

THEATRE HIRE GUIDE

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Drafted by	Michelle Nightingale	Approved by Board on	2 July 2017
Responsible person	Secretary	Scheduled review date	July 2020

- A Management Committee manages the Stirling Community Theatre with the venue being owned by the Adelaide Hills Council.
- Hires will be booked into the theatre calendar as a pencil booking in the first instance. Hires are not considered confirmed until the Hire Contract is signed, proof of Public Liability Insurance is sighted and a hire deposit is paid.
- Should the Stirling Community Theatre receive an inquiry from another hirer for a pencil booking on the same dates, the hirer holding the pencil booking will be given 1-week to confirm their pencil-hire. If they are not in a position to confirm, the dates will be given to the next hirer waiting who is ready to confirm.
- Stirling Community Theatre venue hire includes lighting and sound equipment as noted in the Tech Specs as well as FOH and bar facilities. It is the hirers responsibility to ensure that lights are returned to a standard lighting rig.
- All Hirers must provide proof of Public Liability Insurance to \$20 million upon payment of the deposit.
- The Duty of Care of young people whilst in the venue is the responsibility of the Hirer.
- The Stirling Community Theatre is charged out at a Daily rate for theatre hire (rate is adjusted accordingly to the schedule of activity and type of use), which is inclusive of a dedicated Duty Technician. The Duty Technician's role is as custodian of the venue and to facilitate the hirer's activity in the venue.
- In addition to the venue hire charge, Hirers are also charged for a return to standard lighting rig (if required), use of set, props and costumes belonging to the Stirling Community Theatre. Rates are available from the Bookings Officer.
- The Stirling Community Theatre can provide additional professional technicians or crew to Hirers at a cost.
- The Stirling Community Theatre facilities include a fully equipped theatre (seating 211 plus provision for 2 wheelchairs), standard lighting rig and basic sound equipment, backstage, dressing room and foyer. Other rooms are available for hire at an extra rate per hour.
- Storage space is limited so Hirers are not permitted to store sets, equipment, costumes etc on site before or after the hire period.
- The Stirling Community Theatre reserves the right to sell alcohol at any time. If the hirer wishes to provide alcohol to sell within the foyer area, they must obtain a Limited Liquor License for the hire period. Alcohol cannot be taken out of the theatre and can only be consumed in the auditorium in plastic cups.
- Hire of the Stirling Community Theatre does not include Front-of-House staff. The Hirer is required to provide own Front-of-House staff and follow the FOH and Safety Procedures for public safety.

- All Hirers are required to complete a WHS On-Site Induction at the start of the hire period and to comply with the Stirling Community Theatre's WHS and Safety Policies and Procedures.
- Hirers will have access to display areas in the Foyer and one outside poster box for a one week period prior to the hire.

Documents available:

- SCT Technical Specifications
- SCT Floor Plan
- SCT Basic Lighting Rig (to be created)
- 02c. SCT Hire Fees
- 02g. SCT Hire Terms and Conditions

For all inquiries, please contact the Bookings Officer at bookings@sct.org.au