



INFORMATION AND APPLICATION FOR HIRE PACK

THE FACILITY

The Main Theatre seating is raked and can seat up to 175 patrons. It can be used for a variety of functions, subject to capacity requirements and suitability. There are three wheelchair spaces in the front row (requiring removal of seating).

The theatre, backstage and foyer adjoining the theatre area has air conditioning and heating. Both the theatre and foyer areas are carpeted.

Male and female toilets, as well as a fully automated disabled toilet, are available in the foyer and male and female toilets/showers are also located backstage.

Two dressing rooms are located backstage, and a storage room on the northern side of the stage for storage of props and set pieces for performances.

A fully equipped kitchen is available for use. You are required to supply your own perishables, food or drink.

The theatre is monitored by an electronic fire/alarm system and is equipped with smoke and heat sensor alarms.

LOCATION

The Little Theatre is located at 34 Bogan Street Parkes (on the corner of Bogan and Dalton Streets. Ample parking is located at front of the Little Theatre Complex and on Bogan and Dalton Streets.

APPLYING FOR HIRE

The Theatre is available for hire for performances, concerts, seminars, conferences, exhibitions, civic functions, receptions and other approved events or activities.

Bookings will not be taken for any events or activities that may threaten the safety and security of people or property or contravenes statutory requirements.

Bookings are to be made through the Parkes Musical & Dramatic Society Bookings Officer. Contact details are on our website. Inspections of The Little Theatre can be arranged.

Hire of the theatre cannot be confirmed until the Application Form has been completed by the Hirer and accepted by the Bookings Officer or President of the Society. Formal confirmation of the booking will be made by email.

In the event of more than one application being submitted for the hire of theatre facilities on the same date, the successful applicant will be at the discretion of the Bookings Officer.

Hire of the facility will be accepted only where it can fit around planned Society Productions. It is a condition of hire that any equipment or set in place for an upcoming Society production, will not be removed for the hire unless it poses a safety risk. The Hiring Officer will inform the Applicant of upcoming productions and potential equipment or set that may be in place on the date of the proposed hire.



APPLICATION DETAILS

Name of Event _____

Name of Organisation _____

Address _____

Contact Person _____ Phone _____

Email Address _____

Date/s of Hire _____

Please give a brief description of your event:

PLEASE SELECT WHAT YOU REQUIRE

- | | | | |
|--------------------------|----------------------------------------------|-----------------------------|----------|
| <input type="checkbox"/> | Foyer Area/Kitchen only | Up to 4 hours | \$100.00 |
| <input type="checkbox"/> | Foyer Area/Kitchen only | Full day (7am to mid-night) | \$200.00 |
| <hr/> | | | |
| <input type="checkbox"/> | Full theatre (includes foyer/dressing rooms) | Up to 4 hours | \$200.00 |
| <input type="checkbox"/> | Full theatre (includes foyer/dressing rooms) | Full day | \$400.00 |
| <hr/> | | | |
| <input type="checkbox"/> | Use of Theatre Lighting Systems (Vista) | | \$100.00 |
| <input type="checkbox"/> | Use of Theatre Sound Systems | | \$100.00 |
| <input type="checkbox"/> | Microphones (number required _____) | per microphone | \$ 20.00 |
| <input type="checkbox"/> | Piano | | \$100.00 |
| <input type="checkbox"/> | Projector/screen | | \$100.00 |

Please note, all fees (with the exception of those noted as 'up to 4 hours") are for one single day. Where you nominate to use our Sound or Lighting systems, this will also require an appropriately qualified Society nominated Technician @ \$80.00 per hour. Fee applies to set-up, programming, and show/event time, and will be quoted on acceptance of hire.

- | | | | |
|--------------------------|----------------------------------------------------------|----------------------|---------|
| <input type="checkbox"/> | Ticketing through Society Ticket platform - Ticketsearch | per ticket sold | \$5.00 |
| <input type="checkbox"/> | Front of house (Patron management – monitor foyer area) | per person, per hour | \$30.00 |

Charity or Community Hire

Where an event is being held to raise money for charity, or is a community event, application can be made for a reduction of up to 50% of the Commercial theatre Hire rate, based on percentage being donated to charity (Lighting, Sound, Ticketing and Tech fees cannot be reduced).



CLEANING

The Hirer will be responsible for cleaning of the facility after the event concludes. A detailed cleaning checklist will be provided prior to the event. Where the facility is not left in an acceptable state, or spillages require the carpet or seats to be professionally cleaned, the cost of cleaning will be passed on to the hirer.

PAYMENT

A downpayment (50% of Hire Fee) is to be paid within 14 days of acceptance of application. Final payment is due within 14 days after the event.

For hire that includes ticketing, remaining hire and ticketing fees (including cleaning fee where required) will be deducted from Gross ticket income and the balance deposited in the bank account of hirer no later than 14 days after the event.

CANCELLATION

A full refund of the deposit (minus any expenses incurred by the Society) will be given if cancelled more than 14 days from hire date.

50% of the deposit will be given if cancelling between 7 and 14 days prior to date of event.

The deposit is forfeited where cancellation is made less than 7 days prior to the date of the event (except if the hire officer determines there to be extenuating circumstances).

INSURANCE

It is a condition of use that your organisation carries sufficient public liability insurance to cover the proposed function and personal equipment. A copy of the Certificate of Currency must be provided along with the signed Application form.

The Society accepts no responsibility for the loss, damage or theft of equipment, property, displays etc left unsupervised at The Little Theatre.

TIME CONSTRAINTS

A full day hire is from 7.00am to midnight. Any event held at The Little Theatre under this hire agreement, must not commence before 7.00am and must conclude by 11.00pm. The full day hire period ends at midnight.

FACILITY MANAGEMENT

Any event held in the main theatre, must have a person dedicated to 'Front of house' and for security reasons, must remain in the foyer area at all times during the event. Where you do not have a person to act in this capacity, the Society will designate a person to fulfil this role (rate \$30.00 per hour).

Applications for use of The Little Theatre must be received at least 7 days prior to the proposed function.

I have read and agree to the Terms and Conditions of this hire agreement.

Date

Applicant Name

Applicant Signature

Please return application form to the Bookings Officer – Lyn Townsend

Email: parkesmandd2870@gmail.com Contact Number: 0429 623 829



TERMS OF HIRE

Surfaces

- Tables used for the serving of food and refreshments are to be covered with appropriate cloths.
- Please do not use abrasive cleaners on any surface.

Smoking

- Smoking is not permitted in any area of The Little Theatre or in the breakout patio area.

Food

- Absolutely NO FOOD or drink is to be consumed in the theatre (with the exception of bottled water). Food and drinks can be consumed in the foyer area only. Any evidence of food/drink being consumed in the theatre area will result in a cleaning fee being applied.

Alcohol

- Sale of alcohol is not permitted unless the applicant holds the appropriate licence, and alcohol can only be served if a person with a current RSA is directly in attendance.
- Hirers shall comply with the provisions of the Health Act and Liquor Act.

Security

- The theatre complex will be opened and closed by a member of the M&D Society at an arranged time with the Hirer. Where the hire is to be over a period of time, the Hirer may be taken through a building induction and given a set of keys to access the building over the hire period.

Emergencies

- Please ensure all patrons or guests are aware of the fire escape doors that are situated at the northern and western ends of the Little Theatre. Exits are marked with exit lighting and evacuation plans are appropriately placed around the theatre. Please do not obstruct these doorways with displays or equipment.
- There is an AED (Automatic Emergency Defibrillator) located at box office. First aid kits are located in the kitchen on top of the refrigerator and also in the Props room.
- A list of relevant contact numbers is included in this agreement. In case of fire or emergency please dial '000'.

Air conditioning/Heating

- Control switches for heating or cooling are located at box office (for the foyer area), on the northern side of the sound desk (for the theatre) and in the dressing room corridor (for backstage). When vacating the theatre or foyer please ensure that all the air conditioning/heating is switched off.

Kitchen

- A modern fully serviced kitchen is available. Two ovens, one dishwasher, 2 fridge/freezers, 3 mobile hot water urns, and a basic supply of cutlery, crockery and glassware are available for use.
- The kitchen facility is only authorised for re-heating of food. No catering/cooking can be carried out in the kitchen.
- Ensure that ovens and other small appliances are switched off prior to vacating the building.
- It is a requirement that the kitchen be left in the condition in which it was found.

Tables and Chairs

- Tables and chairs can be supplied for use in the foyer. Please discuss your requirements with the Hiring Officer.



Decorations

Hirers using facilities shall not:

- Deface or damage any part of the facility.
- Place any nails, pins or screws into any wall, pillar, table, chair, floor or ceiling of the Theatre or Foyer.
- Deface or damage any equipment within the facility.
- Utilise any props, set pieces, costumes or property of the Society without the expressed permission of the Hiring Officer. Additional fees will be incurred where Hirers are found to have used Society property without permission. Please note this hire agreement does not include use of Society costumes, props, set pieces, or the use of the Shed.
- Confetti styled bon bons or streamers are not permitted to be set off in the theatre. Evidence of this will result in a cleaning fee being applied and will compromise future hire opportunities.

Rubbish

- All rubbish from the function is to be deposited in the Otto bins provided near the loading dock. The filled bins are to be placed adjacent to the driveway layback for collection. Any excess rubbish is the responsibility of the Hirer and is to be removed from the premises.

Other information

- It is the responsibility of the Hirer to prevent disturbances or excessive noise within The Little Theatre or adjacent surrounds that may be to the detriment of nearby residents.
- The Hiring Officer or members of the Society Executive have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions of use.
- Persons using the facilities must ensure that children accompanying them are supervised and kept under their control at all times.
- Hirers are responsible for all equipment items that are used for the event. Any damages or loss of equipment will result in the Hirers being invoiced for the replacement cost.
- Any damage to flooring, walls or similar will result in the cost of the repair/cleaning being borne by the Hirer.
- Under no circumstances are hirers permitted in the Bio Box, Box office, or in the Shed.

CONTACT DETAILS

Bookings Officer	Lyn Townsend	0429 623 829
Treasurer	Gail Smith	0437 768 406
Parkes Police		02 6862 1077
Ambulance		13 12 33

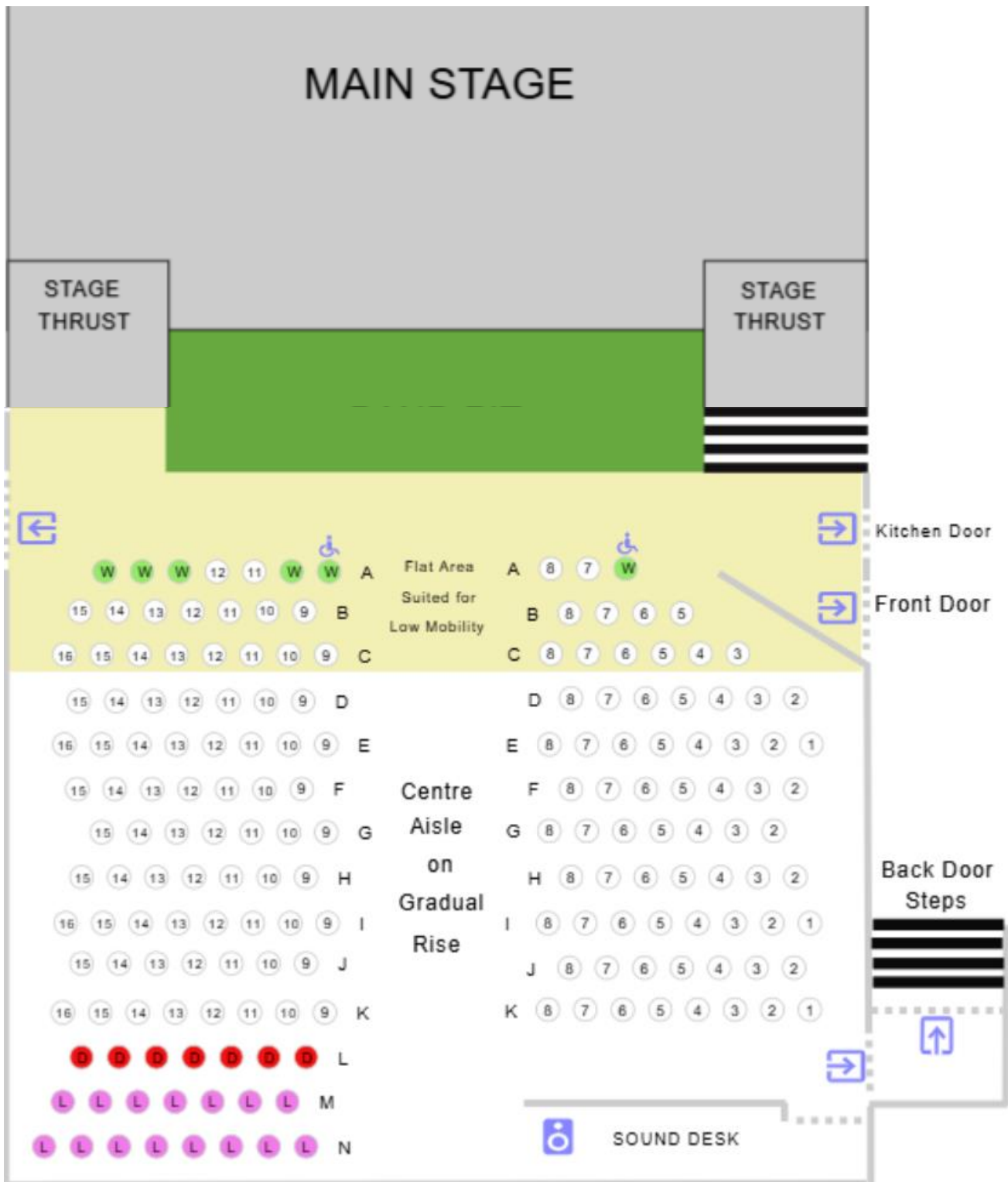


TICKET SEATING PLAN

Green W seats - A6 is a single seat that removes for a single wheelchair. A 13, 14 and 15 remove for a double wheelchair space, or a single wheelchair and one single free-standing companion seat. It's important to recognise some people sit high in wheelchairs. We recommend blanking out B5/6 or B14/15 if selling wheelchair seats.

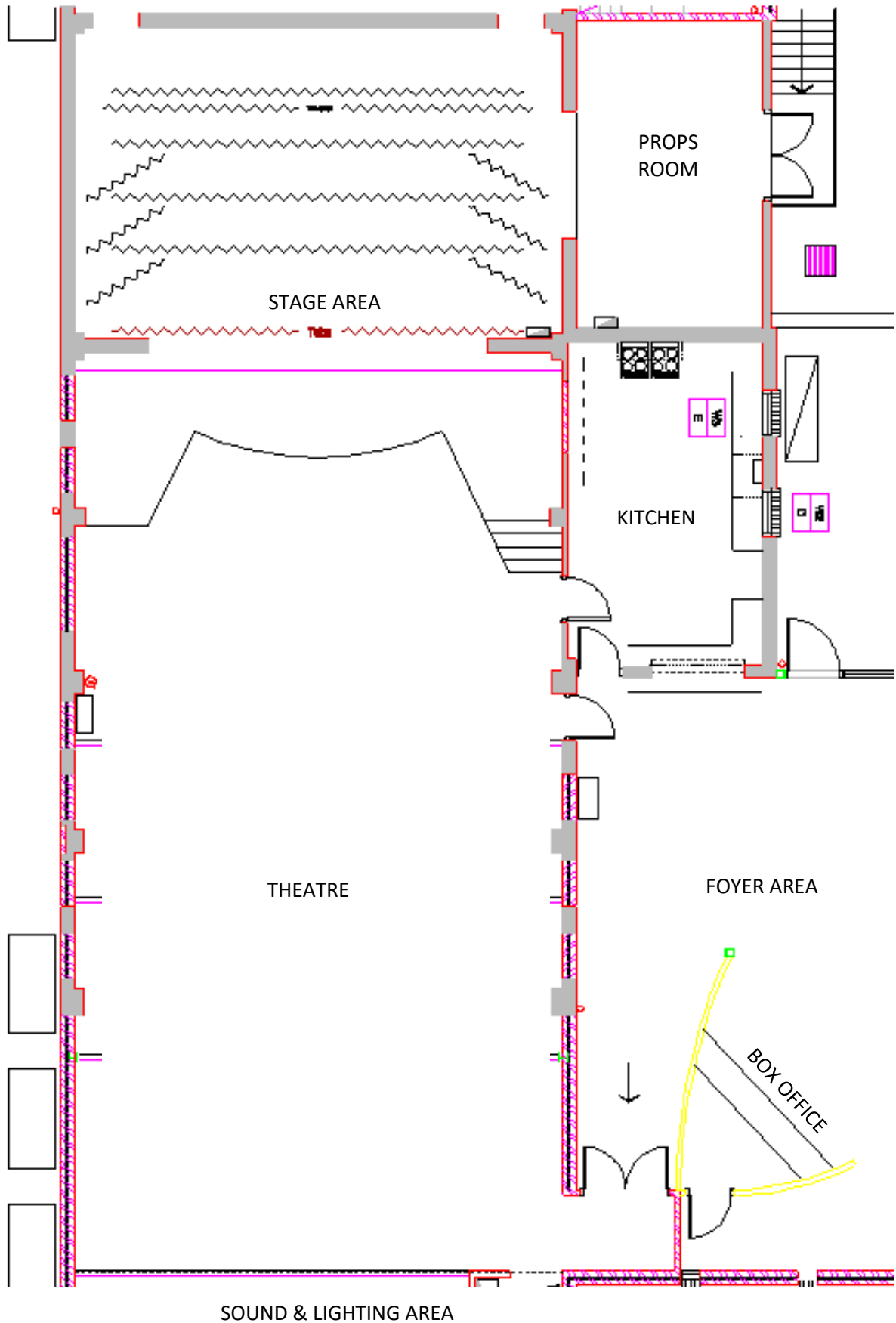
Purple seats (Rows M & N) are on rises. We usually sell these at slightly reduced ticket prices.

Red seats (Row L) have restricted views. It is recommended this row be placed as 'last sell' or priced lower.





STAGE, PROPS ROOM, KITCHEN AND FOYER PLAN





CLEANING & VACATING CHECKLIST

- Foyer and Main Theatre Vacuumed.
- Dirty cutlery/crockery washed and put away.
- Kitchen bench tops cleaned.
- Kitchen floor swept and mopped.
- All water taps are turned off.
- All stove elements and ovens are turned off.
- All rubbish is placed in the outside otto bins provided.
- Glass on entry/exit doors is cleaned.
- Stage cleared and swept.
- Toilets, basins and bathroom floors cleaned (including Disabled bathroom)
- Dressing room toilets are cleaned and bins emptied into outside otto bins.
- Dressing Rooms vacuumed, benches wiped, and bins emptied.
- Air conditioner/heater has been turned off.
- All doors and windows are locked.
- Alarm has been set (if you are the last to leave/lock up).
- All lights are turned off.