorium seats on the lower level
Standard rig	The usual lighting rig, designed to meet most general lighting requirements in the Theatre, according to precedents set by previous performances.
Tech (technical) Rehearsal	A rehearsal done with any technical elements, such as lighting and sound, which may include sound checks, done for the benefit of technical personnel.

Venue Maps

Ground Floor

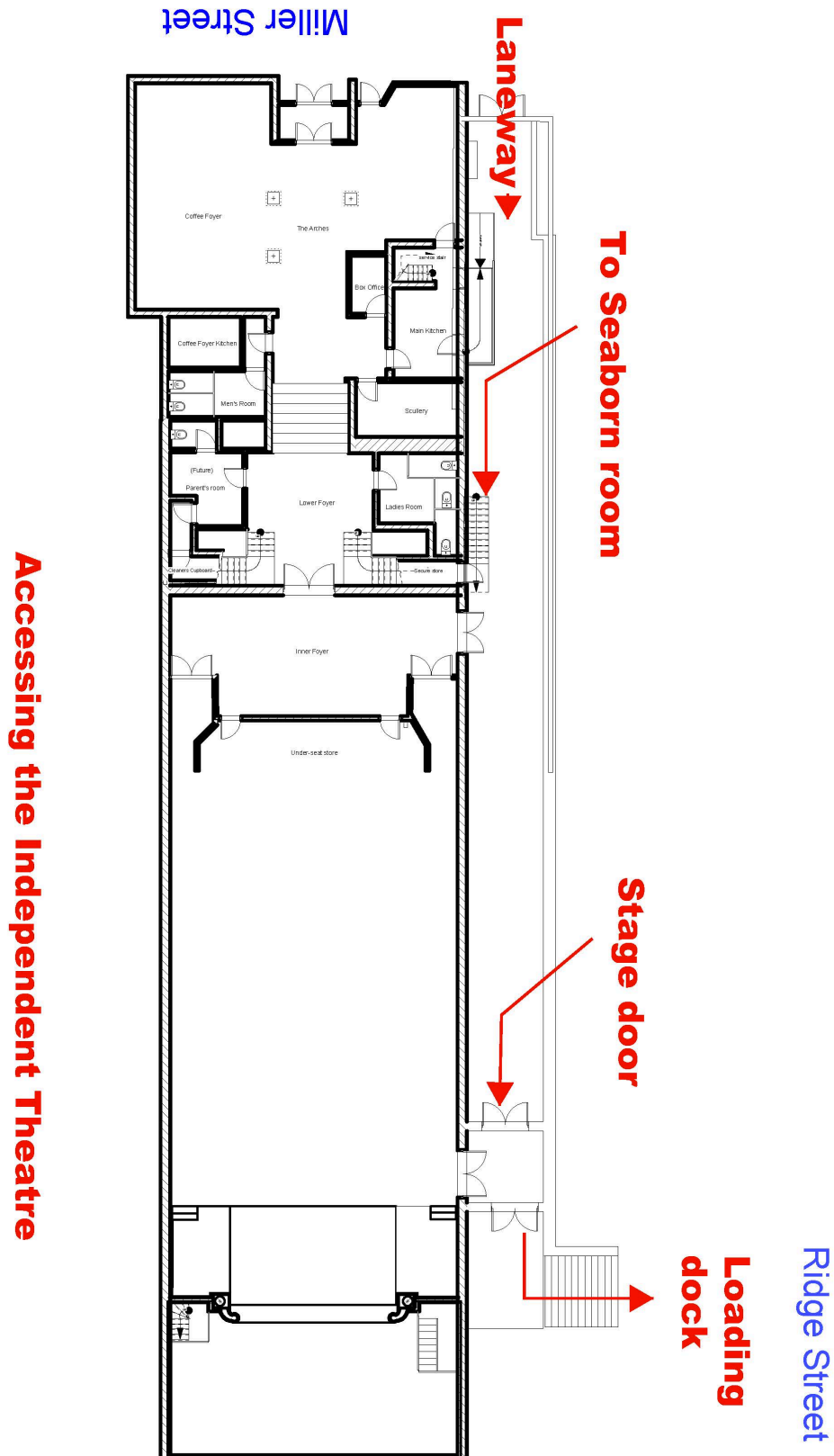


First Floor



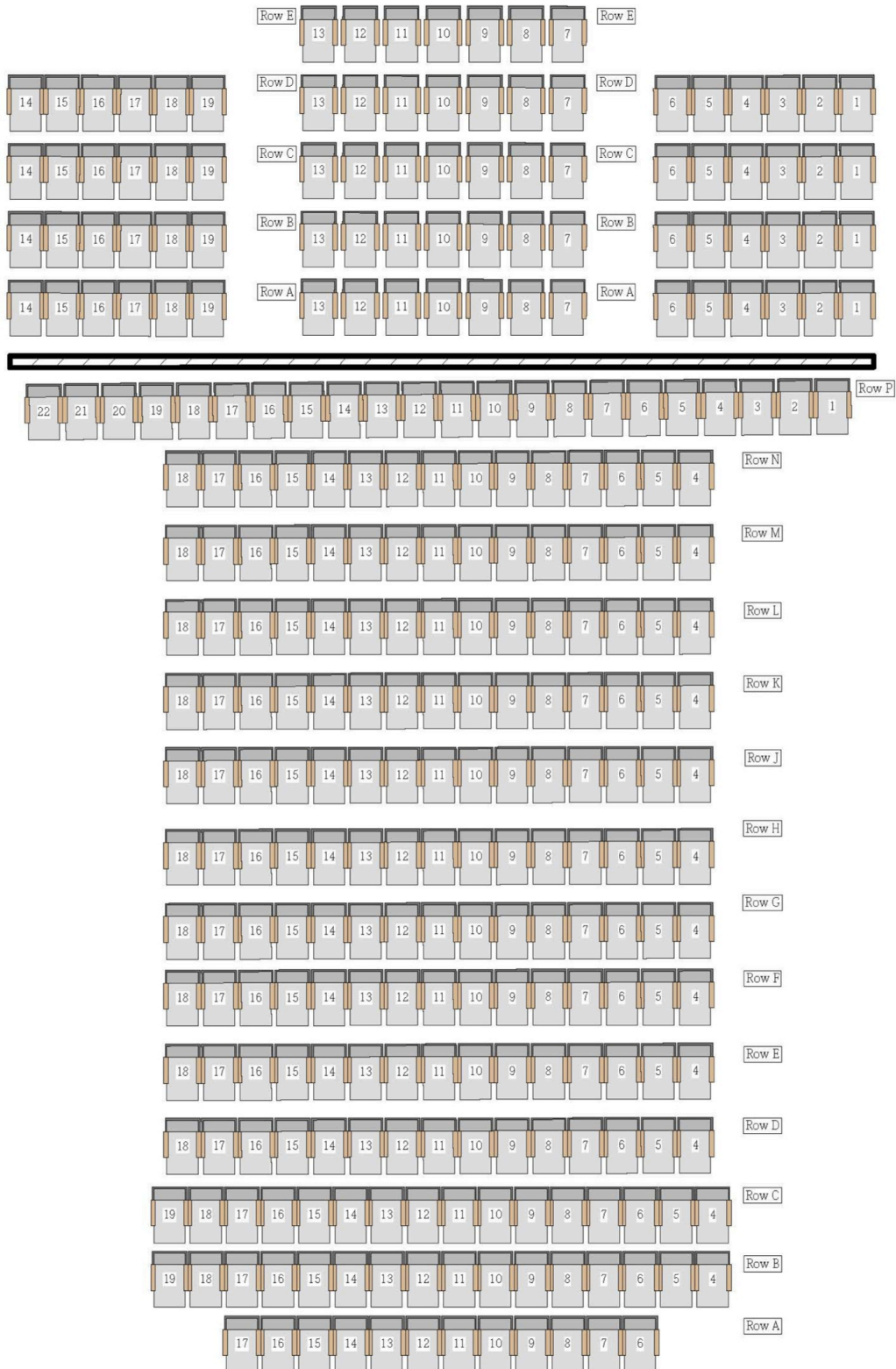
Gallery Level of Auditorium

Access





Seating Plan



Stage Plan

