

Policy: Request to Hire Theatre



Approved by:	Management Board	Date approved:	15 / 02/2022	Next review:	20/07/2023
Document No:	4POL01	Version No:	1.1		
Supporting documents	Attachment 1: Hire Contract sample				
References & Legislation:	Group's current Insurance Policies				

1. Introduction

The Arcadians Theatre Group frequently receives requests from individuals and organisations to hire the Miner's Lamp Theatre for an event they plan to organise.

Arcadians Theatre Group may, from time to time, review and update this Policy to take account of new circumstances, changes to the organisation's operations and practices and to make sure it remains appropriate to the changing legal environment.

The Miner's Lamp Theatre is registered as a public space with Wollongong City Council and as such is bound by this registration including such requirements as fire safety, public safety, etc.

2. Purpose

The purpose of this document is to provide a framework for the Arcadians Theatre Group Board in dealing with requests from members, outside organisations or individuals to hire the Miner's Lamp Theatre for an event they may be planning. The conditions outlined in this policy applies to all members of Arcadians Theatre Group and any person or organisation that is not a member.

3. Policy

Arcadians Theatre Group Board occasionally receive requests verbally and in writing from members of the public, members and organisations to borrow or hire the Miner's Lamp Theatre for an array of activities.

The Board of the Arcadians Theatre Group bears sole responsibility for the management of the Miner's Lamp. As such, it has a responsibility to provide for the normal operations of the Group and the required use of the theatre. Consequently, the theatre would on many occasions be fully in use and therefore, not available for hire.

However, each request to hire the theatre should be dealt with on its merits.

Arcadians Theatre Group is bound by regulations which impose specific obligations when it comes to the use of the theatre

Arcadians Theatre Group Management Board will:

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- Ensure that each request to hire the theatre is dealt with fairly and without prejudice within the Guidelines set out in this document,
- Respond promptly in writing to each request after completing review of all the Guidelines set out in this policy.

Our Policy Implementation Process

1. All requests for the hire of the Miner's Lamp Theatre must be directed to the Secretary in writing via email or mail outlining the details of the request, including dates(s), times, number and role of people attending and any requirements for Arcadians to provide technical support and what theatre configuration is required.
2. If these requirements are met and it is believed by the Board that the request has merit for further review, the review process will continue.
3. The member of the Board at the time responsible for the administration of the theatre diary will review the availability of the theatre on the dates requested, weeks prior to the requested dates and verify with other theatre users such as current show production team, ACT and Lamplighters that there are no potential conflicts.
4. If there are any potential conflicts, then the application is declined.
5. If the theatre is available, the Board then decides if the application will progress to the next step.
6. A request will be made to the person or organisation requesting the use of the theatre to provide a copy of their insurance including current Public Liability and other Policies deemed appropriate.
7. Once received, the documents are to be provided to our Insurance Broker to determine if they will accept liability if the hiring is to go ahead. Without our Insurers acceptance of risk, hiring can not proceed.
8. The Board will determine what staffing from Arcadian Theatre Group is required and can be sourced. Any fees, including rental, security bond and costs that the hiring will be incurred by the hirer and when payment is required in advance.
9. Once all these conditions have been met, then a hiring contract (using the company document current at the time – e.g. Attachment 1) will be drawn up and provided to the hirer for approval and signing.
10. Hiring of the theatre does not proceed until signed documents have been exchanged.

When the hire takes place:

1. A Board member or other responsible person is assigned to attend the hiring and has totally authority to close the event if deemed necessary.

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2. A written account of the event is to be circulated to the Board prior to its next meeting.
3. Once the report has been considered, the Board will determine if any bond is to be returned to the hirer or if extra costs are to be invoiced to the hirer for costs incurred such as damage to our property or stolen equipment, etc.

More information

If you have any queries or would like further information about our Request to Hire Theatre policy or practices, please contact our Secretary by e-mailing secretary@arcadians.org.au or by writing to:

The Secretary
Arcadians Theatre Group
PO Box 1135
WOLLONGONG NSW 2500

ATTACHMENT 1:

H16003
26 November 2024

Hirer
Hire of The Miners Lamp Theatre
Performance of <MusicalName>

Agreement for the hire of The Miners Lamp Theatre, 141 Princes Highway, Corrimal NSW 2518.

Parties to this agreement Arcadians Theatre Group (ATG)
(Hirer)

Period of Agreement <StartDate> - <EndDate> inclusive.
Total of XX days

Activities during this period

Bump in & Rehearsals	# Hours	
Show times	#x1 show days + #x2 show days	Total of # shows
Bump out	# Hours	

Invoicing

The hirer will be invoiced in two stages:

First invoice to be paid at time of booking which will include the following items:

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Deposit - \$500.00 + GST

Second invoice will be sent within 7 days of the last performance and will include the following items:

- Rehearsal, bump in (stage construction) charge - \$35.00 / hrs or \$280.00 / 8hr day
- Show time charge of \$600.00 per day, or \$400.00 per show if more than one show / day.
- Bump out (take down stage construction) will be charged if this does not occur straight after the last performance. The rate will be the same as the rehearsal, bump in charge.

Please note all prices are exclusive of GST unless otherwise indicated.

The document headed "Theatre Hire Conditions" below should be signed and dated by the Hirer prior to finalising the Hire Agreement, where appropriate.

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Theatre Hire Conditions

When hiring the Miner's Lamp Theatre, the Hirer by signing this document, agrees to the following conditions:

- Arcadians Theatre Group will provide a Front of House Manager who will be in charge on the day.
- The Hirer agrees to supply a minimum of 3 people to act as Front of House Staff for the duration of the hire; 2 to be seating ushers and 1 door usher to direct audience to either side of seating. The required uniform is complete black clothing.
- These Front of House Staff will be ready for duty at least 45min prior to performance as they need to be trained by the Front of House Manager in their duties and our Covid Policy.
- The Front of House Staff will be on duty for the duration of the performance. They are required to assist in the COVID Cleaning of the Theatre under the direction of our Front of House Manager. This will occur once the audience has left the main auditorium.
- A stage manager or a responsible person backstage will be required to liaise with the Front of House Manager regarding starting the performance, then advising interval details – start and performance restart time. That is, whether a short 5 to 10 minute break is scheduled or a full 20 minute Refreshment Bar interval.

Agreed and Signed on behalf of the Hirer:

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Date of Performance:

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Version	Date Approved	Approved By	Brief Description
1.0	20/07/2021	Management Board	Creation of original document
1.1	15/2/2022	Management Board	Addition of Theatre Hire Conditions document