



FOYER 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

Owned and operated by the Griffith City Council



FOYER - HIRE CHARGES (SECTION 1)

MONDAY TO SUNDAY

Trade Display/Reception

Per day	\$220.00
Per five day week	\$800.00

Rental – Commercial Event

Full Day 9am to 5pm	\$140.00
Half Day 9am to 1pm or 1pm to 5pm	\$90.00
Evening 5pm to 12am	\$140.00
Day and Evening 9am to 12am	\$280.00
Each Additional hour (or part thereof)	\$50.00
Rehearsals or set up (per hour)	\$45.00

STAFF*

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

Monday – Friday (2 hour min)

Duty Manager	\$45 per hour
Duty Technical	\$55 per hour
Room Setup	\$45 per hour
Usher/Bar Staff/Catering Staff	\$40 per hour

Saturday (2 hour min)

Duty Manager	\$60 per hour
Duty Technical	\$70 per hour
Room Setup	\$55 per hour
Usher/Bar Staff/Catering Staff	\$55 per hour

Sunday (2 hour min)

Duty Manager	\$70 per hour
Duty Technical	\$80.00
Room Setup	\$65 per hour
Usher/Bar Staff/Catering Staff	\$65 per hour

* Public Holiday Fees and charges apply, contact Regional Theatre for Public Holiday Schedule

FACILITIES

Kitchen Options

Hire of Urn & Crockery	\$50.00
Tablecloths each	\$5.00

Bar Facilities

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

Corkage Charges

Wine per person	\$5.00
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Catering

Morning/Afternoon tea per person per session (Includes tea, instant coffee, water, biscuits, milk, sugar)	\$3.50
Morning/Afternoon tea per person per session (Includes tea, percolated coffee, water, biscuits, milk, sugar)	\$5.00
Orange Juice	\$1.00 / glass
Please discuss all other catering arrangements at time of booking	

FOYER - CONDITIONS OF HIRE

1 - DEFINITIONS

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

“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 Foyer 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 - 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

5 - 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.

6 - SMOKE FREE ZONE

Smoking is NOT permitted within the Centre.

7 - 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.

8 - 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.

9 - 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.

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.

FOYER- HIRERS AGREEMENT (SECTION 2)

HIRER :

YOUR ABN:

CONTACT PERSON:

ADDRESS:

PHONE NO: FAX NO.....

EMAIL:

FOYER - ABOUT YOUR EVENT

TITLE OF FUNCTION/EVENT

TYPE OF EVENT

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

FOYER - CATERING

URN YESNO

CUPS YESNO

TEA/COFFEE etc. YESNO

BISCUITS YESNO

ORANGE JUICE YESNO

WILL YOU BE SERVING FOOD? YESNO

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? YESNO

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

IF SO PLEASE PROVIDE CONTACT

DO YOU REQUIRE THE BAR TO BE OPEN? YESNO ...

(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)

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

Telephone 02 6962 8444
email: 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 Foyer 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**

ADMINISTRATION USE ONLY

DATE RECEIVED: _____ **RECEIVED BY:** _____ **BOOKING ENTERED:** _____

CATERING CONFIRMED: _____ **TECHNICAL RESOURCES CONFIRMED:** _____