

"Conditions of Hire"

1. Applications

1.1 Applications for the hire of the open stage shall be made to the Theatre Manager upon the form supplied. 1.2 Where the application is made on behalf of an organisation or body of persons, the applicant shall state the name of the organisation and the authority of the applicant for making such application.

1.3 The Theatre Manager in his/her discretion may accept or reject any application.

2. Deposits and Hire Payments

2.1 Where a reservation of the open stage is approved more than one month in advance of the commencement of the hire period a security deposit of \$400. Per week for each week or part thereof of the period of hire is payable at the time of approval. At least 7 days prior to the commencement of the hire period the total hire charges shall be paid.

2.2 Where a reservation of the open stage is approved less than one month in advance of the commencement of the hire period a security deposit of \$400. Per week for each week or part thereof of the period of hire plus the total hire charges are payable immediately upon approval of the reservation.

2.3 The security deposit shall be held as security against damage to the building or any of its fittings or furniture and for additional cleaning of the building after use by the hirer. The hirer shall be liable on demand by the Theatre Manager to pay any further amount in excess of such deposit to meet the full cost of such damage or cleaning.

If there is no such damage or additional cleaning required (of which the Theatre Manager shall be the sole judge) the deposit shall be returned within 7 days after the use of the open stage.

3. Cancellation of Hire

3.1 By the Hirer

3.1.1 Where notification of cancellation is received by the Theatre Manager not less than three months prior to the commencement of the hire period the University, will return the full deposit paid.

3.1.2 Where notification of cancellation is received less than three months prior to the commencement of the hire period the University will retain the full deposit paid.

3.2 By the University

The University may at any time up to two months prior to the commencement of the hire period cancel any reservation previously made notwithstanding that monies have been paid in connection therewith and shall return to the Hirer all monies so paid which the Hirer agrees to accept. The Hirer shall have no claim for loss or damage in consequence of such cancellation.

4. Transfer of Hire

Except with the prior written consent of the Theatre Manager no hiring shall be assigned from a Hirer to another person and no hiring shall be transferred to another date by the Hirer.

5. Obligations of Hirer

5.1 Observance of Laws

The Hirer shall not do anything on or in connection with the premises or facilities of the open stage or the use made thereof which will bring the University into disrepute or which may in any way imperil any Licence granted or insurance affected in respect of the open stage and shall comply with all acts, regulations and by-laws relating to the University to the open stage or to the use to be made thereof.

5.2 Indemnities

The Hirer shall indemnify and keep indemnified the University against all actions, suits, claims and demands whatsoever arising out of or in connection with the use of the open stage.

5.3 Good order

The Hirer shall be responsible for the maintenance and preservation of good order in the open stage and its environs throughout the hire period.

5.4 Insurance

The Hirer shall cover risk associated directly with instruments and equipment which may be brought into the University and used by the Hirer in connection with the use of the open stage.

The Hirer should note that the University's insurance policies cannot be assumed to extend to the Hirer his/her employees or volunteer workers. The Hirer should therefore make his /her own insurance arrangements in this regard.

5.5 Entrances

The Hirer shall inform persons using the open stage during the hire period which entrance(s) to the theatre are to be used and during such period all doors of the premises are to be kept unlocked and ready for use as escape doors in case of alarm from fire or any other emergency.

5.6 Pre-Production meeting

The Hirer shall request all production staff to attend a pre-production meeting with the staff of the open stage to discuss planning, design and organisation of any production. The meeting shall take place at least one month prior to the commencement of the hire period.

5.7 Admitting Persons in Excess of Capacity

The Hirer shall not admit persons to the open stage in excess of the capacity which is dictated by the stated configurations as follows:

Transverse	202
Round (triangular)	190
Thrust	180
End on	150

5.8 Tickets

The Hirer shall retain a block of at least 8 tickets for each performance and such tickets are to be made available for sale at the box office one hour before the advertised time for the commencement of performance.

5.9 Attendants

The Hirer will provide at the Hirer's cost all necessary attendants including technical staff, box office and front-of-house staff.

5.10 Removal of Equipment

If directed to do so by the Theatre Manager the Hirer will vacate the dressing rooms and remove all portable scenery, property, plant and equipment to an assigned storage area after each performance.

6. Copyright

No copyright literary, dramatic, music or artistic work shall be staged or filmed, performed or exhibited or other public display held in the open stage without the licence of the owner of copyright. The University will not approve an application for hire of the open stage unless all licences required in connection with the proposed use by the Hirer of the open stage have been obtained by the Hirer, and the Hirer has provided copies of these licences to the University.

The Hirer shall indemnify and keep indemnified the University against any infringement of copyright during the hire period.

7. Decorations - stage fitting, films etc.

No stage property, film, slide or laser projection apparatus, electrical installation or appliance, decorating materials or articles of any kind shall be brought into or used in the open stage without the prior written consent of the Theatre Manager. Where such consent has been given the materials shall be removed from the open stage before 9 a.m. on the day following the last use or at such earlier time specified by the Theatre Manager. If the materials are not removed the Hirer shall pay such additional sum as the Theatre Manager may fix for each day or part thereof that such materials remain in the building, such sum to be deducted from the security deposit referred to in clause 2 hereof.

It shall be the responsibility of Hirer to arrange termination of the function or performance so that the open stage shall by the time specified by the Theatre Manager be wholly vacated and restored to the condition in which it was prior to the commencement of the hire period.

8. Damage

The walls, floors, ceilings or any other part of the open stage and any curtains, fittings, furniture or equipment shall not be broken, pierced or in any other way damaged. Any damage or malfunction shall be immediately reported to the Theatre Technician or the Theatre Manager. No proscenium, scenery, fittings, decorations, posters, advertisements, plaques, shields or emblems of any kind shall be erected, fixed, hung or displayed without the prior consent of the Theatre Manager. In the event of any breach of this provision the Hirer shall pay any extra insurance premium or other cost thereby incurred, such premium or cost to be paid within 7 days of the rendering of the account.

9. Timing

9.1 Starting Time

The Hirer shall be in attendance at the open stage at least one hour before the advertised time of the performance. Standard curtain time is 8 p.m.

9.2 Finishing Time of Evening Sessions

Unless otherwise approved in writing by the Theatre Manager the occupancy of the open stage including dressing rooms and building shall not extend beyond 11p.m. on any occasion.

10. Program

It shall be at the discretion of the Theatre Manager to require the Hirer to provide a fully detailed written or printed program not less than fourteen days prior to the commencement of the hire period.

11. Access to the open stage

The University, its servants or agents may at all reasonable times during the period of hire enter upon and view the open stage.

12. Alcohol

The sale or supply of alcohol in the open stage is not permitted.

13. Smoking

Smoking is not permitted in the open stage including the dressing rooms.

14. Animals

No animals shall be allowed in the open stage or its precincts without the prior written consent of the Theatre Manager.

15. Disputes

Any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained herein shall be submitted to the Registrar of the University whose decision shall be final and binding.