

# Erindale Theatre

# Terms and Conditions

*Erindale Theatre*

*McBryde Crescent*

*Wanniassa*

*2903 ACT*

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### **Contact Details**

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[www.erindaletheatre.com.au](http://www.erindaletheatre.com.au)

[www.activelc.com.au](http://www.activelc.com.au)

<http://www.facebook.com/ErindaleTheatre>

<http://www.facebook.com/ActiveLeisureCentre>



## **Background**

The Erindale Theatre opened as a part of the Erindale Complex on June 24, 1979 with a Gala performance of the Australian Ballet. Since then, the Theatre has become a centre for both Local Community Groups and Theatrical Productions from the Tuggeranong and Canberra region as well as interstate touring companies.

At 443 seats the Erindale Theatre is the largest theatrical space in South Canberra. The multi-purpose space is suitable for an array of functions from large corporate seminars, community group presentations to full mounted musical & theatrical productions. The Erindale Theatre is one of only three theatres in the region that boasts a fully operational fly tower system for professional set changes. The space is also equipped with comprehensive lighting and audio systems as well as a large screen audio-visual system. Other facilities include a well-appointed foyer and bar and also, an orchestra pit with a state of the art acoustic design and safety equipment.

From Dance Eisteddfod to film nights, corporate event to musicals, the Erindale Theatre is a space that can cater for almost any presentation.

## **Tentative Bookings**

To enquire as to the availability of Erindale Theatre, emails, faxes or phone enquiries can be made to the Technical Managers (details available above), and if dates can be agreed upon, details on how to complete a booking will be made clear in a confirmation email.

To help with the process of a tentative booking, please have these details handy and feel free to send them through with any email enquiries.

- Organisations Name
- Hirers Name
- Phone Number
- Email Address
- Dates for Booking

Tentative bookings will remain for a period of 28 days. In these 28 days, the hirer has the first 14 days to submit a completed booking application and send it back through to the Technical Managers. Once the booking application has been received the organisation/ hirer will be issued with a deposit invoice. Deposits are then due within the following 14 days of being issued. Once the deposit has been received, a confirmation email will be sent and the booking finalised.

If the hirer does not fulfil these conditions within the set time frame, the agreed upon dates may be forfeited.

## **Cancellation of Bookings**

All cancellations must be submitted to the Technical Manager

- Any cancellation of bookings made 28 days prior to the commencement of hire dates will receive a 50% deposit refund.
- Any cancellation of bookings made within 28 days to the commencement of the hire dates will NOT receive any deposit refunds.

## **Hire Rates**

All hire rates are available upon request. All final invoices are issued after the completion of hire and are due within 7 days or a late fee of 5% will be added, and every month thereafter to the invoice.

Full Day Hire Rates include:

- Use of the Theatre over 6 hours between the hours of 0001 and 2359 hours.
- Standard Lighting and Sound Setup
- Use of general Theatre areas (extra facilities come at additional cost. Please refer to the Extra Facilities Hire section on the booking application form)

Half Day Hire Rates include:

- Use of the Theatre for up to and not exceeding 6 hours
- Standard Lighting and Sound Setup
- Use of general Theatre areas (extra facilities come at additional cost. Please refer to the Extra Facilities Hire section on the booking application form)

## **HIRE PERIODS**

For Hires that include dark days/Theatre Dark the Hirer will still be charged for the days hire.

## STAFFING:

- Lighting Programming
- Fly Tower Operation
- Follow Spot Operation\*
- Rigger
- Client Liaison
- Front of House Manager\*
- 
- Lighting Operation\*
- Sound Operation\*
- Stage Hand\*
- EWP (Elevated Work Platform) Operation
- Usher\*

\*Please note any Erindale Theatre Staff in these roles will be required an hour before your shows scheduled start time.

Client Liaison will be on duty from the time you enter the venue to the time you leave the venue. This staff member cannot be asked to operate equipment; they are here for your assistance, safety and venue support.

The Front of House Manager is required for all events and shows with an audience or at the discretion of Erindale Theatre Management. Front of House Manager is required one hour before your show/event scheduled commencement as listed in booking application. This staff member will not be filling in as an usher and will be there for the safety, assistance and front of house support to you and Patrons.

Additional Staffing rates can be found on the Booking Application form

## **Lighting and Sound Rig Modifications**

Any changes to either the Sound and/or Lighting will incur additional cost, at full cost recovery for the setup and restore of modifications within the Rig.

If you have any questions please contact Erindale Technical Manager.

## **Public Liability and APRA Certification**

All Hirers of the venue are required to have Public Liability Insurance, at a minimum of *Twenty Million Dollars* for any one occurrence. Failure to have the appropriate level of Public Liability will render the hirer ineligible to stage an event at Erindale Theatre. A copy of the Certificate of Currency for this policy must be provided to the Erindale Theatre by attachment to the Booking Application at time of application or 28 prior to event.

All Hirers of the venue are required to have suitable APRA (Australasian Performing Rights Association) License. Failure to have the appropriate License will render the hirer ineligible to stage an event at Erindale Theatre. A copy of the License for this policy must be provided to the Erindale Theatre by attachment to the Booking Application at time of application or 28 prior to event.

Failure to abide by either of the above will automatically void your Hire and your Deposit will be forfeited.

## **Prohibited Items**

The hirer and ushers will enforce Erindale Theatre's rules in regards to the barring of admittance of patrons, performers and crew who are found with prohibited items. Such items include alcohol (without appropriate licence), weapons, laser pointers, or anything that could harm the wellbeing of anyone on the premises.

The use of photography, videography or any recording device is prohibited within Erindale Theatre unless otherwise specified by the organisation or with written approval from theatre management.

Dancers chalk is prohibited from being applied on the stage surface area. Dances chalk must be applied in the loading dock area. Failure to do so may result in additional cleaning and/or repair charges.

The use of Pyro Technics or the uses of naked flames – including any form of candles - are also prohibited throughout the venue and performance unless written approval from theatre management.

SMOKING IS NOT PERMITTED INSIDE THE ERINDALE THEATRE OR WITHIN 20 METRES OF THE PREMISIS.

## **Occupational Health and Safety**

Erindale Theatre have strict policies regarding Occupational Health and Safety enforced to continue the development and maintenance of a safe and healthy environment for all matters involving the wellbeing of Erindale Theatre staff, all people part of the Hirer's organisation and their patrons.

Hirer's must be able to comply with risk assessment and management set forth by Erindale Staff

Hirers will be inducted when all relevant persons are present, and will be conducted by Erindale Theatre staff with information in relation to the following before commencement of hire:

- Evacuation procedures
- Risk Assessments
- Shared Environments
- Stage Safety and Restrictions
- Electrical Equipment (must have a current tag for proof of compliance)

## **Emergency Procedures**

### **FIRE**

In the event of a fire alarm or evacuation, Erindale Theatre and Active Leisure Centre have guidelines in accordance with ACT Fire Department Legislation that must be followed with no exceptions.

The first stage of a fire alarm consists of a Beep-Beep warning tone. At this stage the performance or rehearsal will be stopped immediately and the front curtain brought in when possible. Ushers must keep patrons calm and as much as possible in their seats. All people including patrons, performers and crew must prepare and await further instructions as there is no need for an evacuation at this stage.

Should the alarm progress to the Whoop-Whoop evacuation tone, directions will be broadcast from the Fire Panel Coordinator over the PA, heard throughout the entire complex. At this stage Erindale Theatre staff will take control of all persons within the Theatre with the assistance of Ushers and Active Leisure Centre staff. All people MUST comply with all instructions and directions provided by Erindale Theatre staff to assist in a safe evacuation.

Upon entering the theatre, all people should familiarise themselves with Fire exits, procedures, the assembly point and the location of fire equipment.

## **INJURIES**

All injuries MUST be reported to Erindale Theatre staff immediately.

All Erindale Theatre Staff are First Aid qualified. There will always be an Erindale Theatre Staff member in the building.

First Aid Kits are located in the Green Room, Box Office and Erindale Technical Manager's Office. Erindale Theatre Staff will provide First Aid as required.

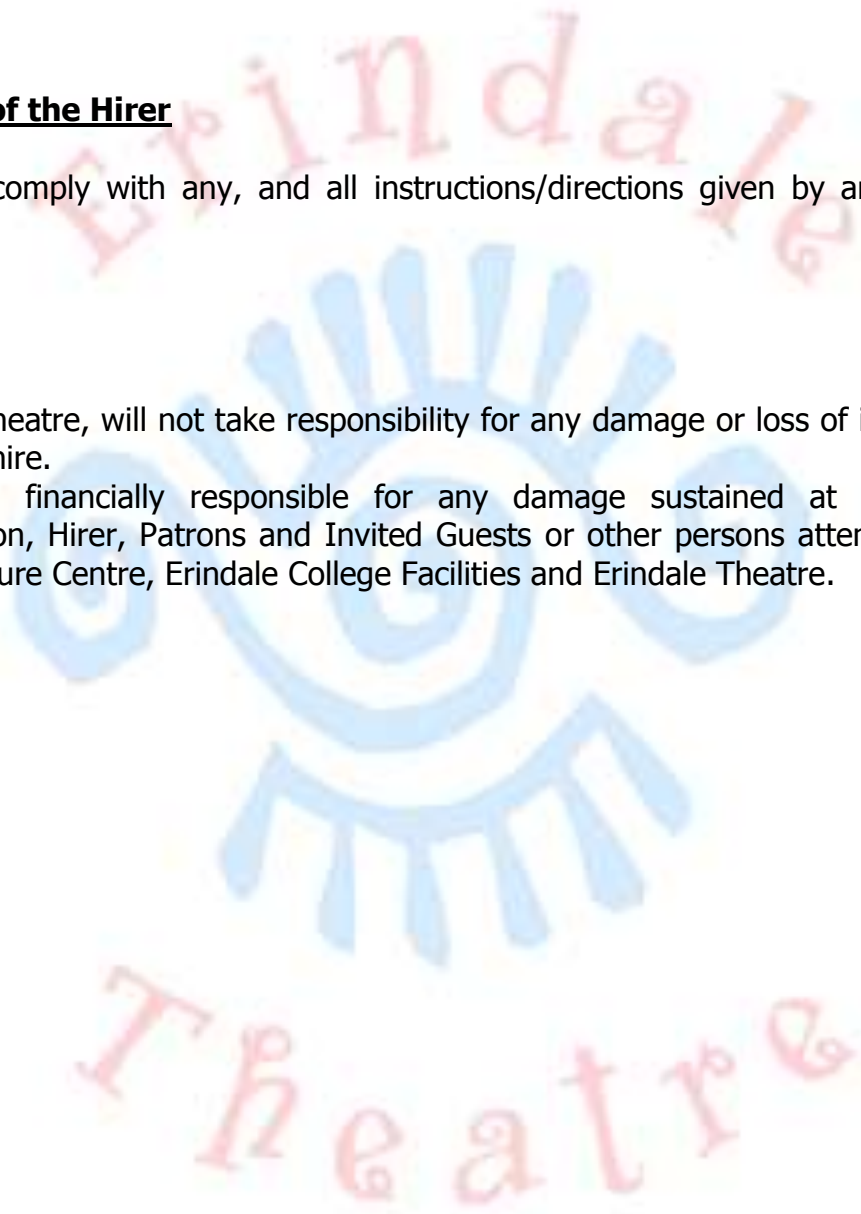
If you require any further information regarding Emergency procedures please contact Erindale Theatre.

## **Responsibility of the Hirer**

The Hirer must comply with any, and all instructions/directions given by and Erindale Theatre staff.

## **Liability**

- Erindale Theatre, will not take responsibility for any damage or loss of items before, during or after a hire.
- Hirers are financially responsible for any damage sustained at the venue by the Organisation, Hirer, Patrons and Invited Guests or other persons attending the theatre or Active Leisure Centre, Erindale College Facilities and Erindale Theatre.





## **Fly Tower**

The Technical Manager must clear all flown set pieces. Please note that structural work may be needed to be done on set to meet safety standards and Erindale Theatre reserves the right to refuse certain sets or rigging done to be flown. Please also note that the fly tower can only be operated by an Erindale Theatre staff member.

## **Services and Facilities**

Erindale Theatre has the following facilities available:

- Dressing Room
- Workshop
- Foyer
- Bio Box
- Box Office
- Green Room
- Stage
- Auditorium
- Bar/Foyer Kiosk

Please note that the hirer is responsible for leaving these facilities clean at the completion of the hire.

## **Bio Box**

The following rules must be adhered to at all times;

- All operators must be over the age of 15.
- All operators must be inducted in the operation of bio box equipment
- Maximum number of occupants within bio box is limited to 3 at any one time.
- Food and Drink is prohibited in the bio box area at all times.

Failure to comply with any of these conditions may result in the hirer forfeiting their right to access/use this equipment as part of their hire.

## **Catwalks**

Use of the catwalks is strictly prohibited.

Hirers found using the catwalks, without written approval from management, may be removed from the Erindale Theatre.

## **Ushers**

Ushers are required to be present on all show days, or event with any patrons or invited guests. Ushers are required to be at least 16 years of age and there is to be no less than 4 ushers on duty for every show. Ushers are required to be present an hour before the designated show start time for an induction and to commence their duties they are also required to be present until dismissed by the Front of House Manager, approximately 30 minutes after the completion of the show. Ushers that are provided to Erindale Theatre by the hirer must not have any responsibilities or any other duties to perform other than the ones designated by the Erindale Theatre Front of House Manager.

Failure to comply with guidelines may result with theatre staff being called in to fulfil these duties for duration of the show with full cost being charged to hirer, this will be at a rate of  
Monday to Saturday at \$30.00 per staff per hour  
Sunday \$50.00 per staff per hour  
As detailed in booking application

## **Erindale College and Active Leisure Centre Facilities**

Facilities you wish to hire within the Erindale College or Active Leisure Centre (Rooms, Gym, and Group Fitness) can be hired at additional charge and should be listed on your booking application. Any area used by the hirer during hire must be kept clean for the duration of the hire. Failure to leave the area clean on completion of hire may result in a cleaning charge.

## **Additional Cleaning and Repairs**

The event organizer/hirer is responsible for the behaviour of their invited guests, performers, backstage crew or sub-contractors. Any damage needs to be reported and will be assessed and should action need to be taken, the organization/ hirer will be held fully responsible for any property damage fees or additional cleaning charges.

## **Alcohol Management**

Erindale Theatre has a bar located in the foyer area. Please note that Erindale Theatre does not hold an annual liquor licence, and if you wish to sell liquor, prior arrangements need to be made with the Erindale Technical Manager. The hirer is required to obtain an ACT liqueur permit. If you do chose to sell liquor, all workers serving behind bar MUST hold a current RSA Certificate. All documentation must be supplied to Erindale Theatre Manager at least two weeks prior to the event.

Erindale Theatre strives to promote a safe and enjoyable atmosphere for all patrons in attendance at the venue. In order to assist staff with liquor-related matters, the following guidelines must be followed:

- Patrons will not be allowed to be in possession or consume any alcoholic beverages that have been bought from anywhere other than the Erindale Theatre bar.
- Trading times of the bar may vary at the discretion of the Erindale Management.
- Signage displaying the *18 Years of Age Intoxication Policy* and *Responsible Consumption of Alcohol* will be presented in viewable locations
- No Patrons will be permitted to enter Erindale Theatre whilst intoxicated or disorderedly.
- Erindale Theatre reserves the right to ban the sale of alcoholic beverages at any stage during the hire
- Display of Liquor permit for duration of shows/hire

## **Hirer's Walkthrough**

On arrival to Erindale Theatre, you will be greeted by an Erindale Theatre staff member where you will be asked to complete a Hirer's Walkthrough Checklist. This checklist will detail current condition of facilities. Walkthroughs are to be signed on completion by both parties.

## **Calender Opening Dates**

Tentative booking can be made from the 1<sup>st</sup> of January of the previous year. For further details please contact the Erindale Technical Manager.

## **Loading Dock Parking**

A loading dock Pass must be obtained from Erindale Theatre for any Vehicle required to be in the loading dock area. Erindale Theatre reserves the right to request any Vehicle to move from the loading dock.

## **Traffic and Parking**

Erindale Theatre is located on McBryde Crescent, Wanniasa. There is free parking for approximately 200 vehicles on-site. Please note that during the school term there may be limited availability. Additional parking can be found at the back of Erindale College or in the Erindale Shopping Centre carpark.

All Hirers of the venue (including staff and subcontractors) are expected to adhere to the requirements of Terms and Conditions.

