



## **BURLEY GRIFFIN ROOM HIRERS REQUIREMENTS**

**1 JULY 2016 - 30 JUNE 2017**

**Please keep the terms and conditions and hire charges  
(SECTION 1) for you records.**

**Please return the application form (SECTION 2) to:**

**Griffith Regional Theatre**

**1 Neville PI (PO Box 2283 ), Griffith NSW 2680**

**PHONE: (02) 6962 8444**

**FAX: (02) 6962 8448**

**EMAIL: [theatre@griffith.nsw.gov.au](mailto:theatre@griffith.nsw.gov.au)**

**Owned and operated by the Griffith City Council**



# **BURLEY GRIFFIN ROOM - HIRE CHARGES (SECTION 1)**

## **MONDAY TO SUNDAY**

Evening 6.30pm – 12am	\$140.00
Full Day up to 8 hours, 9am-5pm	\$140.00
Half Day up to 4 hours 9am-1pm or 1pm-5pm	\$90.00
Full Day 9am – 11.30pm	\$280.00

**Each additional hour or part thereof** \$50.00

**Rehearsals and/or Set ups** \$45.00/hour

Use of Kitchen	\$100.00
Use of Kitchen plus crockery and cutlery	\$50.00

Morning/afternoon tea per person – Instant Coffee	\$3.50/person
Morning/afternoon tea per person – Percolated Coffee	\$5.00/person
Morning/afternoon tea per person – Orange Juice	\$1.00/person

Catering arranged for BGR per agreement

Corkage charges per bottle \$5.00

Tablecloths \$5.00 each

## **Bar Facilities**

The Griffith Regional Theatre has an on-license. Please discuss your bar requirements with the Theatre Manager.

## **HIRE EQUIPMENT AVAILABLE**

TV / Video	\$30.00
Overhead projector and screen	\$20.00
Piano	\$50.00
Data projector	\$100.00
Laptop	\$55.00
Lighting Desk and Lights (per session)	\$110.00
PA System (with sound desk)	\$110.00
Stage	\$25.00

## **STAFF**

At least one staff member must be on duty at all times that any part of the Theatre is occupied.

### **Staff (Technical)**

Manager (week day)	\$55.00 / hr
Manager (Saturday)	\$65.00 / hr
Manager (Sunday)	\$75.00 / hr
Lighting/Stagehand (week day)	\$40.00 / hr
Lighting/Stagehand (Saturday)	\$55.00 / hr
Lighting/Stagehand (Sunday)	\$65.00 / hr
Sound Engineer (week day)	\$50.00 / hr
Sound Engineer (Saturday)	\$60.00 / hr
Sound Engineer (Sunday)	\$70.00 / hr
Bump in/out (week day)	\$40.00 / hr

Bump in/out (Saturday)	\$55.00 / hr
Bump in/out (Sunday)	\$60.00 / hr

**Staff (FOH)**

FOH Manager (week day)	\$45.00 / hr
FOH Manager (Saturday)	\$60.00 / hr
FOH Manager (Sunday)	\$70.00 / hr
Usher (week day)	\$40.00 / hr
Usher (Saturday)	\$55.00 / hr
Usher (Sunday)	\$65.00 / hr

\* Public Holiday Fees and charges apply

**Extra Cleaning**

Hirers are responsible for ensuring the facility is left in a clean and tidy condition. Fees will be charged if extra cleaning is required.

**CONFIRMATION OF HIRE**

Burley Griffin Room will be confirmed on return of the signed Hire Agreement

# **BURLEY GRIFFIN ROOM - CONDITIONS OF HIRE**

## 1 - DEFINITIONS

In these conditions, unless inconsistent with the text or the subject matter, the following definitions shall apply:-

“BGR” shall mean the Burley Griffin Room at Griffith Regional Theatre.

“Theatre” shall mean the Griffith Regional Theatre

“General Manager” shall have the meaning ascribed in the Local Government Act, 1993.

"Hirer" means the person, corporation, business or association making the application for hire

## 2 - APPLICATION

- (a) Application for the use of BGR shall be made to the Griffith Regional Theatre upon the form supplied, shall be signed by the applicant, shall state the purpose for the hours during which the Centre is required and shall contain the applicant's undertaking to comply with these conditions, and;
- (b) Where the application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

## 3 - CONFIRMATION OF BOOKINGS

A booking shall only be confirmed up on the lodging of an Application & Agreement for Hire form

## 4 - CANCELLATION OF BOOKING DATES

- (a) All cancellations shall be advised to Theatre in writing.
- (b) Where the cancellation is made within fourteen (14) days, deposit is refunded.
- (c) Where the cancellation is made less than fourteen (14) days of the booked date, the hirer will be responsible for the cost of hire of the BGR
- (d) The Theatre Coordinator shall determine the case for refund monies when cancellation is due to circumstances beyond the control of the hirer.

## 5 - VARIATION IN CHARGES

Theatre reserves the right to vary the fees and charges, as set out in the Schedule to these conditions at any time without notice.

## 6 - LIMIT OF HIRING

The hirer shall only be entitled to the use of the particular part or parts of the BGR hired, and shall vacate same punctually at the time specified. The Theatre reserves the right to let any other portion of the Theatre for any purpose at the same time.

#### 7 - FREE ACCESS

The General Manager, the Theatre Manager and any officer or officers of the Council whom the General Manager may appoint, shall at all times and notwithstanding any hiring, be entitled to free access to any and every part of the Theatre.

#### 8 - SUB-LETTING

No portion of the Centre shall be sub-let or any tenancy transferred or assigned without the written consent of the General Manager.

#### 9 - REFUSAL TO LET

It shall be at the discretion of the Theatre to refuse to let the BGR in any case and notwithstanding that the Theatre may have agreed to the letting of the BGR or that these conditions may have been accepted and signed the Theatre shall have the full power, if it sees fit, to cancel such letting and direct the return of the hire fee and/or bond so paid, and the hirer hereby agrees to accept the same and be held to have consented to such cancellation and to have no claim at law or inequity for any loss or damage in consequence thereof.

#### 10 - DECORATIONS

NO confetti is to be used within the property, and ALL decorations are to be removed. NO tape is to be fixed to the paint work

#### 11 - DAMAGE

- (a) The floors, walls or any other part of the Centre or any curtains, fittings or furniture, including tables, chairs, crockery, cutlery, urns etc shall not be broken, pierced by any nails or screws or any such matter, or in any other way damaged. The hirer shall be responsible for making good any damage.
- (b) If the hirer fails, neglects or refuses to make good or repair any damage for which he/she is responsible under these Hire Conditions, the Theatre may make good and repair any damages. The Hirer shall pay the Theatre upon demand, all sums of money reasonably incurred by the Theatre in so doing.

#### 12 - CLEANLINESS

All areas of the BGR, including the kitchen and toilets, are to be left in a clean and tidy state. If the hirer refuses, fails or neglects to leave the premises in a satisfactory condition or desires the cleaning to be the responsibility of the Theatre, a private contractor shall be hired and any charge imposed shall be paid by the hirer.

#### 13 - SMOKE FREE ZONE

Smoking is NOT permitted within the Centre.

#### 14 - THEFT

Neither the Council, Theatre nor its servants will be liable for any loss or damage sustained by the hirer or any persons, firms or corporations entrusting to or supplying any article or thing being lost, damaged or stolen unless such loss, damage or theft is caused by the act or omission of the Council, Theatre or its servants. The hirer hereby indemnifies the Theatre against any claim by any such person, firm or corporation in

respect of such article or thing except where such loss, damage or theft is caused by the act or omissions of the Council or its servants..

#### 15 - INSURANCE

The hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Theatre's insurance policy or policies relative to the fire and public risk in connection with the building and the hirer hereby agrees to indemnify the Theatre to the extent that such policies are affected through any such act or commission or omission.

#### 16 - INDEMNITY

The hirer indemnifies the Theatre from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending and settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Theatre; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by the Hirer arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

#### 17- DISPUTES

In the event of any disputes or difference arising as to the interpretation of these conditions or of any matter contained therein, the decision of the General Manager thereon shall be final and conclusive.

#### 18 - LIQUOR

The Griffith Regional Theatre is licensed to serve alcohol. Alcohol may not be consumed on the premises that is not supplied and served by staff of the Griffith Regional Theatre.

#### 19 - COMPLIANCE WITH FIRE REGULATIONS

The hirer shall comply with all directions given by any competent authority including the Chief Officer of the Fire Brigade and any person holding a like appointment in any way relating to the conduct of the venue and shall comply with all rules, regulations and directions with regard to fire precautions.

#### 20 - HIRE SUBJECT TO CONDITIONS

Any engagement of any kind of the hall or rooms accessory thereto, shall be subject to these conditions, and the hirer shall be deemed to be aware of all such conditions.

People who hire the Burley Griffin Room have to be pro-active in Griffith City Councils reporting procedures in regards to any incidences that occur in and Griffith City Council buildings.

# **BURLEY GRIFFIN ROOM - HIRERS AGREEMENT**

## **(SECTION 2)**

HIRER : .....

YOUR ABN: .....

CONTACT PERSON: .....

ADDRESS: .....

PHONE NO: ..... FAX NO. ....

EMAIL: .....

## **BURLEY GRIFFIN ROOM - ABOUT YOUR EVENT**

TITLE OF FUNCTION/EVENT .....

TYPE OF EVENT            Theatre ..... Meeting .....  
                                 Seminar ..... Exhibition .....  
                                 Music ..... Other .....

DATE/S OF FUNCTION/EVENT .....

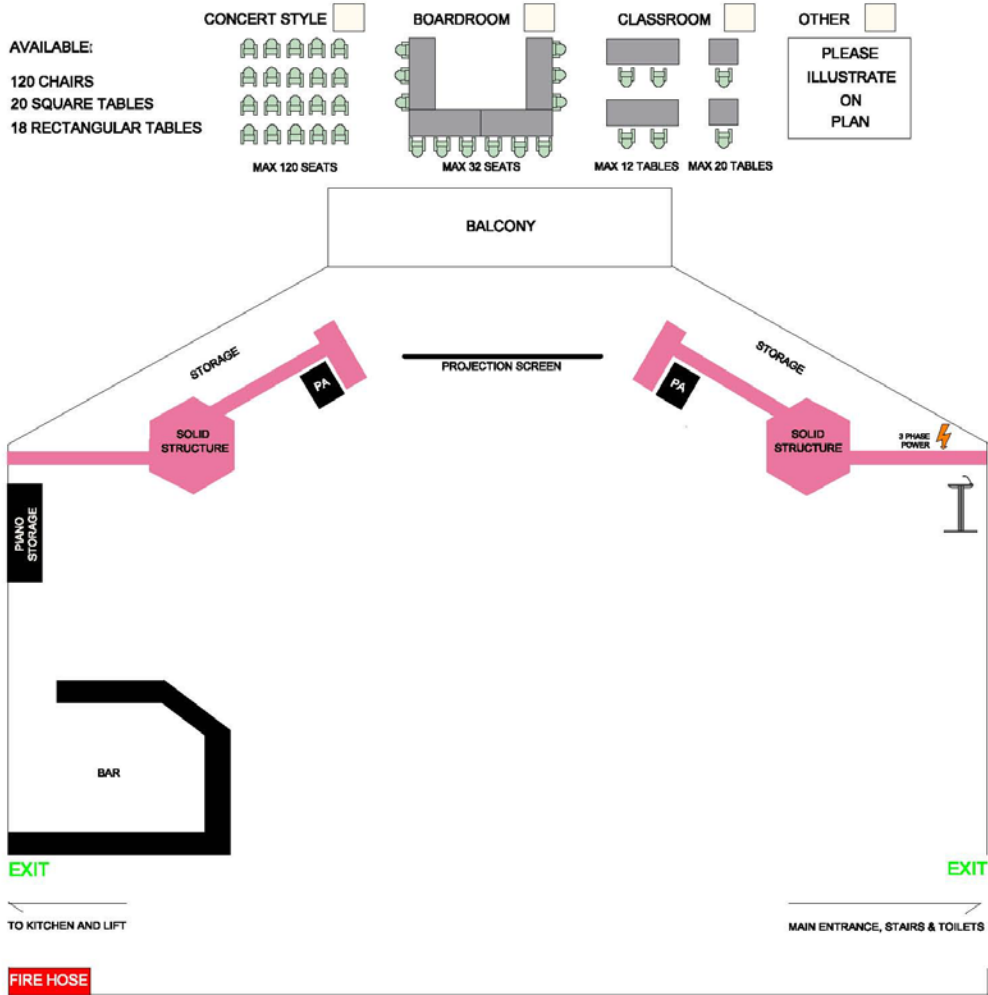
STARTING TIME ..... FINISHING TIME .....

TIME ACCESS TO THE VENUE IS REQUIRED \* .....

INTERVAL/BREAK TIME (if applicable)      Morning Tea .....  
   Lunch .....  
   Afternoon Tea .....

NO. OF PARTICIPANTS EXPECTED .....

ROOM SET UP ( TICK ONE )



PLEASE USE ABOVE PLAN TO SHOW YOUR PREFERRED ROOM ARRANGEMENT  
 (INCLUDE MICROPHONE, LECTURN AND ADDITIONAL SPEAKER PLACEMENT IF REQUIRED)

\* ACCESS TO VENUE PRIOR TO 8:00AM WILL INCUR AN ADDITIONAL FEE

BURLEY GRIFFIN ROOM

NOT TO SCALE  
 BY JOHN MATHONG



## **BURLEY GRIFFIN ROOM - CATERING**

DO YOU REQUIRE USE OF THE KITCHEN? YES .....NO ...

URN YES .....NO .....

CUPS YES .....NO .....

TEA/COFFEE etc. YES .....NO .....

BISCUITS YES .....NO .....

ORANGE JUICE YES .....NO .....

WILL YOU BE SERVING FOOD? YES .....NO .....

DO YOU REQUIRE THEATRE TO ORGANISE YES ..... NO .....

(Please speak to Theatre staff if you wish for us to arrange catering for your function.  
The Theatre requires notification at least 14 days prior to your event if you intend us to cater for your function)

WILL YOU ARRANGE CATERING? YES .....NO .....

WILL YOU USE PROFESSIONAL CATERERS? YES ..... NO.....

IF SO PLEASE PROVIDE CONTACT .....

DO YOU REQUIRE THE BAR TO BE OPEN? YES ..... NO ...

(The Theatre is licensed for the sale and supply of alcohol on-site. All alcohol must be served and supplied by the Theatre. If you wish to open the bar, please contact the Theatre Manager to discuss your options)

# **BURLEY GRIFFIN ROOM - TECHNICAL REQUIREMENTS**

The hire of the BGR includes a basic PA with one microphone, whiteboard and lectern. All other equipment is available for hire.

## WILL YOU REQUIRE:

BASIC PA	YES .....	NO .....
TV/VIDEO/DVD EQUIPMENT	YES .....	NO .....
DATA PROJECTOR	YES .....	NO .....
WHITEBOARD	YES .....	NO .....
LECTERN	YES .....	NO .....
PIANO	YES .....	NO .....
LIGHTING DESK/THEATRE LIGHTS	YES .....	NO .....
SOUND DESK/PA SYSTEM	YES .....	NO .....
STAGE	YES .....	NO .....

(Please contact the theatre's technician if you are unsure of your technical requirements. All technical equipment incurs a set up fee. The lighting desk and sound desk may also incur operator charges. The use of lighting desk and sound desk must be discussed with the Technical Coordinator prior to use)

## PLEASE LIST ANY FURTHER SPECIAL REQUIREMENTS

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## PLEASE CONTACT THEATRE STAFF IF YOU HAVE ANY FURTHER ENQUIRIES/REQUESTS

Telephone 02 6962 8444  
email: [theatre@griffith.nsw.gov.au](mailto:theatre@griffith.nsw.gov.au)

Facsimile 02 6962 8448

**APPLICATION AND AGREEMENT**

I, ..... of .....

declare that I am authorised to act on behalf of .....

Application is hereby made to hire the Burley Griffin Room or such part of the Theatre set forth in this Schedule.

I acknowledge receipt of a copy of the Conditions of Hire and agree that the Hirer shall be bound by and shall observe, perform and fulfill the terms and conditions hereinafter referred to and that such terms and conditions shall be deemed to be incorporated in and form part of this Agreement and that the Hirer shall promptly and punctually pay to the Griffith City Council all moneys which may be now payable or which may hereafter become payable in respect of the hiring or otherwise in respect of this Agreement and the said terms and conditions.

**FOR AND ON BEHALF OF THE HIRER** .....

**SIGNED** ..... **DATE** .....

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**ADMINISTRATION USE ONLY**

**DATE RECEIVED:**

**RECEIVED BY:**

**BOOKING ENTERED:**

**CATERING CONFIRMED:**

**TECHNICAL RESOURCES CONFIRMED:**