



PARKES MUSICAL & DRAMATIC SOCIETY APPLICATION FOR USE OF LITTLE THEATRE

Updated 26/8/2015



Name of Organisation: _____

Contact Person: _____

Contact Details: _____ Phone: _____

Address: _____ Fax: _____

_____ Mobile: _____

_____ Email: _____

Purpose of Use: _____

Dates Required: From: ____ / ____ / ____ to ____ / ____ / ____

Time: ____ : ____ am/pm to ____ : ____ am/pm

COSTS

The current schedule of fees and charges for the Little Theatre is as follows:

Commercial Hire:

Foyer Area	\$160.00 \$200.00	Up to 4 Hours (\$80 Bond + \$80 Hire Fee) Full Day (\$80 Bond + \$120 Hire Fee)
Main Theatre (Incl Foyer)	\$300.00 \$450.00	up to 4 hours (\$150 Bond + \$150 Hire Fee) Full Day (\$150 Bond + \$300 Hire Fee)
Ticketing	\$5.00	per ticket (ticketing for all events at the theatre must go through Society SABO ticketing site). A suitably trained Society member will set up all tickets sales online and be present one hour before the event to sell or hand out pre-paid tickets.
Operator Fee	\$25.00	per hour, payable by separate cheque drawn in favour of the operator.

Charitable/ Not For Profit /School Hire:

Foyer Area	\$110.00 \$130.00	Up to 4 Hours (\$80 Bond + \$30 Hire Fee) Full Day (\$80 Bond + \$50 Hire Fee)
Main Theatre (Incl Foyer)	\$210.00 \$250.00	up to 4 hours (\$150 Bond + \$60 Hire Fee) Full Day (\$150 Bond + \$100 Hire Fee)
Operator Fee	\$25.00	per hour, payable by separate cheque drawn in favour of the operator.

*** Bond/Hire, and Operator fee (if applicable) to be paid at time of Booking **before** keys are handed over. For hire that includes ticketing, all ticketing, operator and hire fees (including bond where theatre is not left in a satisfactory condition) will be deducted from Gross income and the balance deposited in the bank account of hirer no later than 14 days after the event.

The Society will assist in any publicity and/or promotion via electronic media and our notice board for companies/organisations hiring the theatre



LITTLE THEATRE

CONDITIONS OF USE

(PLEASE NOTE THAT SMOKING IN COUNCIL BUILDINGS IS NOT PERMITTED)

LOCATION

The Little Theatre is located in Bogan Street Parkes, across the road from the Parkes Shire Council and Library Complex.

BOOKINGS

The Theatre is available for hire for performances, seminars, conferences, exhibitions, civic functions, receptions and other approved uses.

Bookings will not be taken for any uses that may threaten the safety and security of people of property, or contravenes statutory requirements.

Bookings are to be made through the M& D Bookings Officer on 0414 478535. Inspections of the Little Theatre can be arranged.

In order to promote efficient co-operation, bookings cannot be confirmed until the Application Form has been completed by the Hirer and accepted by the Bookings Officer or President of the M&D.

In the event of more than one application being made for the hire of the Hall at the same time, applications will be treated on a first-in basis.

**Applications for use of the Little Theatre must be received at least
7 (seven) days prior to the proposed function.**



*The M&D trusts that these rules and conditions will assist Hirers
and at the same time assist M&D members to manage and maintain the facilities
to the advantage of the whole community.*

THE THEATRE

The Main Theatre is can seat up to 200 and can be used for a variety of functions, subject to capacity requirements and suitability.

The Foyer adjoining the Theatre area is fully air-conditioned. Both the Theatre and Foyer are carpeted.

The Theatre has an area of approximately 220 sq.metres.

Male and female toilets, as well as a disabled toilet, are available in the Foyer.

The Hall is monitored by the building's electronic fire/alarm system and is equipped with smoke and heat sensor alarms.

There are 230 chairs and 15 tables available.

RESTRICTIONS

SURFACES

Tables used for the serving of food and refreshments are to be covered with appropriate cloths.

Please do not use abrasive cleaners on any surface.

SMOKING

Smoking is not permitted in any area of The Little Theatre or in the break out patio area.

FOOD

Absolutely NO FOOD or drink is to be consumed in the Theatre (except when a dinner is provided). Food and drinks can be consumed in the Foyer area.

ALCOHOL

Sale of alcohol is not permitted.

SECURITY

Opening/Closing

The Theatre will be opened and closed by a member of the M&D Society at an arranged time with the Hirer.

EMERGENCIES

A list of relevant contact numbers is attached to this policy.

In case of fire etc please dial '000'.

INSURANCE

The M&D Society accepts no responsibility for the loss, damage or theft of equipment, property, displays etc left in the Little Theatre or Foyer area. It is a condition of use that your organisation possesses public liability insurance sufficient to cover the proposed function.

AIR CONDITIONING (EVAPORATIVE COOLING)

Control switches for the evaporative cooling units are located within the ticket box, at the top of the access ladder, immediately outside the Bio-Box and in the dressing room corridor. When vacating the Theatre or Foyer please ensure that all the coolers are switched off.

HEATING

Thermostatic control switches for the heating units are located within the ticket box, at the northern end of the space within the auditorium beneath the Bio-Box and in the dressing room corridor. The temperature is normally set to 18°C and care should be taken when changing the setting by more than 5 degrees Celsius. When vacating the Theatre or Foyer please ensure that the settings are returned to 18°C and that all heaters are switched off.

PUBLIC ADDRESS SYSTEM AND LIGHTING

A theatrical stage lighting system with a 24-channel dimmer, 68-way patchable lighting outlets and a collection of theatre luminaries is installed in the theatre.

The theatre is also equipped with sophisticated sound equipment including lapel and handheld radio microphones, corded microphones and players for CDs and Cassette Tapes.

EITHER: proper instruction in the use of this equipment must be obtained, from a member of the M&D's technical team, by the function organiser and their operator prior to its use; **OR** a suitably qualified member of the M&D technical team must be engaged, at a fee, to help operate any equipment required.

KITCHEN

A modern fully serviced kitchen is available. Two ovens, one dishwasher, 2 fridge/freezers, 2 coffee percolators, Zip hot water, together with a basic supply of cutlery, crockery and glassware.

Ensure that ovens, coffee machines and other small appliances are switched off prior to vacating the building.

It is a requirement that the kitchen be left in the condition in which it was found.

TABLES & CHAIRS

The required tables and chairs will be made available for your function.

DECORATIONS

Hirers using facilities shall not:

- ✨ Deface or damage any part of the facility.
- ✨ Place any nails, pins or screws into any wall, pillar, table, chair, floor or ceiling of the Theatre or Foyer.
- ✨ Deface or damage any equipment within the facility.

CLEANING

All rubbish from the function is to be deposited in the wheelie bins provided. Arrangements should be made with the M&D member opening up to ensure that the required number (up to 4) are in place outside the kitchen next to the loading dock. The filled bins are to be placed adjacent to Bogan Street for collection. Any excess rubbish is the responsibility of the Hirer and is to be removed from the premises.

COMPLIANCE WITH ACTS & REGULATIONS

Hirers shall comply with the provisions of the Health Act and Liquor Act.

No alcohol may be purchased or sold at the function. It is an offence to supply alcohol to minors.

OTHER CONDITIONS OF HIRE

ACCESS TO FIRE ESCAPES

Please make your patrons aware of the Fire Escape doors that are situated at the northern and western ends of the Little Theatre. Exits are marked with Exit lighting.

Please do not obstruct these doorways with displays etc.

PARKING

Ample parking is located in front of the Little Theatre Complex. Patrons should be dissuaded from parking in Bogan Street, particularly for night functions due to risks associated with crossing Bogan Street.

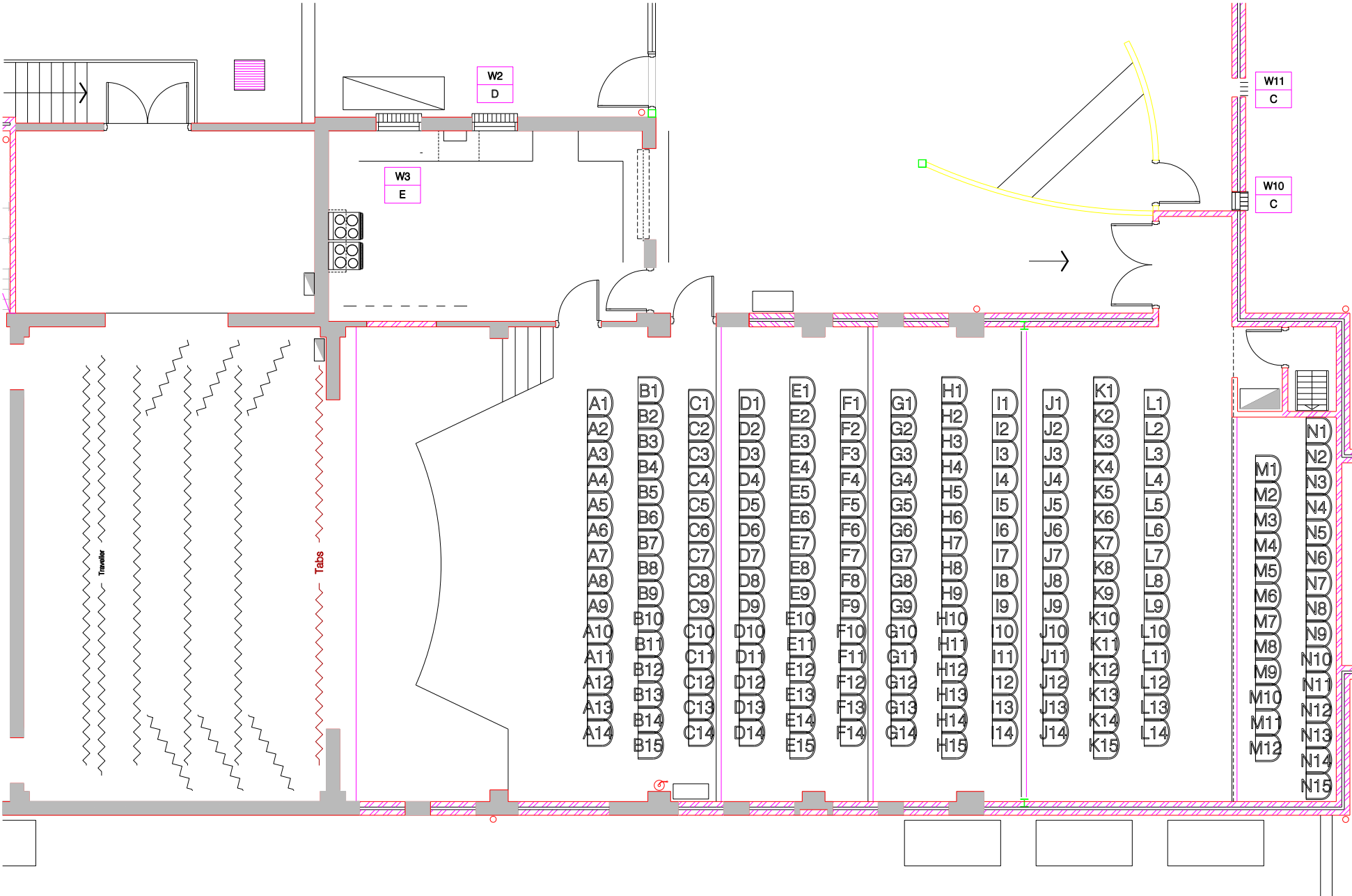
MISCELLANEOUS

- ✨ It is the responsibility of the Hirer to prevent disturbances or noise to occur within the Little Theatre or adjacent surrounds that may be to the detriment of nearby residents.
- ✨ Designated M&D Members have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions of use.
- ✨ Persons using the facilities must ensure that children accompanying them are kept under their control at all times.
- ✨ Hirers are responsible for all equipment items that are used for the event. Any damages or loss of equipment will result in the Hirers being invoiced for the replacement cost of item plus 10%.
- ✨ Any damage to flooring, walls or similar will result in the cost of the repair/cleaning being borne by the Hirer.

ATTACHMENTS

- ✨ Floor Plan
- ✨ Contact Details
- ✨ Checklist

Floor Plan



CHECKLIST – PRIOR TO LEAVING THE BUILDING

- Foyer and Main Theatre Vacuumed
- Dirty cutlery/crockery washed and put away.
- Kitchen bench tops cleaned.
- Kitchen floor swept and mopped.
- All water taps are turned off.
- All stove elements and ovens are turned off.
- Rubbish is placed in the bins provided; any excess rubbish is taken with you and disposed of thoughtfully.
- Sound equipment and lights are turned off.
- Stage cleared and swept.
- Toilets, basins and bathroom floors cleaned.
- Toilet bins emptied into otto bins provided.
- Dressing Rooms vacuumed, benches wiped and bins emptied
- Dressing room toilets cleaned.
- All doors (including toilets) and windows are locked

Name of Organisation: _____

Contact Person: _____

Contact Details: _____ Phone: _____

Address: _____ Fax: _____

_____ Mobile: _____

_____ Email: _____

Hire Date _____

OFFICE USE

Little Theatre checked after use and found to be satisfactory

Room checked after use and found not satisfactory

Bond Refund Approved Yes No

Bond Refund Sent

Cheque Number _____

Date Sent _____

Reason(s) for non - refund of Bond (If applicable)

Signed _____ Position _____

Signed _____ Position _____

Dated _____

CONTACT DETAILS

☀ Parkes Police	Ph: 6862 1077
☀ Ambulance	Ph: 13 12 33
☀ Gail Smith (Treasurer/Booking Officer)	Ph: 0414 478 535
☀ Neil Westcott (President)	Ph: 0418 431 604
☀ Lyn Townsend (Vice President)	Ph: 0429 623 829
☀ Christa Radley (Secretary)	Ph: 0438 807 835