

# Policy: Request for Support



<b>Approved by:</b>	Management Board	<b>Date approved:</b>	21/09/2021	<b>Next review:</b>	21/09/2023
<b>Document No:</b>	3POL02	<b>Version No:</b>	2.0		
<b>Supporting documents</b>	Arcadians Theatre Group Constitution and By-Laws Costume, properties and set hire terms and conditions				
<b>References &amp; Legislation:</b>	<a href="#">Corporations Act 2001</a> <a href="#">Australian Charities and Not-for-profits Act 2012</a>				

## 1. Introduction

The Arcadians Theatre Group frequently receives requests from individuals and organisations for support of their activities in the form of:

- discounted or free costume hire
- discounted or free props, equipment or set hire
- free tickets to Arcadians Theatre Group productions for prizes, awards, raffles and other fundraising activities.

## 2. Purpose

The purpose of this document is to provide a framework for Arcadians Theatre Group in dealing with requests from outside organisations or individuals for discounted hire of costumes, properties, equipment or sets and provision of free tickets to productions. The requirements of this policy applies to all members of Arcadians Theatre Group.

## 3. Policy

The Management Board of the Arcadians Theatre Group bears the sole responsibility for the approval or otherwise of requests for support from individuals and organisations in the form of:

- free or discounted hire of costumes
- free or discounted hire of properties, equipment or sets.
- free or discounted tickets to performances arranged and conducted by the Arcadians Theatre Group.

All requests for such support shall be referred to the Management Board promptly for consideration.

Any request for such support shall be dealt with promptly by the Management Board.

Requests for free or discounted hiring of Arcadians Theatre Group resources or tickets to Arcadians Theatre Group productions from commercial operations, that is, organisations or individuals conducting business for profit, shall be rejected by the Management Board.

Requests for free or discounted hire of costumes, sets or components of sets, equipment or properties from not-for-profit organisations shall be considered by the Management Board on their merits.

# Policy: Request for Support



Requests for free or discounted tickets to Arcadians Theatre Group productions from not-for-profit organisations or individuals shall be considered by the Management Board on their merits.

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

## Our Request for Support Policy Explained

Arcadians Theatre Group is a member-based organisation, fully managed and operated by dedicated volunteers. Arcadians Theatre Group is an incorporated entity and the Management Board, elected by the Members, is legally responsible for the care and protection of the group's assets and resources and the careful financial management of its members' funds.

Arcadians Theatre Group is committed to providing theatre entertainment for the community on a not-for-profit basis. The Management Board recognises the important role that our activities, as well as those of other like-minded bodies, play in enriching community life and perceive this policy as supporting those objectives, while protecting the long-term viability of the Arcadians Theatre Group's operations.

## More information

If you have any queries or would like further information about our Request for Support policy or practices, please contact the Management Board by phoning (02) 4284 8348, by e-mailing [secretary@arcadians.org.au](mailto:secretary@arcadians.org.au) or by writing to:

The Management Board  
Arcadians Theatre Group  
PO Box 1135  
WOLLONGONG NSW 2500

Version	Date Approved	Approved By	Brief Description
1.0	11/10/2016	Management Committee	Creation of original document
2.0	21/09/2021	Management Board	Review