



GENERAL INFORMATION

Thank you for choosing Viewbank College Performing Arts Centre for your next event. The Viewbank College Performing Arts Centre opened officially in October 2018 and is located on the grounds of Viewbank College, Warren Road, Viewbank.

The theatre is suited for a wide range of dance and music performances, productions, presentation nights and conferences/seminars.

When not required for academic purposes, the venue is available for public hire at the discretion of the College Council.

Please read all the General Information in this booklet carefully.

To request a booking

- Fill out and return the [Application to hire form](#) and return to the Theatre Manager at Viewbank College.

Once booking is approved by the College, a confirmation letter will be sent along with 2 invoices. To confirm your booking please arrange payment of the 2 invoices within 14 days of receiving them.

- A Non-refundable Deposit invoice for \$200
- A Bond Invoice for \$1000

This deposit secures your date and forms part of the overall event payment. Your deposit will be deducted from your total amount owing on final invoices charges. Your bond will be refunded by direct deposit within 21 working days after completion of event.

Please also return the following documents

- The signed School Councils Hire Agreement.
- **Please read additional Conditions of hire on the following pages carefully.**
- A copy of \$10,000,000 public liability insurance cover, covering the date of your event.

Two weeks prior to your earliest booked date we require

- The total balance owed for final invoice charges. (This excludes any additional charges that may be incurred during your event.). Your deposit will be deducted from these charges.

If you have any questions relating to these procedures please do not hesitate to contact:

Theatre Manager: **Katie McGinty**
8458 2843
katie.mcginty@education.vic.gov.au

After hours contact: **Ben Mogford or Jessica Brown**
0400 837 325

VIEWBANK COLLEGE PERFORMING ARTS CENTRE SCHEDULE OF FEES & CHARGES

FACILITIES	COST
Performance: Includes: Lighting, microphones, sound system, talk-back system & changerooms *additional costs will apply for lighting changes *includes 2 x theatre technician	\$1000 Charges are per 4 hour session All bookings are min 4 hours
Additional hours Performance:	\$250 per hour
Rehearsal: Includes: stage lighting, microphones, sound system, talk-back system, internal changerooms & kitchen *includes 2 x theatre technician	\$800 Charges are per 4 hour session All bookings are min 4 hours
Additional hours Rehearsal:	\$200 per hour
Non Performance technical set-up/bump-in: Allows for work on lights/sound/set construction etc.	\$100 per hour Min 4 hours
Technical consultation with Theatre Technician: Prior to hire period - by appointment only	\$100 per hour Minimum 1 hour
Seminar: *includes 2 x theatre technician	\$500 Minimum 4 hours
Milpara Room (No Kitchen):	\$100 per day
Milpara Room and Kitchen:	\$150 per day
Deposit (NON-REFUNDABLE): To be paid on confirmation of booking – Deducted from final invoice	\$200 NON-REFUNDABLE DEPOSIT
Bond: To be paid on confirmation of booking – Refunded after booking completed	\$1000
Additional charges between midnight and 6am:	\$100 per hour
Additional charges apply for Public Holidays:	Double the standard rate
Additional Cleaning Fee:	\$60 per hour
Unwarranted alarm activation: Security company charge will be invoiced to hirer	\$150
Additional Technician:	\$60 per hour
EQUIPMENT	COST
Grand Piano (Kawai KG-3) subject to approval:	\$500 per day
Wireless Microphone 4 way kit (Lapel or Handheld)	\$100 per day
Data Projector:	\$200 per day
Lectern with Microphone & AV Input:	\$50 per day
GST will be added to these charges	

Discount on theatre hire charges only for:

- Not for Profit Community Groups - 10% for hiring 4 days or more*
- Government schools - 20%*



CONDITIONS OF HIRE

- **Booking Application**

Application to hire must be made to Viewbank College Theatre Manager on the Viewbank College Application to Hire Form and all details, dates and times need to be accurate.

All applications must be approved by the Viewbank College School Council.

A booking is considered confirmed only when the Theatre Manager has received the signed Application to Hire Form, a signed copy of this Conditions of hire and use agreement, payment is received for the deposit and bond and a current copy of Public Liability Insurance Certificate is received.

There is a minimum of four hours payable per booking.

The College reserves the right to vary bookings to cater for school needs when at least two weeks' notice is given regarding such variations. The hirer acknowledges that Viewbank College will always have priority of use.

The College reserves the right to refuse the hire of the facilities (or cancel a prior booking) to any party without stating reasons for doing so.

- **Cancellation of a booking**

Cancellation of a booking will result in the loss of the deposit paid. No credit or refund from deposit paid will be given for cancellations of a booking. Bond will be refunded within 21 days of cancellation.

- **Liability/Insurance**

The hirer agrees that neither the Viewbank College Board nor its nominated representatives, its officer, nor any other person acting on behalf of the College shall be liable for any loss or damage or legal liability incurred by the Hirer. A minimum of **\$10,000,000 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 to the College prior to hire.

The Hirer agrees that neither the College nor its nominees shall be liable for injury to any members of the performing technical company or audience / invitees during performances, rehearsals and bump-ins that is directly related to the Hirer's activities.

- **Fees and Chargers**

Prices are subject to alter without notice.

- **Payment Details**

A non-refundable deposit of \$200 is required to be paid once booking is approved. The deposit will be deducted off the final charges invoice.

A bond of \$1000 is also required 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.

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. The remaining bond will be refunded within 21 days after hire period is complete total final invoice charges have been received by the college.

- **Additional charges**

Any time used in excess of the period specified on the Application to Hire Form shall attract an additional charge at the hourly rate as specified in the Schedule of Fees, and charged per 15 min blocks.

- **Settlement of Account:** shall be paid 14 days prior to your earliest booked date.

- **Hiring Period and hours of operation**

The hiring period shall be from the first date and time as specified on the Application Form and the finish time shall be at the time when the facility is returned to its original condition as it was before the hiring period. This includes any modifications to the layout of any part of the complex. The hirer shall not gain access prior to the booking time. Technicians reserve the right to terminate a show if it runs overtime.

- **Staff**

All bookings include 2 x Theatre Technician (a technician is required on site for the entire duration of the booking). The principal or delegate will have free access to all facilities at all times.

- **Use of Theatre Technicians**

The Hirer is to liaise with the Theatre Technician to determine the best use of their role during the performance. However, if the Theatre Technician deems that the Hirer does not provide suitable people to operate the theatre's key equipment (Lighting Board, Sound Board). The College reserves the right to operate this equipment and hire more staff to fulfill the roles, at the Hirer's expense.

- **Audience Size & Ticketing**

Under no circumstances are items or people permitted to be in the fire exits or stairs during your booking.

No more than 370 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. 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 wheel chair.

The Hirer is responsible for ticketing and must ensure that the seat map that they use to sell tickets from is correct.

- **College Entry, parking and Exiting**

The Hirer shall be responsible for the parking of vehicles on the school grounds. Vehicles must be parked in the designated carparks. Viewbank College will not be responsible for any damage to vehicles parked in the College grounds.

When entering and exiting the College grounds, all Hirer personnel and patrons must keep noise levels to a minimum in order to respect members of the community.

All cars or trucks that use the loading bay must be moved to the car park when not actively engaged in loading or unloading.

- **Damage**

Damage to the building, building finishes, furniture, and or any equipment and College grounds during the hiring period shall be charged to the Hirer.

- **Scenery and props**

No scenery, fittings, props, decorations or costumes etc. including hired equipment, shall be stored in the facility either before or after hire period without the prior consent of the College.

No painting is permitted in the facility. Construction is not permitted within the College except for scenery that is of a prefabricated nature and which requires assembling on site.

The floors, walls or any other parts of the building must not be pierced or broken by nails, screws, or any other means. No fittings, decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung, or displayed in the building without the consent of the Duty Manager/theatre technician.

Movable scenery on stage shall have either rubber tyres, neoprene casters or similar to ensure that no damage is caused to the stage floor.

Blu tac is recommended. No masking tape or sticky tape is to be used. All signage is to be removed by the Hirer at the end of each date of hire.

- **College Equipment**

The College will take all reasonable steps to ensure that all College equipment shall be in good working order prior to a performance. However the College accepts no responsibility for the failure of any equipment during a performance.

College staff will make all practical endeavors to ensure that College faculty equipment is either removed or stored in the wings of the stage where possible. However, the College may not be able to remove this equipment completely where time does not permit due to College activities programmed either immediately before or after a booked event.

- **Hirers Equipment**

Equipment belonging to, or under the control of the Hirer may be left on the stage between performances or hiring days only with the prior approval of the College.

No responsibility will be taken by the College for equipment belonging to the Hirer, which is stored in College buildings and/or on College grounds, at any time.

The College reserves the right to prohibit any equipment supplied by the Hirer for use within the venue if, in the opinion of the College, such equipment may cause fire alarms, damage to the venue or harm to personnel.

All electrical equipment brought onto Theatre premises must be compliant with regulation AS/NZS 3760:2003

Any equipment that requires set up and/or pack down is done during your booked time, this includes all props and backdrops and rearranging of furniture.

- **Use of additional rooms/areas/equipment**

The hirer will incur additional costs resulting from requests made to the Technician or duty manager prior to or on the day of the rehearsal/event. Such requests may include the use of the Milpara room or kitchen and furniture/equipment. These additional costs may include but are not limited to the costs shown in the Schedule of Fees.

- **Utilities and Services**

Should the failure of any of Water, Gas or Electricity to the facility occur affecting the ability of the College Management to fulfill its obligations to the Hirer the College Management shall not be deemed liable for the loss of the hiring or performance where the failure was outside the control of the College.

While the College will use its best endeavors to provide the Hirer an alternate time that the Hirer can use and pay for in the normal manner, the College cannot guarantee a mutually agreeable time and the Hirer will be required to make other arrangements.

The College Management will not accept liability for any losses incurred by the Hirer through such cancellations. These losses may include but are not limited to ticketing, freight, advertising, etc.

- **Copyright**

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

- **Sub Hiring**

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

- **Cleaning**

The hirer must ensure the facility is left in a clean and tidy condition as per college standards. All areas must be returned their original condition and hirer's equipment removed at the conclusion of the hire period. Brooms, mop, bucket etc. are located in the kitchen area.

Any cleaning deemed by the College as additional within the facility or the grounds as a result of a Hirer's activities shall be carried out at the Hirer's cost.

Removal of equipment and/or rubbish left, after departure, within the facility, shall also be at the Hirers cost.

Should the same Hirer require the facility to be cleaned between rehearsals and/or performances on the same day the cost of this cleaning shall be deemed as additional and be charged to the Hirer.

- **Stage Door**

All performers, musicians, backstage crew and other associated personnel are required to enter and exit the building by the stage door only.

- **Smoking**

Viewbank College is a smoke free school. Smoking is prohibited in any facility and on the college grounds.

- **Liquor**

No alcohol is to be consumed or taken to any area of the college.

- **Food and Drink**

No food or drink is permitted within the Theatre Auditorium at any time. Food and drink is permitted in the Foyer 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.**

- **Event interruptions**

The College will not be responsible or take any liability (including reduction in fees) for any interruption (eg. fire alarms, evacuations, lockdowns) to a rehearsal/event.

Should there be any unwarranted alarm activation, the \$150 Security Company Charge will be invoiced to the hirer.

- **Fire Brigade callouts**

In the event that the MFB (Melbourne Fire Brigade)/CFA is called out for a fire alarm anywhere on the Viewbank College Campus, the hirer and its patrons must vacate VBC PAC.

If the fire alarm is activated as a result of the hire such as the use of smoke/hazard machine, kitchen smoke etc., the hirer will be responsible for any charges that the MFB/CFA invoices the college.

- **Evacuation Procedures**

All Hirers and patrons must follow evacuation directions from VBCPAC staff at all times. A copy of the VBPAC Evacuation Policy is outlined in the General information handbook.

- **Disabled Access**

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

- **Animals**

No animals, except service animals, shall be allowed in buildings or on College grounds.

- **First Aid**

No provision for **FIRST AID** is made by the College for the hirer's use.

- **Ushers**

The Hirer is to provide ushers for performances.

- **Advertising**

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

- **Prohibited Items**

Patrons are not permitted to bring weapons or laser pointers into the venue during the event.

It is also prohibited to have any smoke machine, sparklers or any other apparatus that produces smoke or flames without prior permission from the College.

Use of pyro technics or naked flame, confetti or streamers are prohibited by the College.

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

- **Hours Available For Hire**

Generally the Theatre can be booked Friday – Sunday (when not required for College purposes).

Please note on Fridays there is no access until after 4pm.

If you have any queries regarding this information or the facilities, please contact either:

BOOKING INFORMATION

Theatre Manager: **Katie McGinty**
8458 2843
katie.mcginty@education.vic.gov.au

TECHNICAL INFORMATION

Theatre Technicians: **Ben Mogford & Jessica Brown**
0400 837 325
Mogford.Benjamin.J@edumail.vic.gov.au
Brown.Jessica.H@edumail.vic.gov.au

BOOKING COMPLETION CHECKLIST

ORGANISATION NAME: _____

CONTACT PERSON: _____

DATE: _____

Foyer area		
Foyer floors clear of rubbish		
Auditorium area/carpet clean		
Rubbish removed from auditorium rows		
All items removed from the stage		
Stage Floor (check for deep scratches & damage)		
Curtains		
All items removed from wings		
All items removed from Loading Bay		
Loading bay & Stage Door locked		
Theatre/auditorium lights off		
Stage lights off		
Change rooms clean		
Greenrooms clean & lights off		
Greenrooms locked & lights off		
Corridor doors locked & lights off		
Toilets left in a good condition		
Kitchen clean		
Rubbish removed from kitchen		
Toilets clean		

Please note any relevant damage/areas needing attention below and bring to the attention of hirer prior to their departure.

Inspection carried out by: _____