HIRERS INFORMATION

Banyule Theatre Complex
10 Buckingham Drive, Heidelberg, VIC 3084
84582843
Introduction

Thankyou for choosing Viewbank College – Banyule Theatre for your next event

If you have used our facility before you will notice a change in booking procedures as outlined below.

• Please read Hire Conditions carefully

• To confirm your booking:
  • Fill out the Application to Hire Form; and
  • Return the Application Form with the $220 deposit & the $500 bond

• Please sign & return documented evidence of $10,000 public liability insurance cover

• The deposit will be deducted off your final invoice charges

• The bond will be refunded within 3 weeks after final payment has been received
  *subject to terms & conditions

If you have any queries regarding this information or the facilities available, please contact the Theatre Manager at Viewbank College on a Monday, Wednesday or Friday – 8458 2843
### VIEWBANK COLLEGE
### BANYULE THEATRE COMPLEX FEES & CHARGES

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| **Performance:**  
Session includes:  
All stage lighting, microphones, sound system, talk-back system, internal changerooms & kitchen  
*Can include a rehearsal on same day | $750  
(minimum booking 4 hours)  
*additional costs will apply for lighting changes |
| **Rehearsal:**  
Session includes: stage lighting, microphones, sound system, talk-back system, internal changerooms & kitchen | $525 |
| **Rehearsal:**  
Without lighting/sound | $400 |
| **Non Performance technical set-up/bump-in**  
Allows for work on lights/sound/set construction etc. | $100 |
| **Technical consultation with Theatre Technician**  
Prior to hire period - by appointment only | $48 per hour |
| **Seminar Rate** | $60 per hour |
| **Open & Close Fee** | $100 |
| **Milpara Room /Supper room** | $100 |
| **Additional external change room(s)** | $50 per day for both rooms |
| **Security Bond**  
To be paid on confirmation of booked dates – refunded after final payment received*  
*See conditions | $500 |
| **Deposit**  
To be paid on confirmation of booked dates – Deducted off final invoice | $220 |
| **Theatre Technician**  
Operates all lighting/sound  
(Must be in attendance at all times during the booked period) | $48 per hour |
| **Additional charge between midnight and 6am** | $90 per hour |
| **Unwarranted alarm activation**  
Security company charge will be invoiced to hirer | $150 |
| **Additional charges for Public Holidays Apply** | Contact Theatre Manager |

**Discount on theatre hire charges only for:**
- Not for Profit Community Groups - 10% for hiring 4 days or more*
- Government schools - 20%*

*excludes Technician’s fee
Important Information For Hirers

All bookings are subject to the Banyule Theatre “Conditions of Hire & Use”
All enquiries should be made to the Theatre Manager on 8458 2843

CONDITIONS OF HIRE & USE:

- **Application for Hire:** must be made to Viewbank College Theatre Manager on the Viewbank College Application to hire form. A booking can be considered confirmed only when the Theatre Manager has received the signed contract from the applicant, together with payment for hire. Viewbank College Council reserves the right to refuse any application to hire.

- **Payment for hire:** A bond of $500 must be paid and will be held by the College Council. The bond will be partially or completely forfeited if College/Theatre equipment is lost or if damage is caused to any part of the facility as a result of the hiring, or if undue cleaning of the facility is required before next occupancy. The College Principal or delegate will determine if this is required. In addition, the hirer shall be liable on demand by the Viewbank College Council, to pay any further amount beyond the bond required to rectify such damage or cleaning. A deposit of $220 must be paid and will be deducted off the final invoice total.

- **Cancellations:** will result in forfeit of the $220 deposit.

- Between midnight and 6.00am there is an additional charge per hour ($90.00 per hour).

- **Settlement of Account:** shall be paid 14 days after the date of issue of final invoice charges. Bond will be returned by cheque within 21 days after final payment is received by the College.

- All theatre areas must be left in a clean state at the end of your booking for the Hirers coming in after you. Brooms, mop, bucket etc are located in the kitchen area. A vacuum cleaner is also available upon request. **IF THE THEATRE IS NOT LEFT CLEAN AND TIDY AFTER USE, A FEE OF $40 PER HOUR WILL BE CHARGED FOR THE EXTRA CLEANING.**

- The principal or delegate will have free access to all facilities at all times.

- No facility hired shall be sublet without written consent from the College Council.

- Our technical supervisor/technician will endeavor to maintain all facilities in a safe condition, however, **$10,000.00 PUBLIC LIABILITY INSURANCE COVER FOR ANY ONE EVENT, IS THE RESPONSIBILITY OF THE HIRER.** Evidence that the insurance policy has been purchased must be provided prior to hire.
• All electrical equipment brought onto Theatre premises must be compliant with regulation AS/NZS 3760:2003

• Any required advertising material bearing the College name or logo, must be approved by the College

• No provision for FIRST AID is made by the College for the hirer’s use

• Copyright and royalty arrangements, where performances involve these, are the responsibility of the hirer, not Viewbank College or College Council

• Viewbank College Council will take no responsibility for the safety of equipment belonging to a hirer left in the theatre

• No food or drink is permitted within the Theatre Auditorium at any time. Food and drink is permitted in the Foyer and Milpara Room but must not be taken into the Theatre Space. Bottled water is permitted. Please have attendants at the entrance doors to the theatre to ensure this rule is adhered to

• Our Theatre Technician must be in attendance at all times while you are in the theatre, and will be responsible for operating your lighting, sound requirements etc., and is required to be in attendance one hour prior to a public performance through to final lock-up of the theatre

• No items or people are permitted to be in the fire exits carpeted area or stairs during your booking

• No more than 265 people are permitted to be in the audience during your show, should any seats be taken up by camera operators or technical equipment, those seats will not be available for audience. Nobody is permitted to sit on laps, in the carpeted area or on stairs. Your show/event will not be permitted to begin until this has been checked by a Venue Technician. This includes a person who may not be sitting in a seat but sitting in a wheelchair.

• No flames of any type, large or small are permitted within the theatre complex at any time

• If you have any members or audience members that require wheelchair access to the Auditorium, please inform our Theatre Technician

• If you book a consultation with the Theatre Technician in relation to your light/sound/set-up requirements prior to booking – a consultation fee will be charged

• There is a minimum of four hours on a performance rate and/or rehearsal rate per booking

• Any equipment that requires set up and/or pack down is done during your booked time; this includes all props and backdrops

• The Milpara Room (situated off the foyer area) is a suitable space for conferences, seminars or supper. Chairs and tables are not to be removed from this area

• Viewbank College Council retains the right, without notice, to immediately remove any hirer and persons associated with any hiring if any of the above conditions are breached
• Should there be any unwarranted alarm activation, the $150 Security Company Charge will be invoiced to the hirer

• Prices are subject to alter without notice

**The hirer will not:**

• Gain access to the theatre before the time stated on the contract
• Attach anything by adhesive, nails, screws or any other means to any part of the facility without express written permission of the theatre manager
• Permit smoking in any part of the theatre
• Permit food or drink to be taken into the auditorium (no alcohol may be taken onto any theatre premises without express written permission of College Council)
• Do or neglect to do anything that may reduce the protective cover of the theatres insurance policies. The hirer will indemnify the College Council to the extent that its policies are so effected
• Adjust stage lighting without prior approval by the Theatre Technician

**The hirer will:**

• Clean immediately all spillages on carpet, leave the kitchen in a clean and tidy state
• Return all theatre equipment to the appropriate areas
• Only use the facilities and equipment agreed upon during the hiring hours of this contract
• Comply in every respect with Health Act Regulations including maintain all aisles and passageways free of obstructions and using only seating for which the facility was designed

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